

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

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

**MINUTES  
PUTNAM COUNTY COMMISSION REGULAR SESSION  
September 26, 2019**

**OPENING**

Commissioners Stephen A. Andes, Ronald R. Foster and R. Andrew Skidmore were present when the 9:00 a.m. meeting convened in the Putnam County Commission Chambers by Accountant Lisa Copley. The Pledge of Allegiance followed.

**LISA COPLEY, ACCOUNTANT**

Ms. Copley 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 \$9,513.50 for August 2019 Optical and Dental Benefits

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

**GENERAL BUSINESS**

President Foster made a motion to approve the second version of the minutes. The motion died for a lack of a second.

Commissioner Andes made a motion to approve the original minutes. The motion died for a lack of a second.

Commissioner Skidmore made a motion to table the minutes of September 10, 2019 to allow the audio to be reviewed. Commissioner Andes seconded the motion. The motion carried unanimously.

**ERRONEOUS ASSESSMENTS**

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

Donald L. Meadows, Bradley S. Eads, three for William M. Kirkland, Sandy Wilkinson, Wholesale Fireworks Enterprises LLC, William Georger Warden Jr., Richard A. Walker, Joseph E. Walker, US Bank National Association, United Diving & Marine LLC, Thomas R. & Claudia Q. Tull, Eva R. Trachsel Trust, Toyota Tsusho America Inc., Rachel Anne or Adam Gregory Townsend, Caleb J. & Joel Jackson Townsend, Gayla A. Terry, Richard &/or Letha Sylvester, Larry & Carol &/or Donna Simmons Sutphin, Georgia E. Summers, Anthony M. &/or Amanda M. Stillwell, David E. &/or Joannetta S. Straley, David E. & or Joannetta S. Straley, Larry A.

Stanley, Dan J. Stanley, Sold on Selling, Katlyn M. Smith, Claxton F. Smith, Jr., Brittany A. &/or Jeremy L. Smith, Duane A. &/or Katheryn A. Shurow, S. B. Richard Savilla, William H. &/or Deborah C. Romine, George F. &/or Linda J. Roland, two for Barry Edwin Rogers, Restored 2 Perfection LLC, Brian K. &/or Kara Reed, Republic Services dba Allied Waste Sycamore Landfill LLC, James H. &/or Angela L. Raines, Carolyn S. Putinsky, Putnam County Dev Authority L/A Nippon Thermostat, Pillates Plus, Petroleum Products LLC (Nitro Plant), James D. III &/or Amber Perry, Leslie B. Jr. &/or Sherry L. Payne, Ashlee Payne, two for Derrick Paris, two for On Point Surveying, Lucas C. Myers, Jeffrey J. Moore, Courtney & Jeremy Mitchell, two for Rodney W. Michellas et al, two for Donald L. Meadows, Scott A. &/or Lori McRaken, Michael D. &/or Nancy Mason, Michael L. Maynard, George A. Mangus, Sr., Robert L. Leighton, John Roy &/or Patricia Sue Lawson, Tonya R. Kyle, Donna Marie King, Thomas E. &/or Lisa G. Johnston, Gary M. &/or Linda L. Johnson, Danny S. or Arlene E. Johnson, Jennie L. Jividen, Lisa A. Jahnke, Jakes Fireworks, Gregory N. Hunt, Matthew Lee Humphries, Honda Lease Trust, two for Joseph Hill, Michael K. or Mary Jo Hendricks, Aaron Nicholas Hemlepp, Michael A. &/or Lori E. Harless, Brittany Gaylor, Ralph A. Flint, Lewis Franklin Fizer et al, Adam H. Fewell, Fastenal Company – WVHUR DBA Fastenal Company, Leslie R. Emswiller, Bradley S. Eads, Eddie Doss, Kandace (Kirby) &/or Brian Duggan, Gary E. or Teresa J. Creech, Ronald B. &/or Gail N. Childress, three for Catpar LLC dba Valpak of WV, Corey L. Carpenter, Charlie Alvin Cain et al, Tyler E. &/or Cheyenne L. (Shoemaker) Brown, Stephen or Suzanne Brown, Gerald &/or Leotha J. Boles, Katherine Ann &/or Larry Barnes, Jamie R. Blake, Willie D. Aldridge et ux, two for Dakota Adkins, ACI LLC c/o Pritt Randall, On Point Surveying, Trenton G. &/or Alisha Cain

106 Erroneous Assessment were approved totaling \$127,351.43 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 Josh DeHart, Part-time to Full-time, Paramedic, Department 715, \$13.63/hourly, effective July 15, 2019 as presented by the Commission Secretary
2. An Order to delete from payroll Erin Mullins, Grant-Funded Temporary Full-Time, Day Report Officer, Department 731, effective September 13, 2019 as presented by the Commission Secretary
3. An Order to re-appoint Paul Callahan to serve on the Putnam Public Service District Board, effective September 1, 2019 with a term to expire on August 31, 2025 as presented by the Commission Secretary

Commissioner Skidmore seconded the motion. The motion carried unanimously.

### **PUBLIC COMMENTS**

Mayor Cam Clendenin invited the County Commission, staff, and anyone else in attendance today to attend the Town of Eleanor picnic on Saturday, October 12, 2019 from 1:00-3:00 pm at town hall for a ribbon cutting ceremony of our pavilion and the festivities will continue at the town park at 4:00 p.m.

### **LISA COPLEY, ACCOUNTANT**

Ms. Copley appeared before the Commission to present the financial statements for Putnam County for the fiscal year ended June 30, 2019. Commissioner Andes made a motion to approve the financial statements as presented by Ms. Copley. Commissioner Skidmore seconded the motion. The motion carried unanimously.

### **BREAST CANCER AWARENESS PROCLAMATION**

Commissioner Andes read aloud a Proclamation designating October 1, 2019 as Putnam County Breast Cancer Awareness Day in recognition of October being National Breast Cancer Awareness Month.

### **JIM NAGY, TERRADON**

Commissioner Andes made a motion to approve and authorize the President to sign Change Orders #3 for the Manila Ridge Water Main Project for Stonegate Construction as presented by Mr. Nagy. Commissioner Skidmore seconded the motion. The motion carried unanimously.

### **JEREMY YOUNG, COUNTY MANAGER**

Commissioner Andes made a motion to partner with the OpenGov Transparency Website to improve government transparency and increase public access to important public information as presented by Mr. Young. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Andes made a motion to approve and authorize the President to sign the 2019 STOP Violence Against Women Act Grant Contract as presented by Mr. Young. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Andes made a motion to approve and authorize the President to sign the 2019 Edward Byrne Memorial Justice Assistance Grant (JAG) Grant Contract as presented by Mr. Young. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Andes made a motion to approve a budget revision for the Courthouse Fund #424 for uniforms as presented by Mr. Young. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Andes made a motion to approve a budget revision for the Sheriff's Department Fund #700 for travel and training/education as presented by Mr. Young. Commissioner Skidmore 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:** Ashlee Starr Hicks, Ramona Gael Massey Hoffman, Mary Jane Swirczynski Howard, Wanda June Johnson, Lucy Mae Mahone, Janice Mabel Sparks, Ruth Ann Thompson

**Long Form Settlement:** Thomas Henry Blake, Jr., Ray Scott Warner, Gregory Roger Stewart

An Order to disburse the sum of \$191.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements.

An Order approving the Partial Settlement Report of Beverly H. Heinrichs, Executrix of the Estate of Billy R. Beckett.

An Order approving the Partial Settlement Report of Beverly H. Heinrichs, Executrix of the Estate of Helen Louise Beckett.

An Order approving the Yearly Accounting Report of Kristy A. Blankenship, Executrix, of the Estate of Brian Stephen Love.

An Order approving the Yearly Accounting Report of Angela D. Moran, Executrix, of the Estate of James Ross Taylor.

An Order approving the Final Report of Fiduciary Commissioner Kelly M. Young in the Estate of Wanda Lee Kaneday.

An Order of "Estate Listing" of Actions of Fiduciary Supervisor from September 7, 2019 through September 20, 2019.

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

### **JEREMY YOUNG, COUNTY MANAGER**

Commissioner Andes made a motion to issue a check from the TIF Fund in the amount of \$465,666.27 payable to WesBanco Bank, Inc. Trustee for August 2019 TIF Revenue – Trustee is to issue debt service payments for Putnam Bonds 2017AB as presented by Mr. Young. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Andes made a motion to issue a check from the General County Fund in the amount of \$9,975.00 payable to Cott Systems, Inc. for scanning and rebinding of land books as part of the Records Management Preservation Board Grant project Grant Number Putnam County 2019-2020 as presented by Mr. Young. Commissioner Skidmore seconded the motion. The motion carried unanimously.

1. An Order to issue a check from the Water Manila Ridge Fund in the amount of \$317,314.58 payable to Stonegate Construction, Inc. for invoice number 3 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 \$7,136.00 payable to Terradon Corporation for invoice number 33106 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 \$10,746.00 payable to Terradon Corporation for invoice number 33107 for work done on the Manila Ridge Waterline Extension Project

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

Commissioner Andes made a motion to issue a check from the Spay and Neuter Fund in the amount of \$219.00 payable to Help for Animals for services provided as presented by Mr. Young. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Andes made a motion to issue a check from the General County Fund in the amount of \$900.00 payable to Putnam County Homecoming for reimbursement of inflatables at the 90<sup>th</sup> Annual Putnam County Homecoming as presented by Mr. Young. Commissioner Skidmore 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 \$2,480.00 payable to Thomas M. Lyvers for professional services rendered for September 9, 2019 to September 20, 2019
5. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$82.65 payable to Office Depot
6. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1,980.00 payable to Prestera Center for Mental Health Services, Inc. for Mental Health Services, Inc.
7. 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 October 2019 invoice Unit #1
8. 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 October 2019 invoice Unit #4
9. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$204.00 payable to QLabs
10. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$957.00 payable to Track Group for monitoring

11. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$12.00 payable to West Virginia Justice and Community Services
12. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$296.50 payable to Sprint

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

### **EXECUTIVE SESSION**

At 5:59 p.m., Commissioner Andes made a motion to enter into executive session to interview Paul Callahan for Putnam Public Service Commission Board. Commissioner Skidmore seconded the motion. The motion carried unanimously.

At 6:15 p.m., Commissioner Andes made a motion to enter back into regular session. Commissioner Skidmore seconded the motion. The motion carried unanimously.

### **BOARD APPOINTMENT**

Commissioner Andes made a motion to re-appoint Paul Callahan to serve on the Putnam Public Service District Board, effective September 1, 2019 with a term to expire on August 31, 2025. Commissioner Skidmore seconded the motion. The motion carried unanimously.

### **RICH PULLIN, FIRE SERVICE BOARD ADMINISTRATOR**

Rich Pullin appeared before the Commission to explain the proposed Putnam County Fire Service fee ordinance and changes to address the update of definitions and rate schedule to be more consistent with residential and non-residential based on square footage.

President Foster made a motion to table the decision until Larry Frye can get clarification on multiple issues in the new ordinance. Commissioner Andes seconded the motion. The motion carried unanimously.

### **TIMOTHY SMITH, PLANNING DIRECTOR**

Timothy Smith discussed Mr. Richardson's impact study on changing fast food restaurants and restaurants from a special permit use to a permitted use in the C-1 zone. The study will provide information on the legality of the text amendment and any additional fees must be pre-approved.

Commissioner Skidmore made a motion to approve the retainer letter with Mr. Jesse Richardson for an impact study changing fast food restaurants and restaurants from a special permit use to a permitted use in the C-1 zone as presented by Mr. Smith. Commissioner Andes seconded the motion. The motion carried unanimously.

Commissioner Skidmore amended his motion to designate President Foster on all contacts indicated in the retainer letter. Commissioner Andes seconded the motion. The motion carried unanimously.

Timothy Smith presented the Text Amendment Modifying Article 1200.04 for “Off-Street Parking Space Requirements” in order to exclude to-go, customer product pick-up, and other similar parking spaces from the minimum required parking spaces needed.

At 7:30, Commissioner Andes made a motion to open the public hearing. Commissioner Skidmore seconded the motion. The motion carried unanimously.

T.J. Summers, 107 Liberty Square said you mentioned a variance, but does not know what the future holds for these things. The trend in the industry is to require less parking because of Uber. There might be unintended consequences from this by limiting certain new businesses from coming to the area.

At 7:32, Commissioner Andes made a motion to close the public hearing. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Following a lengthy discussion by the Commissioners, Commissioner Skidmore made a motion to send this back to the Planning Commission for staff to further review and research parking conditions in surrounding areas and other areas recommended by the other Commissioners. Commissioner Andes seconded the motion. The motion carried unanimously.

Commissioner Andes made a motion to table the Community Rating Service (CRS) annual recertification in order to maintain Putnam County’s Current CRS Classification as presented by Mr. Smith. President Foster seconded the motion. The motion carried unanimously.

## **ADJOURN**

At 7:56 p.m., having no further business, Commissioner Skidmore made a motion and Commissioner Andes seconded to adjourn the regular session of the County Commission until Tuesday, October 8, 2019 at 9:00 a.m.

Respectfully submitted,

Marcie Kimberling  
Secretary