

APPROVED: _____

DATE: _____

MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
December 10, 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. An Order to transfer from the Putnam County Community Criminal Justice Fund to the General County Fund, the sum of \$18,832.24 for July 2019 for payroll expenses
2. An Order to transfer from the Putnam County Community Criminal Justice Fund to the General County Fund, the sum of \$23,450.77 for August 2019 for payroll expenses
3. An Order to transfer from the Putnam County Community Criminal Justice Fund to the General County Fund, the sum of \$23,127.75 for September 2019 for payroll expenses
4. An Order to transfer from the Putnam County Community Criminal Justice Fund to the General County Fund, the sum of \$18,614.00 for October 2019 for payroll expenses
5. An Order to transfer from the Putnam County Community Criminal Justice Fund to the General County Fund, the sum of \$21,282.27 for November 2019 for payroll expenses
6. 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 November 12, 2019. Commissioner Skidmore seconded the motion. The motion carried unanimously.

ERRONEOUS ASSESSMENTS

Commissioners Andes made a motion to deny the erroneous assessment for Ann M. and James L. Gritt and approve the remaining Erroneous Assessments.

Robert and Joy Bailey, Michael J. or Linda C. Buxser, Barbara (McClanahan) Casto, Monteia Childer, Barry Scott Cline, Jr., John Cochran, S. Joe &/or Joann T. Cook, Pamela Douglas, Leon Lea Duff, GBU LTD, Wyatt J. Haas, John &/or Barbara Hayes, Leshia G. Hazlett, Matthew & Kersha L. Hill, Tonya Hilterbrandt, Jason &/or Jessica Hodges, Honda Lease Trust, Huntington Technology Finance & Subs, William Kevin & Lisa R. Bibbee Johnson, two for Lonesome Cedar Cabins Inc., two for Jon L. Long, Mary J. (Lares) Marino, Barbara Ilene Matthews, James R. McCallister, Larry C. &/or Florence A. McNeely, two for Norica Fort group, three for Omnicare of Nitro WV, Anna Maria Peak, James D. III &/or Amber Perry, Jeff Pierce, Pilot Thomas Logistics, James P. &/or Deborah Pye, Richard M. Crout DDS Inc., Richardson Building Ser LLC, five for Sonat Exploration Co., Jeremy Stark, two for Anthony M. &/or Amanda M. Stillwell, Roger D. Thornton, Whiteley Global LLC, Allen Whitney, Kevin M. Williams et ux

51 Erroneous Assessment were approved totaling \$140,361.04 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 amended Order for the name correction Joby Blankenbicker, Part-time, Humane Officer, Department 716, \$10.00/hourly, effective November 13, 2019 as presented by the Commission Secretary
2. An Order to make a payroll change for Lesli Forbis, Grant-funded Full-time, Victim Advocate, Department 725, \$17.42/hourly, effective October 1, 2019 as presented by the Commission Secretary
3. An Order to delete from payroll Brenden Iezzi, Full-Time, EMT, Department 715, effective November 4, 2019 as presented by the Commission Secretary
4. An Order to make a payroll change for Marian Smith, Grant-funded Full-time, Victim Advocate, Department 726, \$39,857.00/annually, effective October 1, 2019 as presented by the Commission Secretary
5. An Order to make a payroll change for Kyle Maxson, Part-time, Victim Advocate, Department 726, \$13.52/hourly, effective October 1, 2019 as presented by the Commission Secretary
6. An Order to add to payroll Diana Witt, Part-time, Fiduciary Deputy, Department 411, \$12.00/hourly, effective December 6, 2019 as presented by the Commission Secretary
7. An Order to delete from payroll Kim Clendenin, Full-Time, Office Assistant, Department 404, effective October 9, 2019 as presented by the Commission Secretary

8. An Order to delete from payroll Carl Fewell, Full-Time, Chief Tax Deputy, Department 404, effective December 31, 2019 as presented by the Commission Secretary
9. An Order to add to payroll Carl Fewell, Part-time, Tax Deputy, Department 404, \$12.50/hourly, effective January 1, 2020 as presented by the Commission Secretary
10. An Order to make a payroll change for Farrah Crane, Full-time, Chief Tax Deputy, Department 404, \$47,985.60/annually, effective January 1, 2020 as presented by the Commission Secretary
11. An Order to make a payroll change for Tracy Thacker, Full-time, Office Assistant, Department 404, \$15.60/hourly, effective January 1, 2020 as presented by the Commission Secretary
12. An Order to make a payroll change for Deirdre Higginbotham, Full-time, Tax Clerk, Department 404, \$11.25/hourly, effective January 1, 2020 as presented by the Commission Secretary
13. An Order to make a payroll change for Laura Carter, Full-time, Tax Clerk, Department 404, \$11.25/hourly, effective January 1, 2020 as presented by the Commission Secretary
14. An Order to make a payroll change for Kathy Rayburn, Full-time, Tax Clerk, Department 404, \$10.76/hourly, effective January 1, 2020 as presented by the Commission Secretary
15. An Order to make a payroll change for Janice Kelley, Full-time, Tax Deputy, Department 404, \$10.76/hourly, effective January 1, 2020 as presented by the Commission Secretary
16. An Order to appoint Angela Harding to serve on the Putnam County Convention and Visitors Bureau Board, effective December 10, 2019 with a term to expire on December 5, 2022 as presented by the Commission Secretary
17. An Order to appoint Kelsey Harding to serve as an alternate on the Putnam County Board of Zoning Appeals, effective December 10, 2019 with a term to expire on January 1, 2021 as presented by the Commission Secretary
18. An Order to appoint David Rossi to serve on the Putnam County Board of Health, effective January 1, 2020 with a term to expire on June 30, 2021 as presented by the Commission Secretary
19. An Order to appoint Mike Steorts to serve as an alternate on the Putnam County Board of Zoning Appeals, effective December 10, 2019 with a term to expire on January 1, 2022 as presented by the Commission Secretary
20. An Order to appoint Andrew Shinn to serve on the Putnam County Fire Service Board, effective December 10, 2019 with a term to expire on June 30, 2022 as presented by

the Commission Secretary

21. An Order to appoint Maggie Parsons to serve on the Putnam County Convention and Visitors Bureau Board, effective December 10, 2019 with a term to expire on December 5, 2022 as presented by the Commission Secretary
22. An Order to appoint Evan Young to serve on the Putnam County Convention and Visitors Bureau Board, effective October 20, 2019 with a term to expire on October 19, 2022 as presented by the Commission Secretary
23. An Order to appoint Marc Brown to serve on the Putnam County Convention and Visitors Bureau Board, effective December 6, 2019 with a term to expire on December 5, 2022 as presented by the Commission Secretary

Commissioner Skidmore seconded the motion. The motion carried unanimously.

PUBLIC COMMENTS

There were none.

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: Opal Pearl Argabrite, Anna Lee Bird, Thelma Roberta Blake, Martha Lorraine Burns, Lewis D. Craddock, Sr., Charles Michael Davis, John Renner Duernberger, Kenneth George Duffield, Ernest Lee Dunlap, Ramona Faye Erwin, Dorcas Dell Ferrell, Jesse Allen Frazier, Fannie Jean Gallaspie, Bobby Edward George, Rufus Edward Hall, Jr., Earl Lorane Harmon, Robert Sean Henderson, Harry Richard Hinshaw, Larry Earcel Hodges, Zinda Huff, Bertha Ellen Jones, Robert Raymond Leach, Juanita Jean Linkenhoker, Lydia Marie Lovejoy, James William Martin, Doris June McBrayer, Robert Gary McClain, Dolores Jeanne Miles, James Lonzo Prince, James Albert Rasnake, Phyllis Marie Raynes, Patricia Jane Carte Shinn, Ruby Kaye Sovine, Stacy Nicole Stowers, Buel Stanley Summerfield, Angela Young, Gary Ray Young

Long Form Settlement: Betty Louise Clark, Lottie B. Craig, Karen Jean Mundy

An Order to disburse the sum of \$150.00 from the Fiduciary Special Fund made payable to State Tax Department for estate tax administration fees.

An Order to disburse the sum of \$484.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements.

An Order to approve the appointment of Jeffrey S. Roberts as Administrator DCN of the Estate of James Junior Davis due to the death of former Administratrix Shirley Ann Davis, to complete administration.

An Order of "Estate Listing" of Actions of Fiduciary Supervisor from November 9, 2019 through December 6, 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.

JIM NAGY, TERRADON

Commissioner Andes made a motion to approve and authorize the President to sign the Stonegate Construction Change Order #4 for the Manila Ridge Water Main project as presented by Mr. Nagy. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Andes made a motion to approve and authorize the President to sign the Amendment #2 to the Owner-Engineer Agreement for the Manila Ridge Water Main Extension Project as presented by Mr. Nagy. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Andes made a motion to approve and authorize the President to sign the Pay Estimate #4 for the Manila Ridge Water Main Extension Project as presented by Mr. Nagy. Commissioner Skidmore seconded the motion. The motion carried unanimously.

TERRY MARTIN OR SOJUANA ELLIS, REGIONAL INTERGOVERNMENTAL COUNCIL

Commissioner Andes made a motion to approve Payment Request #7 as presented by Mr. Martin. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Andes made a motion to approve the request for drawdown and authorize the President to sign as presented by Mr. Martin. Commissioner Skidmore seconded the motion. The motion carried unanimously.

EXECUTIVE SESSION

At 9:28 a.m., Commissioner Andes made a motion to enter into executive session for board interviews with John Inghram, David Rossi, Mike Steorts, Angela Harding, and Kelsey Harding. Commissioner Skidmore seconded the motion. The motion carried unanimously.

At 10:17 a.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 appoint Angela Harding to serve on the Putnam County Convention and Visitors Bureau Board, effective December 10, 2019 with a term to expire on December 5, 2022. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Andes made a motion to appoint Kelsey Harding to serve as an alternate on the Putnam County Board of Zoning Appeals, effective December 10, 2019 with a term to expire on January 1, 2021. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Andes made a motion to appoint David Rossi to serve on the Putnam County Board of Health, effective January 1, 2020 with a term to expire on June 30, 2021. Commissioner Skidmore seconded the motion. The motion carried unanimously.

President Foster made a motion to appoint Mike Steorts to serve as an alternate on the Putnam County Board of Zoning Appeals, effective December 10, 2019 with a term to expire on January 1, 2022. Commissioner Andes seconded the motion. The motion carried unanimously.

Commissioner Andes made a motion to appoint Andrew Shinn Jr. to serve on the Putnam County Fire Service Board, effective December 10, 2019 with a term to expire on June 30, 2022. Commissioner Skidmore seconded the motion. The motion carried unanimously.

EXECUTIVE SESSION

At 10:22 a.m., Commissioner Andes made a motion to enter into executive session for board interviews with James Bowyer and Maggie Parsons. Commissioner Skidmore seconded the motion. The motion carried unanimously.

At 10:45 a.m., Commissioner Andes made a motion to enter back into regular session. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Andes made a motion to appoint Maggie Parsons to serve on the Putnam County Convention and Visitors Bureau Board, effective December 10, 2019 with a term to expire on December 5, 2022. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Andes made a motion to appoint Evan Young to serve on the Putnam County Convention and Visitors Bureau Board, effective October 20, 2019 with a term to expire on October 19, 2022. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Andes made a motion to appoint Marc Brown to serve on the Putnam County Convention and Visitors Bureau Board, effective December 6, 2019 with a term to expire on December 5, 2022. Commissioner Skidmore seconded the motion. The motion carried unanimously.

EXECUTIVE SESSION

At 10:47 a.m., Commissioner Andes made a motion to enter into executive session with Eric Embree on retainer agreement should outside legal services be required. Commissioner Skidmore seconded the motion. The motion carried unanimously.

At 11:00 a.m., Commissioner Andes made a motion to enter back into regular session. Commissioner Skidmore seconded the motion. The motion carried unanimously.

MARCIE KIMBERLING, EXECUTIVE ASSISTANT

Commissioner Andes made a motion to make public notice that the Commission shall sit as a Board of Review and Equalization regarding all taxes assessed (personal and real) for the taxable year 2019 as follows:

Friday, January 31, 2020 at 10:00 a.m.
Thursday, February 6, 2020 at 1:00 p.m.
Tuesday, February 11, 2020 at 1:00 p.m.
Tuesday, February 18, 2020 at 5:30 p.m.

Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Andes made a motion to approve the 2020 Legal Holiday schedule as presented by Mrs. Kimberling. Commissioner Skidmore seconded the motion. The motion carried unanimously.

TIM HANNA, PROJECT COORDINATOR

Commissioner Andes made a motion to approve and authorize the President to sign the VOCA Grant Contract Addendums as presented by Mr. Hanna. Commissioner Skidmore seconded the motion. The motion carried unanimously.

JEREMY YOUNG, COUNTY MANAGER

Commissioner Andes made a motion to approve a budget revision for the Sheriff's Department Fund #700 for capital outlay 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 #705 for capital outlay 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 General County Fund in the amount of \$16,554.25 payable to Putnam County Employee Benefit Fund representing plan administration fees for Benefit Assistance Corporation for FY2018 & FY2019 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 School Fund in the amount of \$178,756.08 payable to General County Fund for reimbursement of jail costs for

May 2006 to July of 2006 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 TIF Fund in the amount of \$65,991.68 payable to WesBanco Bank, Inc. Trustee for October 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 911 Fund in the amount of \$107,456.60 payable to Zuercher Technologies, LLC for payment on the CAD System 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 Water and Sewer Fund in the amount of \$150.00 payable to WV Department of Environmental Protection for the NPDES Permit for the Manila Ridge Waterline Extension Project 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 Spay and Neuter Fund in the amount of \$587.00 payable Help for Animals for services provided 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 \$1,240.00 payable to Thomas M. Lyvers for professional services rendered for October 7, 2019 to October 11, 2019
2. 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 November 11, 2019 to November 22, 2019
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$992.00 payable to Thomas M. Lyvers for professional services rendered for November 25, 2019 to November 29, 2019
4. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1,240.00 payable to Thomas M. Lyvers for professional services rendered for December 2, 2019 to December 6, 2019
5. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$300.66 payable to Sprint
6. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$43.00 payable to Gunters Logoworks & Sportswear, LLC
7. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1,575.00 payable to Kimberly Sizemore for professional services rendered for October 2019 invoice

8. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$209.43 payable to Office Depot
9. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$23.00 payable to Health Research Systems, Inc.
10. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$326.00 payable to QLabs
11. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$190.00 payable to Call2test, LLC
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 January 2020 invoice Unit #1
13. 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 January 2020 invoice Unit #4
14. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$165.96 payable to Galls
15. 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
16. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$145.80 payable to Swana Lovejoy for mileage reimbursement for August 5, 2019 to December 5, 2019

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

RETAINER AGREEMENT SHOULD OUTSIDE LEGAL SERVICES BE REQUIRED

Commissioner Andes made a motion to put Eric Embree on retainer for the purpose of outside legal representation if needed. Commissioner Skidmore seconded the motion. The motion carried unanimously. Commissioner Andes withdrew his motion.

Commissioner Andes made a motion to hire Eric Embree on an hourly basis if needed for legal representation. Commissioner Skidmore seconded the motion. The motion carried unanimously.

ELECT COMMISSION PRESIDENT

Commissioner Skidmore made a motion to elect Commissioner Stephen A. Andes as Commission President for the period of January 1, 2020 to December 31, 2020. President Foster seconded the motion. The motion carried unanimously.

BOARD APPOINTMENTS

President Foster made a motion to appoint John Inghram to serve on the Putnam Public Service District Board, effective December 10, 2019 with a term to expire on August 31, 2025. Commissioner Andes seconded the motion. The motion carried unanimously.

ADJOURN

At 11:15 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 Tuesday, January 14, 2020 at 9:00 a.m.

Respectfully submitted,

Marcie Kimberling
Secretary