

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
January 14, 2020**

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
2. An Order to Adopt the Emergency Absentee Voting Policy
3. An Order to Change Precinct 22 Voting Location
4. An Order to Designate of Community Voting Location

Following President Andes confirming there were no public comments, Commissioner Skidmore made a motion to approve and sign the presented documents. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve and sign the Depository Bond as presented by Mr. Wood. Commissioner Foster seconded the motion. The motion carried unanimously.

GENERAL BUSINESS

Commissioner Skidmore made a motion to approve the minutes of December 10, 2019. Commissioner Foster seconded the motion. The motion carried unanimously.

DIVIDE ORDERS AND ERRONEOUS ASSESSMENTS

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

Divide Orders for William & Ruth Ann Barnette, Michael R. Young et ux, Kelly S. Stevens, Eric A. Groves et ux, Jeremy W. Halstead et ux, James D. Crewdson et ex, Vanessa Harmon, Donnie D. Herdman et ux, Eric Knapp, G & J Farms LLC, Jacklyn Ann Oxley, Shawn A. Fisher et ux, Mary Bernice Workman, Perry Green, Donald L. Meadows

Erroneous Assessments for Brandon &/or Nicole Abboud, two for Michael McCallister, two for John William Moss III, Brenda L. Rhodes, Marsha N. McClung, Lisa Morris, John H. III &/or Anna M. Bayliss, Cragg & Son Tree Company LLC, Dustin J. & James D. Dillon, Chris E. or Deborah Estep, Robert L. &/or Sandra K. Lacy, Anthony W. Or Annalisa Lucas, Joshua Mattern

15 Erroneous Assessment were approved totaling \$9,482.89 in deduction of taxes.

Commissioner 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 Tracy Thacker, Full-time, Office Assistant, Department 404, \$15.60/hourly, effective December 30, 2019 as presented by the Commission Secretary
2. An Order to make a payroll change for Deirdre Higginbotham, Full-time, Tax Clerk, Department 404, \$11.25/hourly, effective December 30, 2019 as presented by the Commission Secretary
3. An Order to make a payroll change for Laura Carter, Full-time, Tax Clerk, Department 404, \$11.25/hourly, effective December 30, 2019 as presented by the Commission Secretary
4. An Order to make a payroll change for Kathy Rayburn, Full-time, Tax Clerk, Department 404, \$10.76/hourly, effective December 30, 2019 as presented by the Commission Secretary
5. An Order to make a payroll change for Janice Kelley, Full-time, Tax Clerk, Department 404, \$10.76/hourly, effective December 30, 2019 as presented by the Commission Secretary
6. An Order to add to payroll Cristina Casto, Full-time, Office Assistant, Department 404, \$10.50/hourly, effective December 30, 2019 as presented by the Commission Secretary
7. An Order to add to payroll Christina Young, Part-time, EMT, Department 715, \$9.00/hourly, effective December 9, 2019 as presented by the Commission Secretary
8. An Order to add to payroll Scott Dixon, Part-time, EMT, Department 715, \$9.00/hourly, effective December 9, 2019 as presented by the Commission Secretary
9. An Order to add to payroll Martha Dixon, Part-time, EMT, Department 715, \$9.00/hourly, effective December 9, 2019 as presented by the Commission Secretary

10. An Order to add to payroll Cohen Morgan, Part-time, EMT, Department 715, \$9.00/hourly, effective December 9, 2019 as presented by the Commission Secretary
11. An Order to make a payroll change for Sheila Cobb, Part-time Seasonal, Office Assistant I, Department 404 to 413, \$10.50/hourly, effective January 5, 2020 as presented by the Commission Secretary
12. An Order to make a payroll change for John Day, Full-time, Building & Grounds Manager, Department 425, \$18.37/hourly, effective December 30, 2019 as presented by the Commission Secretary
13. An Order to make a payroll change for Kevin Stevens, Full-time, Maintenance, Department 425, \$16.63/hourly, effective December 30, 2019 as presented by the Commission Secretary
14. An Order to make a payroll change for Michael May, Full-time, Maintenance, Department 425, \$14.32/hourly, effective December 30, 2019 as presented by the Commission Secretary
15. An Order to add to payroll Earl Kosa, Part-time, Intern, Department 405, \$10.00/hourly, effective January 15, 2020 as presented by the Commission Secretary
16. An Order to delete from payroll Rick Painter, Part-Time, Bailiff, Department 700, effective February 2, 2020 as presented by the Commission Secretary
17. An Order to add to payroll Larry Angell, Part-time, Bailiff, Department 700, \$12.98/hourly, effective January 27, 2020 as presented by the Commission Secretary
18. An Order to make a payroll change for Christina Seanze, Full-time, Tax Clerk, Transfer from Department 403 to 404, \$10.50/hourly, effective January 27, 2020 as presented by the Commission Secretary
19. An Order to appoint Anthony Craigo to serve on the Putnam County Board of Health, effective January 14, 2020 with a term to expire on June 30, 2021 as presented by the Commission Secretary
20. An Order to appoint James Bowyer to serve on the Putnam County Parks and Recreation Board, effective January 14, 2020 with a term to expire on August 31, 2020 as presented by the Commission Secretary

Commissioner Foster seconded the motion. The motion carried unanimously.

PUBLIC COMMENTS

Michael Thompson the President of Putnam County Gun Club reviewed with the Commissioners that they would like to use some of the lease money to build a clubhouse and provided quotes to County Manager Jeremy Young. Mr. Thompson said they did not increase

their annual fees; however, they did increase the lease percentage from \$10.00 to \$15.00 per person.

JOHN DEARNELL, EMS DIRECTOR

EMS Director John Dearnell appeared before the Commission to present (2) two bids for the new ambulance as follows: 1) J & J of Morgantown, WV with a bid of \$91,550.00, 2) Northwest Emergency Vehicles with a bid of \$93,968.00.

Commissioner Skidmore made a motion to approve J&J for the bid opening conditional upon staff and the county attorney reviewing the specifications to ensure they meet the requirements. Commissioner Foster seconded the motion. The motion carried unanimously.

EXECUTIVE SESSION

At 9:25 a.m., Commissioner Foster made a motion to enter into executive session for board interviews with Anthony Craigo for the Putnam County Board of Health. Commissioner Skidmore seconded the motion. The motion carried unanimously.

At 9:32 a.m., Commissioner Skidmore made a motion to enter back into regular session. Commissioner Foster seconded the motion. The motion carried unanimously.

BOARD APPOINTMENT

Commissioner Skidmore made a motion to appoint Anthony Craigo to serve on the Putnam County Board of Health, effective January 14, 2020 with a term to expire on June 30, 2021. Commissioner Foster seconded the motion. The motion carried unanimously.

RESOLUTION TO DECLARE PUTNAM COUNTY, WV AS A "SECOND AMENDMENT SANCTUARY" COUNTY

Commissioner Foster read and made a motion to approve the Resolution to declare Putnam County, West Virginia as a "Second Amendment Sanctuary" County. Commissioner Skidmore seconded the motion. The motion carried unanimously.

BILL HOWARD, BENEFIT ASSISTANCE

Mr. Howard appeared before the Commission to present an Employee Dental and Vision Benefit Plan update. He discussed the statistics for the last fiscal year and commented on the health of the Plan for this fiscal year.

LARRY FRYE, COUNTY ATTORNEY

Mr. Frye reviewed the petition filed by Duane Garrett, who appeared in person. The Petitioner requested that Administrator CTA Frankie Lee Garrett of the Estate of Eleanor Rose Garrett be removed with the Fiduciary Commissioner's recommended order to appoint the Sheriff over the estate.

Attorney Tim Lafon representing Wayne Garrett and does not disagree with what has been recommended.

Attorney Gerald Lacy explained he represents the estate and Frankie Garrett. Mr. Lacy said at the hearing with Kelly Young there was not a resignation in writing by Frankie Lee Garrett and he would like to remain the administrator.

Commissioner Foster confirmed with Tim Lafon that Duane Garrett still objects to Frankie Garrett serving as administrator.

After consideration thereof, Commissioner Foster made a motion to grant the petition to remove Frankie Lee Garrett as Administrator CTA of the Estate of Eleanor Rose Garrett and appoint the Sheriff over the estate. Commissioner Skidmore seconded the motion. The motion carried unanimously.

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

Commissioner Foster made a motion to grant the petition and authorize the President to sign the petition to remove Frankie Lee Garrett as Administrator CTA of the Estate of Eleanor Rose Garrett, appoint the Sheriff over the estate as recommended by Fiduciary Commissioner Kelly Young, and relieving the attorney for the estate. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Frankie Garrett gave a brief statement.

JEREMY YOUNG, COUNTY MANAGER

Jeremy Young discussed the design and construction for a new storage facility at the location of the old animal shelter. The Commissioners reviewed what the plans for the building should be and the bidding process.

DISCUSSION AND LETTER TO LEGISLATURE TO POSSIBLY RAISE HOTEL/MOTEL TAX

President Andes made a motion to send a letter to legislature for local control of hotel/motel tax. 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: Wendell Wayne Alford, Barbara Ann Bell, Arley Edward Black, Paul Travis Booth, Davy Lee Burdette, Willard Harold Burns, Kerry D. Craigo, Linda Kay Erwin, Stephen D. Erwin, Eugene Minord Meeks, Barbara Anne Hager, Orville William Pauley, Franklin Hugh Persinger, Walter Paul Smith, Donald Leroy Starcher, James Hollie Totten, Sr., Kenneth Lee

Vickers, Pauline Walker, Jack Okey Ward, Joyce Ann Warren

Long Form Settlement: Marilyn Gail Armstrong, Megan Lee Haynes, Larry Dean Pauley

An Order to disburse the sum of \$145.00 from the Fiduciary Special Fund made payable to State Tax Department for estate tax administration fees.

An Order to disburse the sum of \$260.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements.

An Order to reopen the Estate of Arley Edward Black and appoint Brenda C. Black as Administratrix for the sole purpose of amending the appraisal.

An Order to reopen the Estate of Linda Scantlin and appoint Michelle Watson as Executrix for the sole purpose of distributing the proceeds of asbestosis litigation.

An Order to reopen the Estate of Chelcy Curtis Thornton and appoint Greta Mae Thornton as Executrix for the sole purpose of distributing the proceeds of asbestosis litigation.

An Order admitting the Last Will and Testament of Carlotta Hayes Burns to probate, appointing Amanda L. Addington, Executrix, of the Estate and releasing the previously posted bond by Travelers Casualty & Surety Company of America/Dorsey Insurance Group.

An Order to appoint Judith Elaine Anthony as Executrix DBN of the Estate of Eugene Minord Meeks due to the death of Co-Executor, James Michael Meeks.

An Order to appoint Judith E. Anthony as Executrix DBN of the Estate of Emma Jean Meeks due to the death of Co-Executor, James Michael Meeks.

An Order of "Estate Listing" of Actions of Fiduciary Supervisor from December 6, 2019 through January 10, 2020.

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

JEREMY YOUNG, COUNTY MANAGER

Commissioner Skidmore made a motion to approve a budget revision for the Prosecutor's Department Fund #405 for dues and subscriptions as presented by Mr. Young. Commissioner Foster seconded the motion. The motion carried unanimously.

Mr. Young presented the following orders for approval:

Commissioner Skidmore made a motion to issue a check from the TIF Fund in the amount of \$40,926.14 payable to WesBanco Bank, Inc. Trustee for November 2019 TIF Revenue – Trustee is to issue debt service payments for Putnam Bonds 2017AB as presented by Mr. Young. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to issue a check from the Coal Severance Fund in the amount of \$95,000.00 payable to Putnam County Building Commission Series B Bond Revenue Account, toward Waterworks Revenue Bond payments as presented by Mr. Young. Commissioner 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 \$43,460.80 payable to Zuercher Technologies, LLC for final payment on the CAD System as presented by Mr. Young. Commissioner 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 as presented by Mr. Young. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to issue a check from the Hotel/Motel Tax Fund to Parks and Recreation Commission in the amount of \$28,500.00, to the Convention and Visitors Bureau in the amount of \$43,500.00, and to the Recreation Enhancement Fund in the amount of \$15,000.00 as presented by Mr. Young. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to issue a check from the Water and Sewer Fund in the amount of \$260.50 payable to Mountain Haus Properties, Inc. for the Manila Ridge Waterline Extension Project as presented by Mr. Young. Commissioner 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 \$13,876.20 payable to Electronic Specialty Company out of the Court Security Fund as presented by Mr. Young. Commissioner Foster seconded the motion. The motion carried unanimously.

1. An Order to issue a check from the Spay and Neuter Fund in the amount of \$302.00 payable to Help for Animals for services provided
2. An Order to issue a check from the Spay and Neuter Fund in the amount of \$374.00 payable to Help for Animals for services provided

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

3. An Order to issue a check from the Water Manila Ridge Fund in the amount of \$65,035.88 payable to Stonegate Construction, Inc. for invoice number 4 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 \$2,864.00 payable to Terradon Corporation for invoice number 33416 for work done on the Manila Ridge Waterline Extension Project
5. An Order to issue a check from the Water Manila Ridge Fund in the amount of \$2,642.10 payable to Terradon Corporation for invoice number 33417 for work done on the Manila Ridge Waterline Extension Project
6. An Order to issue a check from the Water Manila Ridge Fund in the amount of \$10,000.00 payable to Terradon Corporation for invoice number 33586 for work done on the Manila Ridge Waterline Extension Project
7. An Order to issue a check from the Water Manila Ridge Fund in the amount of \$374.85 payable to Terradon Corporation for invoice number 33587 for work done on the Manila Ridge Waterline Extension Project

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

8. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$300.66 payable to Sprint
9. 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, Sr. for professional services rendered for December 9, 2019 to December 13, 2019
10. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$2,542.00 payable to Thomas M. Lyvers, Sr. for professional services rendered for December 16, 2019 to December 31, 2019
11. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1,984.00 payable to Thomas M. Lyvers, Sr. for professional services rendered for January 1, 2020 to January 10, 2020
12. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1,038.00 payable to Track Group for monitoring
13. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$420.00 payable to QLABS
14. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$190.00 payable to Call2test, LLC
15. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$53.02 payable to Office Depot
16. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$50.70 payable to WV Correctional Industries

17. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$210.00 payable to Anthony Craigo for professional services rendered for November 2019 invoice
18. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$697.00 payable to Chris Moles for professional services rendered for November and December 2019 invoices
19. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1,612.00 payable to Prestera Center for Mental Health Services, Inc.
20. 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 February 2020 invoice Unit #1
21. 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 February 2020 invoice Unit #4

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

BOARD APPOINTMENT

Commissioner Skidmore made a motion to appoint James Bowyer to serve on the Putnam County Parks and Recreation Board, effective January 14, 2020 with a term to expire on August 31, 2020. Commissioner Foster seconded the motion. The motion carried unanimously.

ADJOURN

At 10:45 a.m., having no further business, Commissioner Skidmore made a motion and Commissioner Foster seconded to adjourn the regular session of the County Commission until Thursday, January 30, 2020 at 5:30 p.m.

Respectfully submitted,

Marcie Kimberling
Secretary