

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

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

**MINUTES**  
**PUTNAM COUNTY COMMISSION REGULAR SESSION**  
**October 8, 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 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

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 September 26, 2019. Commissioner Skidmore seconded the motion. The motion carried unanimously.

**ERRONEOUS ASSESSMENTS**

There were none.

**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 September 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 make a payroll change for Josh Rollins, Part-time to Full-time, Telecommunicator, Department 712, \$14.68/hourly, effective September 29, 2019 as presented by the Commission Secretary

4. An Order to add to payroll Tyler Witt, Part-time, Telecommunicator, Department 712, \$14.00/hourly, effective October 2, 2019 as presented by the Commission Secretary

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:** Roger Dale Bagley, Elizabeth Theone Hammack, Bradley Paul Knell, Debra Lynn Blasingim Knell, Noelan Ray Lanham, Sr., Edith Gertrude Lauer, Franklin Mattox, Jo Ann Redmon, Marsha Gayle Smith, Bobby Kent Stover, Marilu McGerity Thomas, Rishel Charles Walker, Phyllis Webb Watson, Terry Kay Weaver, David Ernest Webster

**Long Form Settlement:** Ruby Ann Berbohm

An Order to disburse the sum of \$120.00 from the Fiduciary Special Fund made payable to State Tax Department for estate tax administration fees.

An Order to disburse the sum of \$171.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements.

An Order to appoint Mary Jordan as Administratrix DBN of the Estate of Andrew F. Mays due to the death of former Administratrix DBN, Jenny Mays.

An Order to reopen the Estate of George Bernard Shawver and appoint Judith Ann Gunter as Executrix DBN due to the death of former Executrix, Betty Lou Shawver.

An Order of "Estate Listing" of Actions of Fiduciary Supervisor from September 21, 2019 through October 4, 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.

### **BUDGET REVISION**

Commissioner Andes made a motion to approve a budget revision for the Garage Department Fund #717 for maintenance repair equipment as presented by Mr. Young. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Mr. Young presented the following orders for approval:

Commissioner Andes made a motion to issue a check from the Spay and Neuter Fund in the amount of \$260.00 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 checks from the Hotel/Motel Tax Fund to Parks and Recreation Commission in the amount of \$36,000.00, to the Convention and Visitors Bureau in the amount of \$51,000.00, and to the Recreation Enhancement Fund in the amount of \$15,000.00 as presented by Mr. Young. Commissioner Skidmore seconded the motion. The motion carried unanimously.

1. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1,627.50 payable to Kimberly Sizemore for professional services rendered for September 2019 invoice
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$420.00 payable to Chris Moles for professional services rendered for September 2019 invoice
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$59.10 payable to Office Depot
4. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1,800.00 payable to Pretera Center for Mental Health Services, Inc. for DC invoice
5. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$840.00 payable to Pretera Center for Mental Health Services, Inc. for DC invoice
6. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$180.00 payable to Call2test, LLC

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

### **PUBLIC COMMENTS**

Glenn Yeager II, Mayor Barrett, and Glenn Yeager had positive comments about Ashley Alford and her work ethic.

### **JIM NAGY, TERRADON**

Jim Nagy reported the water is on for everyone. Mr. Nagy reported a subcontractor would be used to finish a few items.

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

Rebecca Bostic of Saddle Downs Homeowners Association located in Scott Depot, West Virginia appeared before the Commission to present a petition requesting Saddle Downs Subdivision to be included on the ATV ordinance.

After County Attorney Larry Frye confirmed all requirements had been met, President Foster made a motion to approve the petition filed by Saddle Downs Subdivision to be included in the ATV Ordinance conditional upon Larry Frye's research to determine if the first 1000 ft can be included otherwise it will be excluded. Commissioner Andes seconded the motion. The motion carried unanimously.

### **TIM HANNA, PROJECT COORDINATOR**

Commissioner Andes made a motion to issue a check from the General County Fund in the amount of \$4,851.60 payable to the City of Winfield for reimbursement out of the Putnam County Recreation Enhancement Fund as presented by Mr. Hanna. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Andes made a motion to approve and authorize the President to sign the request for reimbursement for \$9,068.00 for the Records Management Preservation Board Grant Program as presented by Mr. Hanna. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Andes made a motion to approve and authorize the President to sign the 2020-2021 Records Management Preservation Board (RMPB) Grant Application and the Commission to sign the resolution as presented by Mr. Hanna. Commissioner Skidmore seconded the motion. The motion carried unanimously.

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

County Attorney Larry Frye recused himself.

President Foster led the discussion on obtaining outside counsel in result of a letter received from the Prosecuting Attorney regarding the Putnam County Planning Commission. President Foster reported Planning Commission has counsel in place.

Commissioner Skidmore requested adding obtaining outside counsel should legal services be required to the next Commission meeting agenda.

Larry Frye returned to the meeting.

### **GENERAL BUSINESS**

Commissioner Skidmore would like to follow Robert's Rules of Order going forward with the minutes and requested this item be on the next agenda.

Following a lengthy discussion, President Foster said to table the minutes for them to be condensed to follow Robert's Rules of Order. Commissioner Skidmore seconded the motion. The motion carried unanimously.

**ADJOURN**

At 10:09 a.m., having no further business, Commissioner Skidmore made a motion and Commissioner Andes seconded to adjourn the regular session of the County Commission until Thursday, October 24, 2019 at 5:30 p.m.

Respectfully submitted,

Marcie Kimberling  
Secretary