

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

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

**MINUTES  
PUTNAM COUNTY COMMISSION REGULAR SESSION  
February 27, 2020**

**OPENING**

Commissioners Stephen A. Andes, Ronald R. Foster and R. Andrew Skidmore were present when the 5:30 p.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 transfer from the General County Fund to the Putnam County Employee Benefit Fund, the sum of \$9,661.50 for December 2019 Optical and Dental Benefits
3. An Order to transfer from the General County Fund to the Putnam County Employee Benefit Fund, the sum of \$9,737.00 for January 2020 Optical and Dental Benefits

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

**GENERAL BUSINESS**

Commissioner Skidmore made a motion to approve the minutes of February 11, 2020. Commissioner Foster seconded the motion. The motion carried unanimously.

**ERRONEOUS ASSESSMENTS**

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

Robin Whitt, Staci &/or Ariel Taylor, OO Mike (Myat), Marc or Regina M. McCreery, Derek J. &/or Violet J. Cohehour, three for Junior Sprout Academy

8 Erroneous Assessment were approved totaling \$2,077.18 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 make a payroll change for Doug Parsons, Part-time, OIC – Court Bailiff, Department 700, \$13.64/hourly, effective February 9, 2020 as presented by the Commission Secretary
2. An Order to make a payroll change for Trevor Hensley, Part-time to Full-time, Paramedic, Department 715, \$13.63/hourly, effective February 23, 2020 as presented by the Commission Secretary
3. An Order to delete from payroll Kris Gibson, Full-Time, 911 Deputy Director, 50-50 Split Department 711/712, effective February 21, 2020 as presented by the Commission Secretary
4. An Order to add to payroll Kris Gibson, Part-time, Telecommunicator, Department 712, \$14.68/hourly, effective February 24, 2020 as presented by the Commission Secretary

Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve payment of invoices as presented.

5. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$198.00 payable to QLabs
6. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$51.18 payable to Office Depot
7. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$817.50 payable to Pretera Center for Mental Health Services, Inc. January 2020 invoice for DC
8. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$9.00 payable to West Virginia Justice and Community Services
9. 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 March 2020 invoice Unit #1
10. 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 March 2020 invoice Unit #4
11. 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, Sr. for professional services rendered for February 10, 2020 to February 21, 2020
12. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$187.00 payable to QLabs

Commissioner Foster seconded the motion. The motion carried unanimously.

### **BUDGET HEARINGS**

Putnam County Library Director Megan Tarbett appeared before the Commission to report she is requesting an additional 10% for additional staff to allow for two employees at each library.

Putnam County Convention and Visitors Bureau Director Kelli Steele appeared before the Commission to report their budget is unremarkable with no unexpected expenses.

Putnam County Parks and Recreation Co-Directors Ashley Deal and Justin Williams appeared before the Commission to report they are requesting additional money to allow room for emergency repairs and for additional staff.

Putnam County Health Department Director Lolita Kirk appeared before the Commission to report a revenue increase of 17% and they have cut cost by 8%. They removed an administrative support position and divided those duties among existing staff. Ms. Kirk said they hired a temp to ease up the duties of the accounting tech and this saved them \$40,000.00 which will be used to purchase a vehicle.

Putnam County Development Authority Director Drew Dunlap appeared before the Commission to report they have reduced some line items. We are taking part in a site evaluation analysis with AEP who brought in a site location consultant firm who helps companies identify sites for expansion. Mr. Dunlap said there will be a Supply Chain Expo on March 19, 2020 from 12:00 p.m. to 4:00 p.m.

Putnam County Day Report Director Jamey Hunt appeared before the Commission to report they are running on the exact same operating budget with no anticipated increases.

### **JAMEY HUNT, DAY REPORT DIRECTOR**

Commissioner Skidmore made a motion to approve and authorize the President to sign the Community Corrections Grant Application as presented by Mr. Hunt. Commissioner Foster seconded the motion. The motion carried unanimously.

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

Mr. Frye recommended removing Administrator Dustin Chaney on the Estate of Doris Marie Chaney for failure to post the required bond and file the appraisal of the estate.

Commissioner Skidmore made a motion to remove Dustin Chaney as Administrator on the Estate of Doris Marie Chaney for failure to post the required bond and file the appraisal of the estate and appoint the Sheriff over the estate. Commissioner Skidmore amended his motion to authorize the President to sign. Commissioner Foster seconded the motion. The motion carried unanimously.

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

Commissioner Skidmore made a motion to approve the Resolution that the President of the Putnam County Commission is the only person authorized to sign titles or deeds for county property sold at public auction. Commissioner Foster 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:** Mary Georgetta Hayes, Benita Lynn Husson, Jack William Kessler, Kenneth Eugene Landers, Douglas Lee Miles, Gloria Jean Peak, Velma Eudore Riddle, Pamala Cottle Rimmer, Zeta Frances Young

**Long Form Settlement:** None

An Order to disburse the sum of \$101.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements.

An Order confirming the appointment of Ashley Searls as Administratrix DBN of the Estate of Thurman Odell Stone due to the death of former Executrix, Doris Jean Stone.

An Order of "Estate Listing" of Actions of Fiduciary Supervisor from February 8, 2020 through February 21, 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 Building and Grounds Department Fund #424 for capital outlay equipment 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 General County Fund in the amount of \$2,050.00 payable to Wesbanco for Trustee Fees (invoice number 5715) 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 \$620.93 (#001-413-2-36.0) payable to Achraf A. Assi to refund the filing fee due to proper withdrawal of candidacy for Circuit Clerk as presented by Mr. Young. Commissioner Foster seconded the motion. The motion carried unanimously.

**PUBLIC COMMENTS**

There were none.

**ADJOURN**

At 6:42 p.m., having no further business, Commissioner Skidmore made a motion and Commissioner Foster seconded to adjourn the regular session of the County Commission until Tuesday, March 10, 2020 at 9:00 a.m.

Respectfully submitted,

Marcie Kimberling  
Secretary