

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
March 26, 2020**

OPENING

Commissioners Stephen A. Andes and R. Andrew Skidmore were present when the 4:30 p.m. meeting convened in the old courtroom 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. President Andes seconded the motion. The motion carried unanimously.

GENERAL BUSINESS

Commissioner Skidmore made a motion to approve the minutes of March 10, 2020 and March 23, 2020. President Andes 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 Savannah Brooks, Full-time, Paramedic, Department 715, \$13.63/hourly, effective March 11, 2020 as presented by the Commission Secretary
2. An Order to add to payroll Nyle Whittington, Part-time Seasonal, Office Assistant I, Department 413, \$10.50/hourly, effective March 24, 2020 as presented by the Commission Secretary
3. An Order to add to payroll Kenessa Thompson, Part-time Seasonal, Office Assistant I, Department 413, \$10.50/hourly, effective March 26, 2020 as presented by the Commission Secretary
4. An Order to delete from payroll James Ferguson, Full-Time, Paramedic, Department 715, effective April 7, 2020 as presented by the Commission Secretary

President Andes 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 \$2,480.00 payable to Thomas M. Lyvers, Sr. for professional services rendered for March 9, 2020 to March 20, 2020
6. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1,372.50 payable to Prestera Center for Mental Health Services, Inc. for Drug Court February 2020 invoice
7. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$600.00 payable to QLABS
8. 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 May 2020 invoice Unit #1
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 May 2020 invoice Unit #4
10. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$84.73 payable to Office Depot, Inc.
11. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1,131.50 payable to Track Group
12. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$180.00 payable to Reconnect, Inc.

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: Shirley Ann Persinger, Barbara Sue Trout, Cletus Richard Walker

Long Form Settlement: Henry Herbert Evers, D.M. Daniel Stover

An Order to disburse the sum of \$57.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements.

An Order approving the appointment of Heather McCormick as Administratrix DBN of the Estate of Loretta Lynn Buck due to the resignation of former Administrator Brandon Hickman.

An Order of "Estate Listing" of Actions of Fiduciary Supervisor from March 6, 2020 through March 20, 2020.

Commissioner Skidmore 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 Skidmore made a motion to approve a budget revision for the Prosecutor's Office Fund #405 for supplies and materials as presented by Mr. Young. President Andes seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve a budget revision for the Putnam County Sheriff's Department Fund #700 for supplies and materials, professional services, and training as presented by Mr. Young. President Andes seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve a budget revision for the Animal Shelter Fund #716 for supplies and materials, professional services, automobile supplies, and maintenance vehicles as presented by Mr. Young. President Andes 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 Hotel/Motel Tax Fund to Parks and Recreation Commission in the amount of \$17,500.00, to the Convention and Visitors Bureau in the amount of \$32,500.00, and to the Recreation Enhancement Fund in the amount of \$15,000.00 as presented by Mr. Young. President Andes seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to issue a check from the TIF Fund in the amount of \$312,101.70 payable to WesBanco Bank, Inc. Trustee for February 2020 TIF Revenue – (Acct #108507771 Revenue Fund) 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.

Commissioner Skidmore made a motion to issue a check from the General School Fund (#004-415-2-24.0) in the amount of \$15,850.00 payable to WV State Auditor's Office for the Magistrate Court 2018 agreed-upon procedures audit costs as presented by Mr. Young. President Andes seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to issue a check from the General School Fund in the amount of \$15,850.00 payable to WV State Auditor's Office for the Magistrate Court 2018 agreed-upon procedures audit costs as presented by Mr. Young. President Andes seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to issue a check from the Putnam County Leased Land Preservation Fund (019-432-5-68.0) in the amount of \$20,960.00 payable to Kermit

Tyree Contracting, Inc. for work completed at the Putnam County Gun Club as presented by Mr. Young. President Andes seconded the motion. The motion carried unanimously.

PROCLAMATION TO DECLARE APRIL 1, 2020 AS CENSUS DAY

Commissioner Skidmore made a motion to approve and read the Proclamation to declare April 1, 2020 as Census Day. President Andes seconded the motion. The motion carried unanimously.

PUBLIC COMMENT

Ashley Alford thanked the Commission for approving the Census Day Proclamation and stressed the importance of everyone participating in the census.

Commissioner Foster arrived at the meeting.

MARIAN SMITH, VICTIMS LIAISON FOR PROSECUTOR

Commissioner Skidmore made a motion to approve and authorize the President to sign the Victims of Crime Act VOCA Prosecutor's Department Grant Application as presented by Mrs. Smith. Commissioner Foster seconded the motion. The motion carried unanimously.

FRANK CHAPMAN, OES/911 DIRECTOR

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

President Andes read the Declaration of Emergency. Commissioner Skidmore made a motion to approve the Declaration of Emergency. Commissioner Foster seconded the motion. The motion carried unanimously.

Mr. Chapman provided an update on COVID-19. He confirmed we have two cases in Putnam County and stated they are referring non-emergency issues to call WV211.

EMS Director John Dearnell gave a brief update on their procedures and an update on supplies at the EMS department.

Commissioner Foster asked how the Commission can help EMS and OES/911. Frank Chapman and John Dearnell said we need incentive for employees to work if other employees are out sick.

FAMILIES FIRST CORONAVIRUS RESPONSE ACT

Jeremy Young gave a brief update on the Families First Coronavirus Response Act. Mr. Young said County Clerk Brian Wood has offered to use money out of his budget to put attorney Wendy Greve on retainer for questions regarding the Families First Coronavirus Response Act.

BUDGET WORK SESSION

Jeremy Young reviewed a cash flow analysis based on a 30% decrease in tax revenue due to COVID-19. Mr. Young reached out to list serve to see what other counties are doing and most of them will revisit the budget in July.

JEREMY YOUNG, COUNTY MANAGER

Commissioner Foster made a motion to establish a Financial Stabilization Fund. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to adopt the budget for fiscal year 2021 as presented by Mr. Young. Commissioner Foster seconded the motion with the caveat that we may need to revisit the budget before July 1, 2020. The motion carried unanimously.

Following a discussion on donation of leave policy, there was no action taken.

LARRY FRYE, COUNTY ATTORNEY

Commissioner Skidmore explained he has accepted a position with the City of Hurricane, so he recused himself and left the courtroom.

Commissioner Foster made a motion to approve the annexation without election of 41.11 Acres, more or less, of territory identified as Project No. 2019102 into the corporate limits of the City of Hurricane as presented by Mr. Frye. President Andes seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to approve the annexation without election of 15.21 Acres, more or less, of territory identified as Project No. 2019102 into the corporate limits of the City of Hurricane as presented by Mr. Frye. President Andes seconded the motion. The motion carried unanimously.

Commissioner Skidmore returned to the courtroom.

ADJOURN

At 6:50 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, April 14, 2020 at 9:00 a.m.

Respectfully submitted,

Marcie Kimberling
Secretary