

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
April 21, 2020**

OPENING

The Commission meeting was open to the public by conference call and there were multiple participants.

Commissioners Stephen A. Andes, Ronald R. Foster and R. Andrew Skidmore were present when the 8:30 a.m. meeting convened in the old courtroom by County Clerk Brian Wood. The Pledge of Allegiance followed.

Commissioners Stephen A. Andes, Ronald R. Foster and R. Andrew Skidmore were present when Mr. Wood performed the public testing of the election equipment.

PUBLIC COMMENT

There were no public comments.

GENERAL BUSINESS

Commissioner Skidmore made a motion to approve the minutes of March 26, 2020. Commissioner Foster seconded the motion. The motion carried unanimously.

ERRONEOUS ASSESSMENTS

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

Two for Associated Behavioral Consultants, Hazel Avalee Absten, two for BJH Properties LLC, two for Christina (Craddock) Hicks Burdette, Lorene or Christopher Howard Cahill, David C. &/or Minnie D. Case, Darold & Amy Curtis, Mindy Fiori, two for Delmer J. Hill, three for Kirtley Insurance Services Inc., Jacob Matthews, Glenn &/or Lona Miller, three for Nu Lawn Services, Mary K. Rose, four for Rittenhouse Accounting, Kara A. Rose, Richard D. &/or Melanie Shell, three for Teays Valley ATA/Black Belt Academy, two for West Virginia Welding Services LLC, Robin Whitt, David C. Jividen et ux, two for Tony Clark, three for Keith Wood

40 Erroneous Assessment were approved totaling \$8,851.24 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 Mikyle White, Full-time, 911 Deputy Director, 50-50 Split Departments 711/712, \$45,000/annually, effective April 5, 2020 as presented by the Commission Secretary
2. An Order to make a payroll change for Scott Dixon, Part-time to Full-time, EMT, Department 715, \$9.50/hourly, effective April 3, 2020 as presented by the Commission Secretary
3. An Order to add to payroll Rick Dillon, Part-time Seasonal, Office Assistant I, Department 413, \$10.50/hourly, effective April 15, 2020 as presented by the Commission Secretary
4. An Order to add to payroll Teresa Harman, Part-time Seasonal, Office Assistant I, Department 413, \$10.50/hourly, effective April 16, 2020 as presented by the Commission Secretary
5. An Order to add to payroll Whitney Harris, Part-time Seasonal, Office Assistant I, Department 413, \$10.50/hourly, effective April 16, 2020 as presented by the Commission Secretary
6. An Order to add to payroll Sandy Mellert, Part-time Seasonal, Office Assistant I, Department 413, \$10.50/hourly, effective April 17, 2020 as presented by the Commission Secretary
7. An Order to add to payroll David Tincher, Part-time Seasonal, Office Assistant I, Department 413, \$10.50/hourly, effective April 20, 2020 as presented by the Commission Secretary
8. An Order to add to payroll Donald Lohr, Part-time Seasonal, Office Assistant I, Department 413, \$10.50/hourly, effective April 20, 2020 as presented by the Commission Secretary
9. An Order to make a payroll change for Bethany Neff, Full-time, Deputy, Department 700, \$17.15/hourly, effective April 5, 2020 as presented by the Commission Secretary
10. An Order to make a payroll change for Ronald Holcomb, Full-time to Part-time, Security, Department 425, \$12.98/hourly, effective May 2, 2020 as presented by the Commission Secretary
11. An Order to make a payroll change for Greg Medley, Part-time to Full-time, Security, Transfer from Department 700 to 425, \$12.98/hourly, effective May 4, 2020 as presented by the Commission Secretary
12. An Order to delete from payroll Jonathan Bruce, Part-Time, Humane Officer, Department 716, effective April 18, 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.

13. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$744.00 payable to Thomas M. Lyvers, Sr. for professional services rendered for April 1, 2020 to April 3, 2020
14. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1,736.00 payable to Thomas M. Lyvers, Sr. for professional services rendered for March 23, 2020 to March 31, 2020

Commissioner Foster seconded the motion. The motion carried unanimously.

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 \$9,536.00 for March 2020 Optical and Dental Benefits
3. An Order to transfer from the General County Fund to the Putnam County Employee Benefit Fund, the sum of \$9,762.50 for February 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.

BRIAN WOOD, COUNTY CLERK

Commissioner Skidmore made a motion to not have emergency absentee ballot Commissioners for the June 9, 2020 election as recommended by Mr. Wood. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve using one early voting site for the Primary election at the Courthouse as presented by Mr. Wood. Commissioner Foster seconded the motion. The motion carried unanimously.

JEREMY YOUNG, COUNTY MANAGER

At 9:20 a.m., Commissioner Skidmore made a motion to open the public hearing for levy rates. Commissioner Foster seconded the motion. The motion carried unanimously.

President Andes asked for public comments, there were none.

At 9:20 a.m., Commissioner Skidmore made a motion to close the public hearing. Commissioner Foster seconded the motion. The motion carried unanimously.

Mr. Young presented the Levy approval letter from the Office of the State Auditor. Commissioner Skidmore made a motion to sign a court order to set the Levy Rate for FY 2021 as follows:

Class I	\$13.75
Class II	\$27.50
Class III	\$55.00
Class IV	\$55.00

President Andes seconded the motion.

Commissioner Foster made an amendment to the motion to decrease the levy rates by 10% because of the impact COVID-19 has had to the county.

RECESS

At 9:25 a.m., Commissioner Foster made a motion to recess for County Manager Jeremy Young to contact the WV State Auditor for clarification on lowering the levy rates. Commissioner Skidmore seconded the motion. The motion carried unanimously.

At 9:40 a.m., Commissioner Foster made a motion to return to regular session. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Jeremy Young confirmed with the WV State Auditor's office that we could reduce the levy rate, but would need to submit a revised budget as soon as possible and preferably today.

Commissioner Foster made a motion to table the levy rates until later in the meeting. Commissioner Skidmore seconded the motion. The motion carried unanimously.

AMEND DESIGNATED 2020 HOLIDAYS DUE TO THE PRIMARY ELECTION BEING MOVED

Commissioner Skidmore made a motion to approve the amended 2020 Legal Holiday schedule as presented by Mrs. Kimberling. 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 RMPB Grant Contract as presented by Mr. Hanna. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve the GovDeals online auction MOU as presented by Mr. Hanna. Commissioner Foster seconded the motion. The motion carried unanimously.

JEREMY YOUNG, COUNTY MANAGER

Jeremy Young said we received a letter from Governor Justice explaining the process and guidelines for Hero Pay Block Grant Funds. He explained the auditor's office and Governor Justice do not agree on what is allowed and how it should be spent. He is trying to get clarification through the County Commissioners Association.

Mr. Young said Putnam County received an anonymous donation of \$50,000 by a Putnam County resident who requested EMS and the Sheriff's department to receive \$500 for each full-time employee. The Commissioners thanked the anonymous donor.

Commissioner Skidmore made motion to issue \$500 bonus checks to full-time Deputies in Department 700 and full-time EMS employees in Department 715 to honor the request of an anonymous donor as presented by Mr. Young. Commissioner Foster seconded the motion. The motion carried unanimously.

FRANK CHAPMAN, OES/911 DIRECTOR AND JOHN DEARNELL, EMS DIRECTOR

Frank Chapman and John Dearnell talked about giving employees an extra eight hours pay, double time instead of time and a half, or an increase in pay for overtime shifts to cover employees out with COVID-19. Mr. Chapman believes he has enough money in his budget to cover this. John Dearnell has some money in his budget, but not enough to cover all of it.

Jeremy Young was asked to provide the budget numbers if first responders received their July 1, 2020 raises effective March 22, 2020 through June 30, 2020 and the amount would be \$33,469.94.

Sheriff Dewese thanked the anonymous donor. Sheriff Dewese said one officer is in quarantine because his child is showing symptoms. He would like to see implementing pay raises effective March 22, 2020 for the Sheriff's department.

Commissioner Foster would like the departments to do something within their budget. Mr. Young said the Commissioners would still have to approve the changes. Commissioner Skidmore would like to do something, but doesn't feel like he can make any decision until the levy discussion is complete. Commissioner Andes would like to see anyone who has contact with the public which includes first responders, law enforcement, fiduciary office and poll workers to be compensated, but we have to look at the budget.

JEREMY YOUNG, COUNTY MANAGER

Commissioner Foster made a motion to take the discussion about the levy rate off the table. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Foster made an amendment to the motion to reduce the levy rates by 5%. President Andes seconded the motion. Commissioner Skidmore voted nay. The motion carried.

Commissioner Foster made a motion to reduce the stabilization fund by \$200,000 and take the balance from department 425. President Andes 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 \$19,365.00 payable to WV State Auditor's Office for the second half invoice for the FY2019 financial audit 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 \$453.00 payable to the Sheriff Tax DMV account 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 \$176.00 payable to Help for Animals 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 TIF Fund (273-430-5-66.0) in the amount of \$100,795.65 payable to WesBanco Bank, Inc, Trustee for March 2020 TIF Revenue (Acct #108507771 Revenue Fund) – 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 Putnam County Community Criminal Justice Fund in the amount of \$2,480.00 payable to the Thomas M. Lyvers, Sr. for services rendered April 6, 2020 to April 17, 2020 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: Lorene Mae Barnett, Carolyn Sue Bird, Susan Elaine Bryant, Mary Jane Bailey Hanshaw, Kevin Dean Harrison, Glen Mack Jackson, Helen Vivian Naylor, Virginia Ruth Nelson, Charles F. Proffitt, Barbara Lynn Raczok, George David Six, Hilda Ann Somerville, Celia Ann Wallace fka Celia Ann Vanater, Joan G. Whitt

Long Form Settlement: Larry R. Blazie, Richard G. Hafer

An Order to disburse the sum of \$75.00 from the Fiduciary Special Fund made payable to State Tax Department for estate tax administration fees.

An Order to disburse the sum of \$193.00 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 for the Estate of Alice Faye Cantrell.

An Order admitting the Last Will and Testament of Doris Maureen Hobba to probate and

appointing G. David Hobba as Executor.

An Order of "Estate Listing" of Actions of Fiduciary Supervisor from March 21, 2020 through April 17, 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.

RECESS

At 11:07 a.m., Commissioner Skidmore made a motion to recess. Commissioner Foster seconded the motion. The motion carried unanimously.

At 11:18 a.m., Commissioner Foster made a motion to return to regular session. Commissioner Skidmore seconded the motion. The motion carried unanimously.

JEREMY YOUNG, COUNTY MANAGER

Commissioner Foster made a motion to approve the budget revision as presented by Mr. Young. President Andes seconded the motion. Commissioner Skidmore disagrees with the cuts that have been made. The motion carried unanimously.

Mr. Young presented the Levy approval letter from the Office of the State Auditor. Commissioner Foster made a motion to sign a court order to set the Levy Rate for FY 2021 as follows:

Class I	\$13.06
Class II	\$26.12
Class III	\$52.24
Class IV	\$52.24

President Andes seconded the motion. Commissioner Skidmore disagrees with decreasing the levy rate. The motion carried unanimously.

ADJOURN

At 11:20 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 Tuesday, May 12, 2020 at 9:00 a.m.

Respectfully submitted,

Marcie Kimberling
Secretary