

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
January 30, 2020**

OPENING

Commissioners Stephen A. Andes and Ronald R. Foster were present when the 5:30 p.m. meeting convened in the Putnam County Commission Chambers by Deputy Clerk Jill Burnside. The Pledge of Allegiance followed.

JILL BURNSIDE, DEPUTY CLERK

Ms. Burnside presented the following documents for the Commissioner's approval and signature:

1. Edit registers and checks

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

GENERAL BUSINESS

Commissioner Foster made a motion to approve the minutes of January 14, 2020. President Andes seconded the motion. The motion carried unanimously.

ERRONEOUS ASSESSMENTS

There were none.

COURT ORDERS APPROVED

President Andes stated an elected official has lost an employee and distributed the money to the other employees. They are permitted to do this by WV State Code, but I do not feel that is the way they should do business.

President Foster does not like the way it was presented either and thinks it is a bad precedent to set, but we have no role in preventing it. If they request an increase in employees, then he would strongly oppose this based on the way this was issued to us.

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

1. An Order to make a payroll change for Earl Kosa, Part-time, Intern, Department 405, \$10.00/hourly, effective January 13, 2020 as presented by the Commission Secretary

2. An Order to make a payroll change for Bobby Stover, Full-time, Mapper, Department 407, \$19.23/hourly, effective July 1, 2019 as presented by the Commission Secretary
3. An Order to make a payroll change for Jennifer Harpold, Full-time, Mapper, Department 407, \$18.32/hourly, effective July 1, 2019 as presented by the Commission Secretary
4. An Order to make a payroll change for Michelle Garrison, Full-time, Office Assistant, Department 403, \$17.15/hourly, effective January 26, 2020 as presented by the Commission Secretary
5. An Order to make a payroll change for Stephanie Smith, Full-time, Chief Deputy Clerk, Department 403, \$23.07/hourly, effective January 26, 2020 as presented by the Commission Secretary
6. An Order to make a payroll change for Lisa DeBord, Full-time, Office Assistant, Department 403, \$13.66/hourly, effective January 26, 2020 as presented by the Commission Secretary
7. An Order to make a payroll change for Elissa Shell, Full-time, Office Assistant, Department 403, \$13.66/hourly, effective January 26, 2020 as presented by the Commission Secretary
8. An Order to make a payroll change for Cathy Gawthrop, Full-time, Office Assistant, Department 403, \$13.66/hourly, effective January 26, 2020 as presented by the Commission Secretary
9. An Order to make a payroll change for Destiny Huttenstine, Full-time, Office Assistant, Department 403, \$13.22/hourly, effective January 26, 2020 as presented by the Commission Secretary
10. An Order to make a payroll change for Angela Witt, Full-time, Deputy Clerk, Department 403, \$13.22/hourly, effective January 26, 2020 as presented by the Commission Secretary
11. An Order to make a payroll change for Shayla Davis, Full-time, Deputy Clerk, Department 403, \$13.22/hourly, effective January 26, 2020 as presented by the Commission Secretary
12. An Order to make a payroll change for Candyce Melton, Full-time, Office Assistant, Department 403, \$12.53/hourly, effective January 26, 2020 as presented by the Commission Secretary
13. An Order to delete from payroll Joby Blankenbicker, Part-Time, Humane Officer, Department 716, effective January 26, 2020 as presented by the Commission Secretary
14. An Order to delete from payroll Courtney Perry, Part-Time, Telecommunicator, Department 712, effective August 8, 2018 as presented by the Commission Secretary

15. An amended 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

President Andes 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: Julia A. Buckley, Lucian Ray Caperton, Jr., Frances M. Dent, Debora Francis “Frances” Gilmore, Thomas Junior Harmon, Carrie McCloud, Harry Webster Ray, Jr., Lester Harrison Tucker

Long Form Settlement: None

An Order to disburse the sum of \$88.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements.

An Order approving the appointment of Charlotte J. Wood as Executrix of the Estate of Chester Clinton Wood, and that the estate be reopened for the sole purpose of transferring titles of a vehicle and a trailer.

An Order of “Estate Listing” of Actions of Fiduciary Supervisor from January 11, 2020 through January 24, 2020.

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

JEREMY YOUNG, COUNTY MANAGER

Commissioner Foster made a motion to approve a budget revision for the Other Building Department Fund #425 for uniforms as presented by Mr. Young. President Andes seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to approve a budget revision for the Sheriff’s Department Fund #700 for travel as presented by Mr. Young. President Andes seconded the motion. The motion carried unanimously.

Mr. Young presented the following orders for approval:

Commissioner Foster made a motion to transfer from the General County Fund to the Putnam County Employee Benefit Fund, the sum of \$9,711.50 for November 2019 Optical and Dental Benefits as presented by Mr. Young. President Andes seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to issue a check from the TIF Fund in the amount of \$21,280.11 payable to WesBanco Bank, Inc. Trustee for December 2019 TIF Revenue – Trustee is to issue debt service payments for Putnam Bonds 2017AB as presented by Mr. Young. President Andes 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 \$1,005.00 payable to Kimberly Sizemore for professional services rendered for November 2019
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$862.50 payable to Kimberly Sizemore for professional services rendered for December 2019
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$63.28 payable to Office Depot
4. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$297.85 payable to Sprint
5. 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, Sr. for professional services rendered for January 21, 2020 to January 24, 2020

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

PUBLIC COMMENTS

William Johnston has rental property in Marina Park and said Putnam PSD moved the water and sewer lines under the roads, but failed to repair them after construction. Commissioner Foster requested Mr. Johnston put something in writing and agreed to speak to Mike McNulty at Putnam PSD.

Chris Yeager is a Marine Corp Veteran and an industrial hemp grower who is applying for his medical cannabis license in WV. Mr. Yeager requested a letter stating whether the Commission supports or is against the WV Cannabis Act. The Commissioners requested this item be added to the February 11, 2020 Commission meeting for a decision.

EXECUTIVE SESSION

At 5:57 p.m., Commissioner Foster made a motion to enter into executive session for board interviews with Jacob Pack for the Putnam County Planning Commission Board and Tony Hodge for Putnam County Board of Zoning Appeals. President Andes seconded the motion. The motion carried unanimously.

At 6:14 p.m., Commissioner Foster made a motion to enter back into regular session. President Andes seconded the motion. The motion carried unanimously.

MICHAEL THOMPSON, PRESIDENT OF PUTNAM COUNTY GUN CLUB

Commissioner Foster made a motion to approve the request to use \$45,000 from the lease money to build a clubhouse as presented by Michael Thompson. President Andes seconded the motion. The motion carried unanimously.

TERRY MARTIN, RIC

Commissioner Foster made a motion to approve and authorize the President to sign the Amendment to Administrative Contract for Additional \$5,000.00 as presented by Mr. Martin. President Andes seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to approve and authorize the President to sign the HUD-CDBG Budget Amendment to Grant Document as presented by Mr. Martin. President Andes seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to approve and authorize the President to sign the Payment Request #8 and FINAL Dated January 30, 2020 as presented by Mr. Martin. President Andes seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to approve and authorize the President to sign the Final Performance Report Showing the Return of over \$200,000.00 in unspent grant funding as presented by Mr. Martin. President Andes seconded the motion. The motion carried unanimously.

JOHN DEARNELL, EMS DIRECTOR

John Dearnell stated that J&J did not meet the specifications due to not meeting the 60 day requirement.

Commissioner Foster made a motion to approve Northwest Emergency Vehicles for the new ambulance. President Andes seconded the motion. The motion carried unanimously.

FRANK CHAPMAN, OES/911 DIRECTOR

Commissioner Foster made a motion to award the engineering services for the 911 Tower Site to Mead & Hunt as presented by Mr. Chapman. President Andes seconded the motion. The motion carried unanimously.

TIMOTHY SMITH, PLANNING DIRECTOR

Mr. Smith presented the Text Amendment to the Zoning Ordinance for the Zoned Unincorporated Areas of Putnam County, WV, in Order to Modify Article 1100 – “Special Permit Uses” to Clarify the Timeframe for which Applications, Reports, Covenants, Deeds, Plans, etc. shall be Submitted.

President Andes made a motion to table the Text Amendment. Commissioner Foster Andes seconded the motion. The motion carried unanimously.

ADJOURN

At 6:33 p.m., having no further business, Commissioner Foster made a motion and President Andes seconded to adjourn the regular session of the County Commission until Tuesday, February 11, 2020 at 9:00 a.m.

Respectfully submitted,

Marcie Kimberling
Secretary