

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
July 25, 2019**

OPENING

Commissioners Stephen A. Andes, Ronald R. Foster and R. Andrew Skidmore were present when the 5:30 p.m. meeting convened in the Putnam County Commission Chambers by Deputy Clerk, Virginia Seibert. The Pledge of Allegiance followed.

BRIAN WOOD, COUNTY CLERK

Mrs. Seibert presented the following documents for the Commissioner's approval and signature:

1. Edit registers and checks

Commissioner Andes made a motion to approve and sign the presented documents. Commissioner Skidmore seconded the motion. The motion carried unanimously.

GENERAL BUSINESS

Commissioner Andes made a motion to approve the minutes of July 9, 2019. Commissioner Skidmore seconded the motion. The motion carried unanimously.

ERRONEOUS ASSESSMENTS

Commissioner Andes made a motion to deny the erroneous assessment for Trinity Coal. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Andes made a motion to approve the Erroneous Assessments as presented:

Two for Tarvin Kinnison, Amy E. &/or Paul Ashworth, two for Rusty Boggs et al, Donald &/or Laura Brotherton, two for Kevin's Auto Body Inc., Justin Kay, Michael S. or Megan L. Mace, Jonathan M. Miller, Mountaineer Engineering & Tran, Michael E. and Jacquie L. Sirockman, Solvaira Specialties Inc., four for Kevin or Ronda Stanley, Larry or Misty Stepp, Scott M. Van Alstyne, eight for Vanscoy Fitness Enterprises Inc., Charles R. &/or Debbie A. Winter, five for Woodmark Ltd Inc., Kevin Wooten

35 Erroneous Assessment were approved totaling \$10,051.86 in deduction of taxes.

Commissioner Skidmore seconded the motion. The motion carried unanimously.

COURT ORDERS APPROVED

Commissioner Andes made a motion to approve and sign the following orders, personnel payroll changes and certifications:

1. An Order to make a payroll change for Tammy Higginbotham, Part-time, Custodian, Department 425 to 424, \$10.00/hourly, effective July 1, 2019 as presented by the Commission Secretary
2. An Order to make a payroll change for Noah Alvis, Full-time to Part-time, Telecommunicator, Department 712, \$14.00/hourly, effective June 10, 2019 as presented by the Commission Secretary
3. An Order to make a payroll change for Carley Stover, Part-time to Full-time, Telecommunicator, Department 712, \$14.68/hourly, effective June 13, 2019 as presented by the Commission Secretary
4. An Order to add to payroll Nyle Whittington, Part-time, Telecommunicator, Department 712, \$14.00/hourly, effective July 13, 2019 as presented by the Commission Secretary
5. An Order to make a payroll change for Ronald Holcomb, Part-time, Security, Department 700 to 425, \$12.98/hourly, effective June 16, 2019 as presented by the Commission Secretary
6. An Order to make a payroll change for Karrie Ballard, Full-time to Part-time, Paramedic, Department 715, \$11.50/hourly, effective June 15, 2019 as presented by the Commission Secretary
7. An Order to delete from payroll Peter Burgeson, Full-time, EMT, Department 715, effective July 15, 2019 as presented by the Commission Secretary
8. An Order to delete from payroll Steve Hamrick, Full-time, Sergeant, Department 700, effective August 17, 2019 as presented by the Commission Secretary
9. An Order to make a payroll change for James Carte, Full-time, Bailiff, Department 425 to 700, \$13.30/hourly, effective June 15, 2019 as presented by the Commission Secretary
10. An Order to delete from payroll Larry Edwards, Full-time, Security, Department 425, effective May 22, 2019 as presented by the Commission Secretary
11. An Order to delete from payroll Angela Rhodes, Full-time, Custodian, Department 425, effective July 16, 2019 as presented by the Commission Secretary
12. An Order to delete from payroll William Russell, Part-time, Telecommunicator, Department 712, effective July 8, 2019 as presented by the Commission Secretary

13. An Order to re-appoint Larry Zuspan to serve on the Putnam County E-911 Advisory Board, effective July 1, 2019 with a term to expire on June 30, 2022 as presented by the Commission Secretary
14. An Order to appoint Chief Robert Eggleton to serve on the Putnam County E-911 Advisory Board, effective July 25, 2019 with a term to expire on June 30, 2020 as presented by the Commission Secretary
15. An Order to appoint Chief Eric Hayzlett to serve on the Putnam County E-911 Advisory Board, effective July 25, 2019 with a term to expire on June 30, 2022 as presented by the Commission Secretary
16. An Order to appoint Rich Pullin to serve on the Dilapidated Building Enforcement Agency Board, effective July 25, 2019 with a term to expire on May 10, 2021 as presented by the Commission Secretary
17. An Order to appoint Destiny Newcome to serve on the Dilapidated Building Enforcement Agency Board, effective July 25, 2019 with a term to expire on May 10, 2021 as presented by the Commission Secretary
18. An Order to appoint Larry Frye to serve on the Dilapidated Building Enforcement Agency Board, effective July 25, 2019 with a term to expire on May 10, 2021 as presented by the Commission Secretary
19. An Order to re-appoint Robert Stonestreet to serve on the Putnam County Board of Zoning Appeals, effective January 2, 2019 with a term to expire on January 1, 2022 as presented by the Commission Secretary
20. An Order to re-appoint David Holtzapfel to serve on the Putnam County Parks and Recreation Board, effective September 1, 2019 with a term to expire on August 31, 2022 as presented by the Commission Secretary
21. An Order to re-appoint Stephen A. Andes to serve on the Putnam County Parks and Recreation Board, effective September 1, 2019 with a term to expire on August 31, 2022 as presented by the Commission Secretary
22. An Order to re-appoint Ronald R. Foster to serve on the Putnam County Development Authority Board, effective October 1, 2019 with a term to expire on September 30, 2022 as presented by the Commission Secretary

Commissioner Skidmore seconded the motion. The motion carried unanimously.

PUBLIC COMMENTS

Jody Richmond who resides at 16 Renard Run, Hurricane, WV and the President of Fox Run Homeowners Association appeared before the Commission to report screening issues they have with Valley Point Subdivision. They have gone to Board of Zoning Appeals four times and it is going nowhere. The residents of Fox Run Subdivision have dealt with muddy water

runoff, trash, excessive noise, and a trash dumpster by the school bus stop. Mr. Richmond reviewed how Valley Point Subdivision has not met the requirements of Article 1300 of the Zoning Ordinance.

Tawney Hill who resides at 23 Renard Run, Hurricane, WV provided pictures of Valley Point Subdivision and water runoff at the entrance of Fox Run Subdivision. Ms. Hill is upset the Planning Commission approved this subdivision without adequate screening and no water runoff plan. Ms. Hill said Mr. Smith assured them they would get screening, but that was two months ago and there has not been any screening installed.

Mr. Richmond stated the BZA granted the screening, but they are asking for enforcement.

President Foster said there is a stormwater retention system. President Foster requested County Attorney, Larry Frye to get someone to review how the Fox Run residents should proceed and get enforcement clarification. Commission Andes requested Mr. Frye check with Jennifer Karr on who enforces 1900.06.

BOARD APPOINTMENT

Commissioner Andes made a motion to re-appoint Larry Zuspan to serve on the Putnam County E-911 Advisory Board, effective July 1, 2019 with a term to expire on June 30, 2022, to appoint Chief Robert Eggleton to serve on the Putnam County E-911 Advisory Board, effective July 25, 2019 with a term to expire on June 30, 2020, and to appoint Chief Eric Hayzlett to serve on the Putnam County E-911 Advisory Board, effective July 25, 2019 with a term to expire on June 30, 2022. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Andes made a motion to appoint Rich Pullin to serve on the Dilapidated Building Enforcement Agency Board, effective July 25, 2019 with a term to expire on May 10, 2021, to appoint Destiny Newcome to serve on the Dilapidated Building Enforcement Agency Board, effective July 25, 2019 with a term to expire on May 10, 2021, and to appoint Larry Frye to serve on the Dilapidated Building Enforcement Agency Board, effective July 25, 2019 with a term to expire on May 10, 2021. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Andes made a motion to appoint Robert Stonestreet to serve on the Putnam County Board of Zoning Appeals, effective January 2, 2019 with a term to expire on January 1, 2022. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Andes made a motion to appoint David Holtzapfel to serve on the Putnam County Parks and Recreation Board, effective September 1, 2019 with a term to expire on August 31, 2022. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to appoint Stephen A. Andes to serve on the Putnam County Parks and Recreation Board, effective September 1, 2019 with a term to expire on August 31, 2022. President Foster seconded the motion. The motion carried unanimously.

Commissioner Andes made a motion to appoint Ronald R. Foster to serve on the Putnam County Development Authority Board, effective October 1, 2019 with a term to expire on September 30, 2022. Commissioner Skidmore seconded the motion. The motion carried unanimously.

REGIONAL INTERGOVERNMENTAL COUNCIL

Ms. Sojuana Ellis of Regional Intergovernmental Council said this is the public hearing for the Putnam County Commission Jim Ridge Phase III Project for the HUD Community Development Block Grant Application.

At 6:01 p.m., Commissioner Andes made a motion to open the public hearing. Commissioner Skidmore seconded the motion. The motion carried unanimously.

President Foster asked for public comments. There were none.

At 6:01 p.m., Commissioner Andes made a motion to close the public hearing. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Andes made a motion to approve the Resolution Authorizing the Submission of a HUD Community Development Block Grant Application as presented by Ms. Ellis. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Mr. Nagy reviewed the three people requesting waterline extensions and provided details on the costs of each extension. Following a lengthy discussion, Commissioner Skidmore made a motion to approve Herbert Thomas and Matt Crumb, but Roger VanSickle's extension is contingent on not using Putnam County or WV American Water funds. Commissioner Andes is not comfortable with Roger VanSickle's extension because it is in Mason County. President Foster seconded the motion. Commissioner Andes voted nay. The motion carried.

Commissioner Skidmore made a motion to approve the Amendment to Owner-Engineer Agreement for the Manila Ridge Water Main Extension Project as presented by Mr. Nagy. Commissioner Andes cannot support it because some of the work is in Mason County. President Foster seconded the motion. Commissioner Andes voted nay. The motion carried.

EXECUTIVE SESSION

At 6:36 p.m., Commissioner Andes made a motion to enter into executive session with Timothy Smith for an Office of Planning and Infrastructure update. Commissioner Skidmore seconded the motion. The motion carried unanimously.

At 7:18 p.m., Commissioner Andes made a motion to enter back into regular session. Commissioner Skidmore seconded the motion. The motion carried unanimously.

JEREMY YOUNG, COUNTY MANAGER

Commissioner Skidmore is fine with the process to set the holiday schedule at the beginning of the year. Commissioner Andes has an issue with the state shutting down last minute and feels it is an inconvenience to the public to close. President Foster asked if we could set a policy

that if the governor makes the decision to close a day that is not on their holiday schedule, then Putnam County Commission we will remain open. Mr. Young reviewed the current process. Commissioners agreed to add to the annual holiday schedule that if the governor declares additional days off that Putnam County Commission will remain open.

Commissioner Andes made a motion to approve the State Budget Revision #1 as presented by Mr. Young. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Andes revised his motion to approve and authorize the President to sign State Budget Revision #1 as presented by Mr. Young. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Andes made a motion to issue increment paychecks to all full-time General County Fund non-civil service employees for FY 2018-2019 as presented by Mr. Young. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Andes exited the meeting.

LARRY FRYE, COUNTY ATTORNEY

Commissioner Skidmore made a motion to approve and sign the deeds for property located on First Avenue in Hometown, Union District, Putnam County for Paul Cottrill and Sharlee Ann Eads as presented by Mr. Frye. President Foster seconded the motion. The motion carried unanimously.

Mr. Frye reviewed the information to revoke the appointment of Cameron Hale as Administrator of the Estate of Thomas Stephen Hale. Mr. Frye explained that Mr. Hale represented himself as the sole heir, but we have since discovered he is not the sole heir. Mr. Hale has possible criminal charges from withdrawing money from Thomas Stephen Hale's account.

After discussion, Commissioner Skidmore made a motion to revoke the appointment of Cameron Hale as Administrator of the Estate of Thomas Stephen Hale as presented by Mr. Frye. President Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore amended his motion to authorize the President to sign. President Foster seconded the motion. The motion carried unanimously.

JEREMY YOUNG, COUNTY MANAGER

President Foster would like to table the tree removal on Cline Avenue until Commissioner Andes could be present. Mr. Young said the lowest estimate is \$1,800.00 for the three trees. Commissioner Skidmore and President Foster would like the staff to reach out to neighbors to see if they are interested in owning the property. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Mr. Young presented the following orders for approval:

Commissioner Skidmore made a motion to approve a budget revision for the Sheriff's Department Fund #701 for capital outlay equipment as presented by Mr. Young. President Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve a budget revision for the Sheriff's Department Fund #705 for capital outlay equipment as presented by Mr. Young. President Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to issue a check from the TIF Fund in the amount of \$13,793.88 payable to the WesBanco Bank, Inc. Trustee for June 2019 TIF Revenue – Trustee is to issue debt service payments for Putnam Bonds 2017AB as presented by Mr. Young. President Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to issue a check from the General County Fund in the amount of \$5,500.00 payable to the Kanawha County 4-H Foundation as contribution towards Putnam County 4-H camp as presented by Mr. Young. President Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to issue a check from the General County Fund in the amount of \$18,000.00 payable to the Putnam County Fair Board as contribution towards the 2019 Putnam County Fair as presented by Mr. Young. President Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to issue a check from the Spay and Neuter Fund in the amount of \$27.00 payable to the Help For Animals for services provided as presented by Mr. Young. President Foster seconded the motion. The motion carried unanimously.

1. An Order to issue a check from the Water Manila Ridge Fund in the amount of \$6,675.00 payable to Terradon Corporation for invoice number 32838 for work done on the Manila Ridge Waterline Extension Project
2. An Order to issue a check from the Water Manila Ridge Fund in the amount of \$7,983.65 payable to Terradon Corporation for invoice number 32839 for work done on the Manila Ridge Waterline Extension Project
3. An Order to issue a check from the Water Manila Ridge Fund in the amount of \$412,228.03 payable to Stonegate Construction, Inc. for invoice number 1 for work done on the Manila Ridge Waterline Extension Project

Commissioner Skidmore made a motion to approve the orders as presented. President Foster seconded the motion. The motion carried unanimously.

4. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$296.21 payable to Sprint
5. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1,991.86 payable to Track Group for monitoring

6. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$826.50 payable to Track Group for monitoring
7. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1,230.00 payable to Prester Center for Mental Health Services, Inc.
8. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$71.22 payable to Office Depot, Inc.
9. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$2,880.00 payable to Prester Center for Mental Health Services, Inc.
10. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$160.00 payable to Call2test, LLC
11. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$860.00 payable to C V Management for July 2019 invoice Unit #1
12. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$860.00 payable to C V Management for July 2019 invoice Unit #4
13. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$376.00 payable to QLabs

Commissioner Skidmore made a motion to approve the orders as presented. President Foster seconded the motion. The motion carried unanimously.

Commissioners decided to move the October 31, 2019 Commission meeting to October 24, 2019 at 5:30 p.m. They also decided to have one meeting in November on November 12, 2019 at 9:00 a.m. unless something pressing comes up.

ESTATE SETTLEMENTS

The Fiduciary Supervisor Mr. Frye presented the following documents to the Commission and recommended that they be approved as presented:

Short Form Settlements: Larry Lane Gaylor, Ronald Edward Harris, William A. Heavner, Wilbur L. Keeling, Patty Jean Lewis, Amanda Jesse Lilly, Joyce Evelyn McComas, Peggy Ann Melton, Elsie Maxine Monday, Helen Jean Rittenhouse, Mary Geraldine Rust

Long Form Settlement: Donald R. Burdette, Luther Martin Hensley, Shirley May Shamblin

An Order to disburse the sum of \$155.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements.

An Order to refer the Estate of Eleanor Rose Garrett to Fiduciary Commissioner, Kelly Young, to resolve a dispute.

An Order to Void and Vacate the Appointment of Administrator, Cameron Hale, as Administrator for the Estate of Thomas Stephen Hale, deceased.

An Order to reopen the Estate of William Harrison Atkinson, Jr., and appoint Beverly Kay Dans, Administratrix DBN for the sole purpose of litigation.

An Order to admit the Last Will and Testament of Bobby Edward George to probate and appoint Lillian George as Executrix.

An Order to appoint Kenneth McCloud as Executor DBN of the Estate of Luther McCloud due to the death of former Executrix, Carrie McCloud, to complete administration.

An Order to appoint Robert E. Edwards as Executor of the Estate of James Robert Edwards due to the death of former Executrix, Norma Nadine Edwards, to complete administration.

An Order of "Estate Listing" of Actions of Fiduciary Supervisor from July 6, 2019 through July 19, 2019.

Commissioner Skidmore made a motion to approve the documents as presented and authorize the President to sign. President Foster seconded the motion. The motion carried unanimously.

ADJOURN

At 7:54 p.m., having no further business, Commissioner Skidmore made a motion and President Foster seconded to adjourn the regular session of the County Commission until Tuesday, August 13, 2019 at 9:00 a.m.

Respectfully submitted,

Marcie Kimberling
Secretary