

APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_

**MINUTES  
PUTNAM COUNTY COMMISSION REGULAR SESSION  
August 29, 2019**

**OPENING**

Commissioners Ronald R. Foster and R. Andrew Skidmore were present when the 5:30 p.m. meeting convened in the Putnam County Commission Chambers by County Clerk Brian Wood. The Pledge of Allegiance followed.

**BRIAN WOOD, COUNTY CLERK**

Mr. Wood presented the following documents for the Commissioner's approval and signature:

1. Edit registers and checks
2. An Order to transfer from the General County Fund to the Putnam County Employee Benefit Fund, the sum of \$9,539.00 for June 2019 Optical and Dental Benefits
3. An Order to transfer from the General County Fund to the Putnam County Employee Benefit Fund, the sum of \$9,589.00 for July 2019 Optical and Dental Benefits
4. An Order to transfer from the Putnam County Community Criminal Justice Fund to the General County Fund, the sum of \$20,618.00 for June 2019 for payroll expenses

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

**GENERAL BUSINESS**

Commissioner Skidmore made a motion to approve the minutes of August 13, 2019. President Foster seconded the motion. The motion carried unanimously.

**ERRONEOUS ASSESSMENTS**

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

BEB Investments LLC, Jason Cole Allen, Anna J. Buzzard, Johnny R. & Debra J. Casto, Suzanne Claus, Justin H. Cherry, Dollie Mae Craig, Iva J. Griffith, Stanley II &/or Shannon Denise Elkins, Janet Frazier, Joseph Gillispie, Travis John & Rachel Granich, Patrick S. or Phyllis N. Haggerty, Kristin &/or Jason Hamblin, Timmy E. &/or Mindie J. Higginbotham, John G. &/or Linda A. Hudson, Aaron S. James, Michael or Megan L. Mace, Cledis H &/or Bernice R. Macleery, five for Mid Valley Mart, Modern Home Concepts Inc., Betty Lou & Carlos Avery Moore, NGS Inc, James W. Nida, Andrea N. Norton et al, Rod C. &/or Josephine C. Roque, Douglas C. Spaulding, Stoneridge Development, Jerry L. & Ruth A. Sutphin, Robert B. &/or

Tina Taylor, Valley Girls, Joshua A. &/or Alyssa B. White, Michael R. & Janet D. Williams, Kevin Michael Workman

38 Erroneous Assessment were approved totaling \$30,620.20 in deduction of taxes.

President Foster seconded the motion. The motion carried unanimously.

### **COURT ORDERS APPROVED**

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

1. An Order to make a payroll change for Jennifer Cornwell, Full-time to Part-time, Telecommunicator, Department 712, \$14.00/hourly, effective August 6, 2019 as presented by the Commission Secretary
2. An Order to make a payroll change for Wade Cox, Full-time to Part-time, Paramedic, Department 715, \$11.50/hourly, effective August 31, 2019 as presented by the Commission Secretary
3. An Order to make a payroll change for Charlotte Buoy, Full-time, Office Assistant, Department 406, \$11.30/hourly, effective October 1, 2016 as presented by the Commission Secretary
4. An Order to delete from payroll Andera Adkins, Full-time, Office Assistant, Department 404, effective August 22, 2019 as presented by the Commission Secretary
5. An Order to add to payroll Chris Boyer, Part-time, Bailiff, Department 700, \$12.98/hourly, effective August 22, 2019 as presented by the Commission Secretary
6. An Order to add to payroll Greg Medley, Part-time, Bailiff, Department 700, \$12.98/hourly, effective September 3, 2019 as presented by the Commission Secretary
7. An Order to add to payroll Eric Sturm, Full-time, Bailiff, Department 700, \$12.98/hourly, effective September 3, 2019 as presented by the Commission Secretary
8. An Order to make a payroll change for Ronald Holcomb, Part-time to Full-time, Security, Department 425, \$12.98/hourly, effective July 16, 2019 as presented by the Commission Secretary
9. An Order to add to payroll Janice Kelley, Full-time, Tax Deputy, Department 404, \$10.50/hourly, effective August 26, 2019 as presented by the Commission Secretary
10. An Order to add to payroll Trevor Hensley, Part-time, Paramedic, Department 715, \$11.50/hourly, effective August 28, 2019 as presented by the Commission Secretary
11. An Order to add to payroll Josh Dehart, Part-time, Paramedic, Department 715, \$11.50/hourly, effective August 28, 2019 as presented by the Commission Secretary

12. An Order to add to payroll Albert Tibbs, Part-time, Paramedic, Department 715, \$11.50/hourly, effective August 28, 2019 as presented by the Commission Secretary
13. An Order to add to payroll Heather Reese, Part-time, Paramedic, Department 715, \$11.50/hourly, effective August 28, 2019 as presented by the Commission Secretary
14. An Order to make a payroll change for Tammy Higginbotham, Part-time to Full-time, Custodian, Department 425, \$10.50/hourly, effective August 26, 2019 as presented by the Commission Secretary

President Foster seconded the motion. The motion carried unanimously.

### **PUBLIC COMMENTS**

There were none.

### **BARBARA UBRICH, WV GOLD STAR MOTHERS**

Barbara Ubrich of WV Gold Star Mothers presented the Commissioners with the National Remembrance Flag in honor of our fallen military soldiers, which Putnam County Commission will fly at the War Memorial by the Ross Booth Memorial Bridge.

### **MAYOR RANDY BARRETT**

Commissioner Skidmore made a motion to provide inflatables and portable toilet rentals for the Putnam County Homecoming as presented by Mayor Barrett. President Foster amended the motion to add that the City of Winfield will use Putnam County residents if they have to pay for attendants to monitor the inflatables. Commissioner Skidmore so moved on the amendment. President Foster seconded the motion. The motion carried unanimously.

### **LARRY FRYE, COUNTY ATTORNEY**

Commissioner Skidmore made a motion to approve and authorize the President to sign the ordinance granting franchise to Cebridge Acquisition, LLC d/b/a Suddenlink Communications, for construction and operation of a cable system in Putnam County as presented by Larry Frye. President Foster seconded the motion. The motion carried unanimously.

### **REGIONAL INTERGOVERNMENTAL COUNCIL**

Commissioner Skidmore made a motion to approve and authorize the President to sign the commitment letter of Jim Ridge Phase II HUD application as presented by Mr. Martin. President Foster seconded the motion. The motion carried unanimously.

### **MARIAN SMITH, VICTIM'S LIAISON FOR PROSECUTOR**

Commissioner Skidmore made a motion to approve and authorize the President to sign the VOCA Application Documents and Standard Conditions as presented by Mrs. Smith. President Foster seconded the motion. The motion carried unanimously.

## **JAMEY HUNT, DAY REPORT DIRECTOR**

Commissioner Skidmore made a motion to approve and authorize the President to sign the WV Community Corrections Grant Contract & Resolution as presented by Mr. Hunt. President Foster seconded the motion. The motion carried unanimously.

## **TIM HANNA, PROJECT COORDINATOR**

Mr. Hanna reviewed the Putnam County Recreation Enhancement Grant Application requests.

President Foster made a motion to approve \$10,358.40 for the Town of Bancroft as presented by Mr. Hanna. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve \$10,160.00 for the Town of Poca as presented by Mr. Hanna. President Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve \$4,648.00 for the Town of Buffalo as presented by Mr. Hanna. President Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve \$4,851.60 for the City of Winfield as presented by Mr. Hanna. President Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve \$23,482.00 for the Town of Eleanor as presented by Mr. Hanna. President Foster seconded the motion. The motion carried unanimously.

President Foster made a motion to approve \$6,500.00 for the Putnam County Fair as presented by Mr. Hanna. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve and authorize the President to sign the FIS Electronic Payment Processing Contract as presented by Mr. Hanna. President Foster seconded the motion. The motion carried unanimously.

## **JEREMY YOUNG, COUNTY MANAGER**

Mr. Young reviewed the information to remove trees near Cline Avenue and explained letters were mailed to adjoining property owners. The Commissioners discussed interest in the property with adjoining property owners and Mr. Frye listed the requirements to obtain it. The Commissioner explained it is up to the adjoining property owners to provide the required documentation in order to proceed.

## **PUBLIC COMMENT**

Alexander Vaughn Staff Assistant to U.S. Senator Shelley Moore Capito introduced himself.

## **LARRY FRYE, COUNTY ATTORNEY**

Commissioner Skidmore made to approve letters requesting that the governing body of the Building Commission, Planning Commission, and Parks and Recreation Commission be referred to as the “Governing Board of the Respective Commission” as presented by Mr. Frye. President Foster seconded the motion. The motion carried unanimously.

## **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:** Patricia Ann Abbott, Patsy Rachel Arbaugh, Linda Fay Cochran, Keith Henderson Estep, John Roe Hart, George Frank McGhee, Naomi June Morris

**Long Form Settlement:** None

An Order to disburse the sum of \$110.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements.

An Order to certify the completion of the ancillary administration of West Virginia Real Estate Without Appointment in the Estate of Mary Joan Lipscomb.

An Order to certify the completion of the ancillary administration of West Virginia Real Estate Without Appointment in the Estate of Joseph E. Ross.

An Order to reopen the Estate of Robert S. Milne and appoint Bethel M. Milne as Executrix for the sole purpose of unclaimed funds of the State of New York.

An Order approving the Annual Accounting Report of Eleanor Ruth Fisher, Executrix, of the Estate of Lynden Varrell Fisher.

An Order of “Estate Listing” of Actions of Fiduciary Supervisor from August 10, 2019 through August 23, 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.

## **JEREMY YOUNG, COUNTY MANAGER**

Mr. Young presented the following orders for approval:

Commissioner Skidmore made a motion to issue a check from the Water and Sewer Fund in the amount of \$8,870.00 payable to Terradon Corporation for engineering services for the IJDC Application as presented by Mr. Young. President Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to issue a check from Account: 001-442-5-67.R in the amount of \$65,000.00 payable to Billy C. McCallister Electronic Services Inc. 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 \$2,500.00 payable to West Virginia University Cooperative Extension Service 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 \$257.00 payable to Help For Animals for services provided 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 911 Fund in the amount of \$189,065.90 payable to Frontier/TCl for 5 year maintenance on 911 phone system 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 \$73,015.73 payable to WesBanco Bank, Inc. Trustee for July 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.

1. An Order to issue a check from the Water Manila Ridge Fund in the amount of \$308,057.84 payable to Stonegate Construction, Inc. for invoice number 2 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 \$27,180.00 payable to Terradon Corporation for invoice number 32981 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 \$12,107.30 payable to Terradon Corporation for invoice number 32983 for work done on the Manila Ridge Waterline Extension Project
4. An Order to issue a check from the Water Manila Ridge Fund in the amount of \$2,325.00 payable to Terradon Corporation for invoice number 32982 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.

5. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$624.00 payable to Thomas M. Lyvers, Sr. for professional services rendered for July 29, 2019 to July 31, 2019
6. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1,456.00 payable to Thomas M. Lyvers, Sr. for professional services rendered for August 1, 2019 to August 9, 2019

7. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$2,080.00 payable to Thomas M. Lyvers, Sr. for professional services rendered for August 12, 2019 to August 23, 2019
8. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$296.50 payable to Sprint
9. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$14.78 payable to AutoZone
10. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1,136.00 payable to WV Board of Risk and Insurance Management
11. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1,226.95 payable to Track Group for monitoring
12. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$326.00 payable to QLabs
13. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$482.33 payable to Hazelden
14. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$482.33 payable to Prestera Center for Mental Health Services, Inc. for July 2019 Drug Court invoice

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

### **ADJOURN**

At 7:17 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, September 10, 2019 at 9:00 a.m.

Respectfully submitted,

Marcie Kimberling  
Secretary