

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
March 10, 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.

GENERAL BUSINESS

Commissioner Skidmore made a motion to approve the minutes of February 27, 2020. 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 Christina Seanze, Full-time, Tax Clerk, Department 404, \$10.80/hourly, effective February 10, 2020 as presented by the Commission Secretary
2. An Order to delete from payroll Chris Meadows, Part-Time, Bailiff, Department 700, effective May 28, 2020 as presented by the Commission Secretary
3. An Order to delete from payroll William Gillispie, Part-Time, Bailiff, Department 700, effective February 10, 2020 as presented by the Commission Secretary
4. An Order to delete from payroll Lisa Powell, Full-Time, Administrative Planner, Department 439, effective March 5, 2020 as presented by the Commission Secretary

5. An Order to make a payroll change for James Carte, Full-time to Part-time, Bailiff, Department 700, \$13.30/hourly, effective October 1, 2020 as presented by the Commission Secretary
6. An Order to add to payroll Justin Veith, Full-time, Deputy, Department 700, \$19.66/hourly, effective March 23, 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.

7. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$180.00 payable to Reconnect, Inc.
8. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1,214.50 payable to Track Group
9. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$86.48 payable to Swana Lovejoy for mileage reimbursement December 20, 2019 to February 20, 2020
10. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1,156.00 payable to Prestera Center for Mental Health Services, Inc. for February 2020 invoice
11. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1,136.00 payable to West Virginia Board of Risk and Insurance Management
12. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1,305.00 payable to Kimberly Sizemore for February 2020 invoice
13. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$645.00 payable to Chris Moles for February 2020 invoice
14. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$435.00 payable to Chris Moles for January 2020 invoice
15. 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 23, 2020 to February 28, 2020
16. 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 March 2, 2020 to March 6, 2020

Commissioner Foster seconded the motion. The motion carried unanimously.

PUBLIC COMMENT

WV Department of Transportation District 1 Engineer Travis Knighton reported Bills Creek Bridge will be shut down for two months for repairs.

BUDGET HEARINGS

Prosecuting Attorney Mark Sorsaia appeared before the Commission to report he is requesting an additional \$5,000.00 outside of pay raises. Mr. Sorsaia is requesting \$2,500.00 raises for the Assistant Prosecutors except for Jennifer Karr because her salary is currently higher and a 3% raise for the remaining staff. He explained that the e-filing system has increased their administrative work load.

County Clerk Brian Wood appeared before the Commission to report no significant changes, but is requesting raises for his employees.

Circuit Clerk William "JJ" Mullins appeared before the Commission to report the e-filing has increased production, but he is not requesting more money.

Sheriff Steve Deweese appeared before the Commission to report no increases for department 404, but departments 980 and 700 had increases. Sheriff Deweese is requesting 5 cruisers and would like to start replacing laptops with Dell Toughbooks. He requested raises for deputies, bailiffs, home confinement, Sheriff's department secretaries, a part-time transcriber and a cost of living for all employees.

VIVIAN PARSONS, WVCORP

Vivian Parson appeared before the Commission to provide an update on WV Risk Pool. She reported WV Risk Pool is doing very well and has 50 out of the 55 counties. Ms. Parsons said they can now write proposals for volunteer fire department and municipalities. Ms. Parsons also reviewed their training programs.

BRIAN WOOD, COUNTY CLERK

Commissioner Skidmore made a motion to approve the order of election officials received from the Democratic and Republican Executive Committees be named Election Officials for the purpose of conducting the Primary Election to be held on May 12, 2020 and it is further ordered that the Clerk of the County Commission shall fill any vacancies as necessary. Commissioner Foster seconded the motion. The motion carried unanimously.

ANDREW DUNLAP, PUTNAM COUNTY DEVELOPMENT AUTHORITY DIRECTOR

Commissioner Skidmore made a motion to approve and read the Resolution for Industrial Access Road Grant at the Eleanor Industrial Park as presented by Mr. Dunlap. Commissioner Foster seconded the motion. The motion carried unanimously.

Commission Foster made a motion to authorize expenditures of \$10,000 toward the project subject to the balance of the funds being raised elsewhere. Commissioner Skidmore seconded the motion. The motion carried unanimously.

LARRY FRYE, COUNTY ATTORNEY

Commissioner Skidmore made a motion to approve and authorize the President to sign the Putnam County Portable Stage Rental Policy as presented by Mr. Frye. Commissioner Foster seconded the motion. The motion carried unanimously.

TIM HANNA, PROJECT COORDINATOR

Commissioner Skidmore made a motion to approve and authorize the President to sign the Victims of Crime Act VOCA Sheriff’s Department Grant Application 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 \$6,728.00 payable to Electronic Specialty Company for Court Security Grant as presented by Mr. Hanna. Commissioner Foster seconded the motion. The motion carried unanimously.

JEREMY YOUNG, COUNTY MANAGER

Commissioner Skidmore made a motion to approve the government standards and follow the federal and state policies regarding travel 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 \$267.00 payable to Help for Animals for services provided 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 E-911 Fund in the amount of \$22,041.55 payable to the General County Fund for final FY2019 expenses 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 \$1,000.00 payable to the Future Farmers of America as a contribution towards a rodeo event as presented by Mr. Young. 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: Richard Booth, Doris Rae Nicholas, Norma Joann Persinger, William Paul Rogers, Thurman Odell Stone, Robert William Yeomans

Long Form Settlement: Robert William Higginbotham, Wanda Lee Creech Kaneday, William Frederick McGrew, Jr.

An Order to disburse the sum of \$110.00 from the Fiduciary Special Fund made payable to State Tax Department for estate tax administration fees.

An Order to disburse the sum of \$120.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements.

A Certificate of Completion of Ancillary Administration of West Virginia Real Estate without Appointment in the Estate of Laurence Edgar Sheridan, Jr.

An Order of "Estate Listing" of Actions of Fiduciary Supervisor from February 22, 2020 through March 6, 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.

ADJOURN

At 11:18 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, March 26, 2020 at 5:30 p.m.

Respectfully submitted,

Marcie Kimberling
Secretary