

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
May 28, 2020**

OPENING

The Commission meeting was open to the public by conference call with multiple participants.

Commissioners Stephen A. Andes, Ronald R. Foster and R. Andrew Skidmore were present when the 5:00 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
2. An Order to transfer from the General County Fund to the Putnam County Employee Benefit Fund, the sum of \$9,556.50 for April 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 Foster made a motion to delay approval of May 12, 2020 minutes to our June 11, 2020 Commission meeting, so he can fully review them. Commissioner Skidmore seconded the motion. The motion carried unanimously.

ERRONEOUS ASSESSMENTS

There were none.

BOARD APPOINTMENTS

Commissioner Skidmore made a motion to appoint Stephen A. Andes to the Putnam County Fire Service Board as the Putnam County Commission Representative, effective May 28, 2020. Commissioner Foster seconded the motion. The motion carried unanimously.

President Andes made a motion to appoint R. Andrew Skidmore to the Putnam County Parks and Recreation Board, effective May 28, 2020 with a term to expire on August 31, 2022. Commissioner Foster seconded the motion. The motion carried unanimously.

SHERRY HAYES, ASSESSOR

Sherry Hayes presented the Commission with an “Oath and Certification” for the 2020 Land Tax Books for signature. Commissioner Skidmore made a motion to accept and sign the “Oath and Certification” for the Land Books as presented by Mrs. Hayes. Commissioner Foster seconded the motion. The motion carried unanimously.

JEREMY YOUNG, COUNTY MANAGER

After confirming with Jeremy Young that ending the State of Emergency will have no effect on funding, Commissioner Skidmore made a motion to end the State of Emergency. Commissioner Foster seconded the motion. The motion carried unanimously.

TIMOTHY SMITH, PLANNING DIRECTOR

Timothy Smith explained he walked through the DOH/Liberty Square culvert on October 31, 2018. Mr. Smith explained the west culvert had more debris that would not cause the flooding, but could make it worse.

Frank Chapman reported 29 houses with significant damage, 4 homes with major damage, and five homes were unlivable from the 2018 flood. Mr. Chapman said there was no FEMA assistance available to the effected homeowners.

Commissioner Foster asked District 1 Engineer Travis Knighton to research if there was an agreement with Mr. Summers when the culverts were installed.

T.J. Summers explained they are sending engineers to look at the culvert when weather permits and will do what they recommend. Commissioner Foster confirmed with Mr. Summers that he does not know the last time it was inspected and he does not think it has ever been cleaned. Commissioner Foster explained the bends in the culvert affects the flow. Commissioner Foster requested access to the engineering report from Mr. Summers when it is available. Mr. Smith said there is little to no debris in DOH end. Commissioner Foster confirmed with Senator Carmichael that they will work with Mr. Summers to get the DOH portion cleaned out.

ASHLEY DEAL & JUSTIN WILLIAMS CO-DIRECTORS OF PUTNAM COUNTY PARKS & RECREATION

Justin Williams provided details of their loss of revenue and said they hope to recover some revenue from the baseball fields. Ashley Deal said they have three upcoming fundraising events. They have reduced staff to themselves and two maintenance staff. Commissioner Foster asked if there was any public input on closing the pool and there was not. Ms. Deal explained the decision to not open the Wave Pool was due to loss of revenue and limitations on number of people allowed. President Andes thanked them for all their hard work.

TIMOTHY SMITH, PLANNING DIRECTOR

Commissioner Skidmore made a motion to award the Putnam County Storage Facility Project to Burdette Realty and sign the contract as recommended by Mr. Smith. Commissioner Foster seconded the motion. The motion carried unanimously.

PROPOSALS AND POSSIBLE DECISION ON ISSUING EMPLOYEE RAISES TO VARIOUS COUNTY EMPLOYEES THAT HAVE WORKED WITH THE PUBLIC OR ACQUIRED ADDITIONAL DUTIES DURING THE COVID-19 PANDEMIC AND WERE PREVIOUSLY APPROVED FOR RAISES AS OF JULY 1, 2020 AND HAVE FUNDS AVAILABLE IN THE CURRENT BUDGET

There were presentations by Jeremy Young, Timothy Smith, and Brian Wood.

President Andes made a motion to award EMS with \$3.00 an hour hero pay from March 22, 2020 through the end of May, County Clerk, 911, and the Fiduciary with \$1.00 an hour hero pay from March 22, 2020 through the end of May. He would like the janitors get their regular raises effective March 22, 2020. The motion died for lack of a second.

Commissioner Skidmore made a motion to approve raises previously approved for July 1, 2020 for custodians to be effective March 22, 2020 as presented by Mr. Young. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve raises previously approved for July 1, 2020 for the fiduciary deputies to be effective March 22, 2020 as presented by Mr. Young. President Andes seconded the motion. Commissioner Foster voted nay. The motion carried.

Commissioner Skidmore made a motion to approve raises previously approved for July 1, 2020 for the County Clerk's employees to be effective March 22, 2020 as presented by Mr. Wood. President Andes seconded the motion. Commissioner Foster voted nay. The motion carried.

LARRY FRYE, FIDUCIARY SUPERVISOR

Commissioner Foster made a motion to table making the Planning Commission an outside agency. Commissioner Skidmore seconded the motion. The motion carried unanimously.

APPOINTING PRESIDENT

Commissioner Foster made a motion to make Commissioner Skidmore as acting President. President Andes seconded the motion. The motion carried unanimously.

President Andes exited the meeting.

TIM HANNA, PROJECT COORDINATOR

Tim Hanna presented three options for the FY2020 Coronavirus Emergency Supplemental Funding Grant Application.

President Skidmore made a motion to approve funding Option #1 for the FY2020 Coronavirus Emergency Supplemental Funding Grant Application. The motion died for lack of a second. Commissioner Foster made a motion to approve funding Option #3 for the FY2020 Coronavirus Emergency Supplemental Funding Grant Application. The motion died for lack of a second.

Commissioner Foster made a motion to approve funding Option #4 which includes a 1.25% Hazard Pay for the Sheriff's Department effective March 22, 2020 for the FY2020 Coronavirus Emergency Supplemental Funding Grant Application. Commissioner Foster modified his motion to authorize the President to sign FY2020 Coronavirus Emergency Supplemental Funding Grant Application as presented by Mr. Hanna. President Skidmore seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to approve and authorize the President to sign the FY2020 JAG PRO Grant Application as presented by Mr. Hanna. President Skidmore seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to approve and authorize the President to sign the FY2020 STOP Violence Against Women Act (VAWA) Grant Application as presented by Mr. Hanna. President Skidmore seconded the motion. The motion carried unanimously.

JEREMY YOUNG, COUNTY MANAGER

Commissioner Foster made a motion to approve the Family Law Courtroom Expansion Project and authorize County Manager award the low bid for up to \$20,000 and to allow a decision by teleconference if it goes over \$20,000 as presented by Mr. Young. President Skidmore seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to approve County Manager Jeremy Young to purchase equipment for the courtroom and Commission Chambers up to \$12,000 to begin live streaming County Commission and other public county agency meetings as presented by Mr. Young. President Skidmore seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to approve designation of banking institutions situate in the county and duly incorporated under the laws of this state, or organized under the laws of the United States, as depositories of public moneys as presented by Mr. Young. President Skidmore seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to table the budget revision for the Prosecutor's Department Fund #405. President Skidmore seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to approve a budget revision for the Communication Center Department Fund #712 for uniforms and contracted services as presented by Mr. Young. President Skidmore seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to approve a budget revision for the Sheriff's Department Fund #700 for travel, uniforms, materials and supplies, and ammunition/range as presented by Mr. Young. President Skidmore seconded the motion. The motion carried unanimously.

COURT ORDERS APPROVED

Commissioner Foster made a motion to approve and sign the following orders, personnel payroll changes and certifications:

1. An Order to make a payroll change for Part-time, Paramedics, Department 715, \$14.00/hourly, effective March 22, 2020, Part-time Advanced Care Technicians, Department 715, \$12.00/hourly, and Part-time, EMTs, Department 715, \$10.00/hourly effective March 22, 2020 as presented by the Commission Secretary
2. An Order to make a payroll change for Logan Mitchem, Full-time to Part-time, EMT, Department 715, \$10.00/hourly, effective May 16, 2020 as presented by the Commission Secretary
3. An Order to make a payroll change for Trevor Hensley, Full-time to Part-time, Paramedic, Department 715, \$14.00/hourly, effective May 28, 2020 as presented by the Commission Secretary
4. An Order to make a payroll change for Cohen Morgan, Part-time to Full-time, EMT, Department 715, \$10.00/hourly, effective May 17, 2020 as presented by the Commission Secretary
5. An Order to delete from payroll Karrie Ballard, Part-Time, Paramedic, Department 715, effective May 18, 2020 as presented by the Commission Secretary
6. An Order to delete from payroll Wade Cox, Part-Time, Paramedic, Department 715, effective May 18, 2020 as presented by the Commission Secretary
7. An Order to delete from payroll Cody Lynch, Part-Time, Paramedic, Department 715, effective May 18, 2020 as presented by the Commission Secretary
8. An Order to delete from payroll Morgan Robinson, Part-Time, Paramedic, Department 715, effective May 18, 2020 as presented by the Commission Secretary
9. An Order to delete from payroll Brady Taylor, Part-Time, Paramedic, Department 715, effective May 18, 2020 as presented by the Commission Secretary
10. An Order to delete from payroll Alejandra Morehead, Part-Time, EMT, Department 715, effective May 18, 2020 as presented by the Commission Secretary
11. An Order to make a payroll change for Kenessa Thompson, Part-time to Full-time, Office Assistant I, Department 413, \$12.19/hourly, effective June 13, 2020 as presented by the Commission Secretary
12. An Order to delete from payroll Earl Kosa, Part-Time, Intern, Department 405, effective May 27, 2020 as presented by the Commission Secretary

13. An Order to make a payroll change for Candice Beckett, Full-time, Office Assistant I, Department 402, \$14.63/hourly, effective March 22, 2020 as presented by the Commission Secretary
14. An Order to make a payroll change for Jill Burnside, Full-time, Office Assistant I, Department 402, \$14.59/hourly, effective March 22, 2020 as presented by the Commission Secretary
15. An Order to make a payroll change for Deborah Deweese, Full-time, Office Assistant I, Department 402, \$12.43/hourly, effective March 22, 2020 as presented by the Commission Secretary
16. An Order to make a payroll change for Marcia L. Fewell, Full-time, Senior Deputy/Election Registration, Department 402, \$22.19/hourly, effective March 22, 2020 as presented by the Commission Secretary
17. An Order to make a payroll change for Regina L. Hull, Full-time, Office Assistant I, Department 402, \$13.97/hourly, effective March 22, 2020 as presented by the Commission Secretary
18. An Order to make a payroll change for Victoria E. McReynolds, Full-time, Payroll Clerk, Department 402, \$16.77/hourly, effective March 22, 2020 as presented by the Commission Secretary
19. An Order to make a payroll change for Virginia D. Seibert, Full-time, Office Assistant II, Department 402, \$16.39/hourly, effective March 22, 2020 as presented by the Commission Secretary
20. An Order to make a payroll change for Colleen S. Stone, Full-time, Office Supervisor, Department 402, \$21.18/hourly, effective March 22, 2020 as presented by the Commission Secretary
21. An Order to make a payroll change for Regina F. Zegeer, Full-time, Office Assistant I, Department 402, \$13.07/hourly, effective March 22, 2020 as presented by the Commission Secretary
22. An Order to make a payroll change for Lisa Copley, Full-time, Accountant, Department 402, \$54,507.60/annually, effective March 22, 2020 as presented by the Commission Secretary
23. An Order to make a payroll change for Shelly Keefer, Full-time, Fiduciary Deputy, Department 411, \$13.97/hourly, effective March 22, 2020 as presented by the Commission Secretary
24. An Order to make a payroll change for Nancy Reishman, Full-time, Fiduciary Deputy, Department 411, \$12.66/hourly, effective March 22, 2020 as presented by the Commission Secretary

25. An Order to make a payroll change for Teresa Hart, Full-time, Custodian, Department 424, \$12.06/hourly, effective March 22, 2020 as presented by the Commission Secretary
26. An Order to make a payroll change for Marcia Herdman, Full-time, Custodian, Department 424, \$12.36/hourly, effective March 22, 2020 as presented by the Commission Secretary
27. An Order to make a payroll change for Tammy Higginbotham, Full-time, Custodian, Department 424, \$10.76/hourly, effective March 22, 2020 as presented by the Commission Secretary
28. An Order approving an Amendment to the Zoning Ordinance for the Zoned Unincorporated Areas of Putnam County, West Virginia to rezone property behind 3717 Teays Valley Road on Tax Map 222J, Parcel 73 from "R-1" Single Family Residential District to "C-1" Suburban Commercial District as presented by Patricia Usher
29. An Order denying an Amendment to the Zoning Ordinance for the Unincorporated Areas of Putnam County, West Virginia to rezone Parcels 40.4 and 41 of Tax Map 222 and Parcel 139 on Tax Map 222G from R-1 Single Family Residential District to C-1 Suburban Commercial District on the Zoning Map for the Unincorporated Areas of Putnam County, West Virginia as presented by Patricia Usher
30. An Order approving an Amendment to the Zoning Ordinance for the Unincorporated Areas of Putnam County, West Virginia to modify Article 1400 pursuant to Article 2000 of the Zoning Ordinance for the Zoned Unincorporated Areas of Putnam County, West Virginia as presented by Planning Director Timothy Smith
31. An Order denying an Amendment to the Zoning Ordinance for the Unincorporated Areas of Putnam County, West Virginia to modify Article 1100.04 and amend Article 600.01 (C-1, Suburban Commercial District), and Article 650.01 (C-2, High Density Commercial District) pursuant to Article 2000 of the Zoning Ordinance for the Zoned Unincorporated Areas of Putnam County, West Virginia as presented by Larry Frye

President Skidmore seconded the motion. The motion carried unanimously.

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

32. 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 May 4, 2020 to May 15, 2020
33. 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 June 2020 invoice for unit #1
34. 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 June 2020 invoice for unit #4

35. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$180.00 payable to Prestera Center for Mental Health Services, Inc. for April 2020 invoice for DRC
36. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$659.40 payable to Prestera Center for Mental Health Services, Inc. for April 2020 invoice for DC
37. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1,245.00 payable to Track Group
38. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$190.00 payable to Reconnect, Inc. for April invoice
39. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$84.32 payable to Office Depot

President Skidmore seconded the motion. The motion carried unanimously.

PUBLIC COMMENT

There were no public comments.

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: Imogene Eva Bailey Bennington, Doris Jean Browning, Frazier Glenn Carr, Gay Deskins, Verda E. Leadman, Betty E. Page, Shirley Ann Short, Carl Edward Williams, Paul Edward Wymer

Long Form Settlement: None

An Order to disburse the sum of \$108.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements.

An Order of "Estate Listing" of Actions of Fiduciary Supervisor from May 9, 2020 through May 22, 2020.

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

LARRY FRYE, COUNTY ATTORNEY

President Skidmore explained he requested Larry Frye look into reconsidering a text amendment after a decision was made. Mr. Frye said Robert's Rules of Order does allow this during the meeting or at the next meeting.

President Skidmore made a motion to reconsider the Text Amendment to the Zoning Ordinance for the Zoned Unincorporated Areas of Putnam County, WV, in order to modify Article 600 "C-1," Article 650 "C-2," and Article 1700 "Supplementary." These changes would modify Permitted Principal and Special Permit Uses in the "C-1" and "C-2" zones. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore requested Mr. Frye to do further research on this matter.

Commissioner Foster made a motion to table the reconsideration of the Text Amendment to the Zoning Ordinance for the Zoned Unincorporated Areas of Putnam County, WV, in order to modify Article 600 "C-1," Article 650 "C-2," and Article 1700 "Supplementary." These changes would modify Permitted Principal and Special Permit Uses in the "C-1" and "C-2" zones to allow Mr. Frye time for further research. President Skidmore seconded the motion. The motion carried unanimously.

ADJOURN

At 7:10 p.m., having no further business, Commissioner Foster made a motion and President Skidmore seconded to adjourn the regular session of the County Commission until Thursday, June 11, 2020 at 9:00 a.m.

Respectfully submitted,

Marcie Kimberling
Secretary