

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
February 11, 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

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 the invoices as reflected in the edit registers. Commissioner Foster seconded the motion. The motion carried unanimously.

GENERAL BUSINESS

Commissioner Foster made a motion to approve the minutes of January 30, 2020. President Andes seconded the motion. The motion carried unanimously.

ERRONEOUS ASSESSMENTS

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

Michael D. Jr. &/or Amy L. Barber, two for Ronial R. Blankenship Sr., Timothy E. &/or Autumn Davis, William Albert & Paula Maynard, Merritt Chiropractic, Lou Ann Nelson, O V Smith & Sons of Big Chimney Inc., Jerry W. Scott et ux, Tamra L. Shaw, four for Jeremy Stark, Matthew or Cheryl A. Stuart, Seretha Saunders, Kevin Williams

17 Erroneous Assessment were approved totaling \$8,599.18 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 delete from payroll Michael Adkins, Full-Time, Deputy, Department 700, effective February 25, 2020 as presented by the Commission Secretary
2. An Order to delete from payroll Kenneth Davis, Full-Time, Deputy, Department 700, effective February 14, 2020 as presented by the Commission Secretary
3. An Order to add to payroll Jonathan Bruce, Part-time, Human Officer, Department 716, \$10.00/hourly, effective February 10, 2020 as presented by the Commission Secretary
4. An Order to re-appoint Jason Asbury to serve on the Putnam County Planning Commission Board, effective February 7, 2020 with a term to expire on February 6, 2023 as presented by the Commission Secretary
5. An Order to re-appoint Dave Hobba to serve on the Putnam County Planning Commission Board, effective February 7, 2020 with a term to expire on February 6, 2023 as presented by the Commission Secretary
6. An Order to re-appoint Bryan Hoylman to serve on the Putnam County Planning Commission Board, effective February 7, 2020 with a term to expire on February 6, 2023 as presented by the Commission Secretary
7. An Order to re-appoint Jacob Pack to serve on the Putnam County Planning Commission Board, effective February 7, 2020 with a term to expire on February 6, 2023 as presented by the Commission Secretary
8. An Order to re-appoint Jack McLane to serve on the Putnam County Development Authority Board, effective October 1, 2019 with a term to expire on September 30, 2022 as presented by the Commission Secretary
9. An Order to re-appoint Alan Noffsinger to serve on the Putnam County Development Authority Board, effective October 1, 2019 with a term to expire on September 30, 2022 as presented by the Commission Secretary
10. An Order to re-appoint Jolita Raine to serve on the Putnam County Development Authority Board, effective October 1, 2019 with a term to expire on September 30, 2022 as presented by the Commission Secretary
11. An Order to re-appoint Doug Tate to serve on the Putnam County Development Authority Board, effective October 1, 2019 with a term to expire on September 30, 2022 as presented by the Commission Secretary
12. An Order to re-appoint Marcie Kimberling to serve on the Putnam County Dilapidated Building Enforcement Agency Board, effective May 11, 2020 with a term to expire on May 10, 2022 as presented by the Commission Secretary
13. An Order to re-appoint Steve Browning to serve on the Putnam County Historic Landmark Board, effective March 29, 2020 with a term to expire on March 28, 2023 as presented by the Commission Secretary

14. An Order to re-appoint Linda Bush to serve on the Putnam County Historic Landmark Board, effective March 29, 2020 with a term to expire on March 28, 2023 as presented by the Commission Secretary
15. An Order to re-appoint Lee Casto to serve on the Putnam County Historic Landmark Board, effective March 29, 2020 with a term to expire on March 28, 2023 as presented by the Commission Secretary
16. An Order to re-appoint Lowell Wilks to serve on the Putnam County Historic Landmark Board, effective March 29, 2020 with a term to expire on March 28, 2023 as presented by the Commission Secretary
17. An Order to appoint Zach Crede to serve on the Putnam County Development Authority Board, effective February 11, 2020 with a term to expire on September 30, 2022 as presented by the Commission Secretary
18. An Order to re-appoint Tony Hodge to serve on the Putnam County Board of Zoning Appeals, effective January 2, 2020 with a term to expire on January 1, 2023 as presented by the Commission Secretary

Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve and authorize the President to sign the 2020 Initial Boundary Validation Program. Commissioner Foster seconded the motion. The motion carried unanimously.

PUBLIC COMMENTS

WV Department of Transportation District Engineer Travis Knighton explained on the east bound lanes of the I64 Bridge the finger joint bolts rusted through allowing the shims to work themselves out, which caused the concrete to crack all the way across. They anticipated the emergency shut down to be 24-48 hours and it took 37 hours. Mr. Knighton said the project for new bridge was awarded and the construction will begin either late 2020 or early 2021.

JAKE HUNT, EXECUTIVE DIRECTOR AT REGION 2 WORKFORCE INVESTMENT BOARD

Jake Hunt appeared before the Commission to provide a Region 2 Workforce Investment Board Compliance Review update and reported no issues with their audit. Mr. Hunt reviewed various programs they offer.

KIMBERLY RIDDLE, UNITED WAY

Kristy Wheeler and Kimberly Riddle appeared before the Commission to explain WV211 is an information and referral hotline that connects residents to free community resources.

Commissioner Skidmore read the WV211 Proclamation.

LARRY FRYE, COUNTY ATTORNEY

Mr. Frye reviewed the petition filed by, Kimberly Nicole Algee who appeared in person. The Petitioner requested that Administrator Joseph Simmons of the Estate of Joshua E. Simmons be removed because he removed items from the residence and has not filed the accounting or appraisal.

After consideration thereof, Commissioner Foster made a motion to table this in order to review the information. The motion died for a lack of a second.

Commissioner Foster made a motion to appoint the Sheriff to the Estate of Joshua E. Commissioner Skidmore seconded the motion. The motion carried unanimously.

LARRY FRYE, COUNTY ATTORNEY

Larry Frye appeared before the Commission to discuss how to respond to the request to support and implement West Virginia Medical Cannabis Act. Mr. Frye reviewed the WV State Code and explained this should be voted on by the people.

Office of Medical Cannabis Director Jason Frame, Kristy Montgomery and Chris Yeager of Appalachian Cannabis Company, Planning Director Timothy Smith, Kevin Waugh, and Bill Good spoke regarding medical cannabis.

Commission Foster made a motion to put this to vote in the Primary Election regarding allowing medical cannabis in Putnam County. Commissioner Foster amended his motion to put this to vote in the Primary Election regarding allowing medical cannabis growers, dispensaries, processors, and laboratories in Putnam County. Commissioner Skidmore 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.

Commissioner Skidmore made a motion to open the public hearing. Commissioner Foster seconded the motion. The motion carried unanimously.

President Andes opened the public hearing and asked for public comments; there were none.

Commissioner Andes made a motion to close the public hearing. Commissioner Foster seconded the motion. The motion carried unanimously.

The County Commission made the following FINDINGS OF FACT: (1) the text amendment will protect and promote the public health, safety, convenience, moral and general welfare because it will expedite the process by allowing additional information to be part of the record making the process smoother. (2) The text amendment is consistent with the adopted comprehensive plan because we are staying within the criteria to give citizens and businesses enough time to get their information together and staying within the advertising guidelines.

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

RECESS

Commissioner Skidmore made a motion to take a five minute recess. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to enter back into regular session. Commissioner Foster seconded the motion. The motion carried unanimously.

TIM HANNA, PROJECT COORDINATOR

Commissioner Skidmore made a motion to issue a check from the General County Fund in the amount of \$27,309.00 payable to Stephens Auto Center for a 2020 Dodge Durango out of the Edward Byrne Memorial JAG Grant as presented by Mr. Hanna. 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 \$23,482.00 payable to the Town of Eleanor for reimbursement out of the Putnam County Recreation Enhancement Fund as presented by Mr. Hanna. Commissioner Foster seconded the motion. The motion carried unanimously.

JEREMY YOUNG, COUNTY MANAGER

Following a discussion, Commissioner Skidmore made a motion to change the county travel policy limit to \$50.00 per day without receipts and to specify \$10.00 for breakfast, \$10.00 for lunch, and \$30.00 for dinner including tips and staff can determine travel days accordingly. Commissioner Skidmore amended his motion to direct staff to draft the policy to include the maximum \$50.00 on travel days with no receipts and enter day travel if it exceeds eight hours they will get \$50.00. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve the method of approving bills and invoices which includes an agenda item that reads approved invoices or payment of bills and a list of invoices that includes the vendor name and the amount owed to be available for public review at least two business days prior to the meeting as presented by Mr. Young. Commissioner Foster seconded the motion. The motion carried unanimously.

PRESIDENT ANDES

President Andes explained the Next Door app has many complaints on internet service providers with the majority being for Suddenlink due to loss of service on. This creates issues with people that work from home. President Andes requested putting something on our Facebook page about issues the public is having with their internet service providers.

Commissioner Skidmore made a motion to direct staff to look into different cable service franchise agreements signed within the county and advise us on what we can do with constituents as far as issues they have related to cable and or internet services. Commissioner Foster seconded the motion. The motion carried unanimously.

ESTATE SETTLEMENTS

Commissioner Skidmore made a motion to approve and authorize the President to sign the order to remove Joseph Simmons as Administrator of the Estate of Joshua Simmons and to appoint the Sheriff and to continue the bond that was posted with Travelers Casualty. Commissioner Foster seconded the motion. The motion carried unanimously.

The Fiduciary Supervisor Mr. Frye presented the following documents to the Commission and recommended that they be approved as presented:

Short Form Settlements: John H. Christ, Paul Edina Crago, Ruth Vesta Davis, Inez Irene Harris Fizer, Edwana Ruth Graley, Dale Franklin Harrison, Marjorie B. Loring, Carolyn Jean Lucas, Louise Eva Oxley, Robert Lee Wiblin

Long Form Settlement: Sandra Kay "Groff" Short

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 \$147.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements.

An Order on the petition to remove Joseph Simmons as Administrator of the Estate of Joshua E. Simmons and appoint Kimberly Nicole Algee to complete administration of the Estate.

An Order removing Dustin Chaney as Administrator of the Estate of Doris Marie Chaney for failure to post the required bond and file the appraisal of the Estate.

An Order approving the Partial Distribution Report of Co-Executor, Shane A. Lewis, Co-Executor and Diana J. Allen, Co-Executrix, of the Estate of Imogene Eva Bailey Bennington.

An Order of "Estate Listing" of Actions of Fiduciary Supervisor from January 24, 2020 through February 7, 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

Mr. Young presented the following orders for approval:

1. An Order to issue a check from the Water Manila Ridge Fund in the amount of \$9,408.43 payable to the Regional Intergovernmental Council for invoice number 3031-03 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 \$6,843.36 payable to the Regional Intergovernmental Council for invoice number 3031-04 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.

Commissioner Skidmore made a motion to issue a check from the TIF Fund in the amount of \$16,332.42 payable to WesBanco Bank, Inc. Trustee for January 2020 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 Spay and Neuter Fund in the amount of \$323.00 payable to Help for Animals as presented by Mr. Young. Commissioner Foster seconded the motion. The motion carried unanimously.

3. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1,231.75 payable to QLabs
4. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$29.36 payable to ebay for supplies
5. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$58.95 payable to Compton
6. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1,192.50 payable to Kimberly Sizemore for professional services rendered for January 2020 invoice
7. 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 December 2019 invoice
8. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$315.00 payable to Anthony Craigo for professional services rendered for January 2020 invoice
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 January 27, 2020 to January 31, 2020
10. 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 February 3, 2020 to February 7, 2020

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 re-appoint Jason Asbury, Dave Hobba, Bryan Hoylman, and Jacob Pack to serve on the Putnam County Planning Commission Board, effective February 7, 2020 with a term to expire on February 6, 2023. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to re-appoint Jack McLane, Alan Noffsinger, Jolita Raine, and Doug Tate to serve on the Putnam County Development Authority Board, effective October 1, 2019 with a term to expire on September 30, 2022. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to re-appoint Marcie Kimberling to serve on the Putnam County Dilapidated Building Enforcement Agency Board, effective May 11, 2020 with a term to expire on May 10, 2022. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to re-appoint Steve Browning, Linda Bush, Lee Casto, and Lowell Wilks to serve on the Putnam County Historic Landmark Board, effective March 29, 2020 with a term to expire on March 28, 2023. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to re-appoint Zack Crede to serve on the Putnam County Development Authority Board, effective February 11, 2020 with a term to expire on September 30, 2022. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to re-appoint Tony Hodge to serve on the Putnam County Board of Zoning Appeals, effective January 2, 2020 with a term to expire on January 1, 2023. Commissioner Skidmore seconded the motion. The motion carried unanimously.

ADJOURN

At 11:44 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, February 27, 2020 at 5:30 p.m.

Respectfully submitted,

Marcie Kimberling
Secretary