

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
June 11, 2020**

OPENING

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

Commissioners Ronald R. Foster and R. Andrew Skidmore were present when the 9:00 a.m. meeting convened in the old courtroom by County Clerk Brian Wood. The Pledge of Allegiance followed.

APPOINTING PRESIDENT

Commissioner Foster made a motion to appoint Commissioner Skidmore as acting President. Commissioner Skidmore 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 \$9,607.50 for May 2020 Optical and Dental Benefits

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

GENERAL BUSINESS

Commissioner Foster made a motion to approve the May 12, 2020 and May 28, 2020 minutes. President Skidmore seconded the motion. The motion carried unanimously.

ERRONEOUS ASSESSMENTS

There were none.

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 Lisa Copley, Full-time, Accountant, Department 402, \$55,597.75/annually, effective March 22, 2020 as presented by the Commission Secretary
2. An Order to make a payroll change for Deputy, Department 700, \$19.91/hourly, Corporal, Department 700, \$21.09/hourly, Sergeant, Department 700, \$22.58/hourly, Lieutenant, Department 700, \$24.35/hourly, effective March 22, 2020 as presented by the Commission Secretary
3. An Order to delete from payroll Deborah Deweese, Full-Time, Office Assistant I, Department 402, effective June 5, 2020 as presented by the Commission Secretary
4. An Order to add to payroll Kathy Kicks, Full-time, Administrative Planner, Department 439, \$12.98/hourly, effective June 15, 2020 as presented by the Commission Secretary

President Skidmore seconded the motion. The motion carried unanimously.

Commissioner Foster 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 May 18, 2020 to May 29, 2020
6. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1,082.00 payable to WV Board of Risk and Insurance Management

President Skidmore seconded the motion. The motion carried unanimously.

PUBLIC COMMENT

There were no public comments.

JENNIFER PIERCY, CCAWV

Executive Director Jennifer Piercy appeared before the Commission to award Hannah Starcher the third place winner of the CCAWV Essay Contest with \$200.00 and Carley Bird for honorable mention with \$50.00.

Commissioner Foster read a Resolution honoring Hannah Starcher for winning third place in the CCAWV Essay Contest.

Commissioner Foster read a Resolution honoring Carley Bird for honorable mention in the CCAWV Essay Contest.

FARRAH CRANE, CHIEF TAX DEPUTY

Commissioner Foster made a motion to approve the delinquent tax list as presented by Ms. Crane. President Skidmore seconded the motion. The motion carried unanimously.

TIM HANNA, PROJECT COORDINATOR

Commissioner Foster made a motion to approve the FY2020 HAVA 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 Certificate of Completion to allow the Commission Lease Revenue Bonds remaining balance as payment towards principal as presented by Mr. Young. President Skidmore seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to approve and authorize the President to sign the State Budget Revision #2 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 Tax Office Fund #404 for part-time employee wages, part-time employee overtime, and materials and supplies 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 Prosecutor's Office Fund #405 for full-time employee's overtime, part-time salaries and wages, part-time employee's overtime, dues and subscriptions, supplies and materials, and capital outlay 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 Fiduciary Office Fund #411 for full-time employee wages 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 OES Office Fund #711 for dues and subscriptions, and legal ads 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 EMS Office Fund #715 for medical supplies 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 Animal Shelter Fund #716 for maintenance building and grounds, and professional services as presented by Mr. Young. President Skidmore seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to issue a check from the TIF Fund (273-430-5-66.0) in the amount of \$27,832.73 payable to WesBanco Bank, Inc. Trustee for May 2020 TIF Revenue (Acct #108507771 Revenue Fund) – Trustee is to issue debt service payments for Putnam

Bonds 2017AB as presented by Mr. Young. President Skidmore seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to issue a check from the Putnam County Building Fund (#044-425-4-60.0) in the amount of \$136,900.00 payable to Burdette Realty Improvement, Inc. for payment towards the Putnam County Storage Facility Project as presented by Mr. Young. President Skidmore seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to issue a check from the Coal Severance Fund (002-809-5-67.0) in the amount of \$58,000.00 payable to Putnam County Building Commission Series B Bond Revenue Account, toward Waterworks Revenue Bond payments as presented by Mr. Young. President Skidmore seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to issue a check from the Putnam County Leased Land Preservation Fund (019-432-5-68.0) in the amount of \$24,040.00 payable to Lewis & Lewis Construction for work completed at the Putnam County Gun Club as presented by Mr. Young. President Skidmore seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to issue a check from the Spay and Neuter Fund in the amount of \$107.00 payable to Help for Animals for services provided as presented by Mr. Young. President Skidmore seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to issue a check from the General County Fund in the amount of \$2,500.00 payable to West Virginia University Cooperative Extension Service as presented by Mr. Young. President Skidmore seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to issue monthly ACH payments from the TIF Fund in the amount of \$42,048.53 payable to WesBanco Bank, Inc. Trustee (Acct#14218166) beginning June 25, 2020 through May 25, 2021. Trustee is to issue debt service payments for Building Commission Lease Revenue Bonds, Series 2018A as presented by Mr. Young. President Skidmore seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to issue a Deputy Sheriff civil service pay increments for fiscal year 2019/2020 in accordance with the attached listing for those who continue to be employed with the County as of June 30, 2020 as presented by Mr. Young. President Skidmore seconded the motion. The motion carried unanimously.

BOARD APPOINTMENTS

Commissioner Foster made a motion to re-appoint Mark Stolle, Jr. to the Regional Intergovernmental Council, effective July 1, 2020 with a term to expire on June 30, 2021. President Skidmore 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: Debra Ann Devey, Joyce Ann Fowler, Robert Franklin Hatfield, Alice Elizabeth Higginbotham, Donald Earl Jennings, Robert Clinton Johns, Emma May Mitchell, Brenda Kay Newhouse, Helen Blair Sheppard, Eloise Erwin Thompson, Ruby Emojean Thornton aka Ruby I. Thornton, Rebecca Mae Wilson, Kathy Ann Wise

Long Form Settlement: Barbara R. Reese Bobrycki, Anthony Scott Dillon, Carroll Edward Null

An Order to disburse the sum of \$115.00 from the Fiduciary Special Fund made payable to State Tax Department for estate tax administration fees.

An Order to disburse the sum of \$207.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements.

An Order approving the annual accounting report of Lori A. Harrison, Administratrix, for the Estate of Sarah Olivia Cain.

An Order approving the annual accounting report of Lori A. Harrison, Administratrix, for the Estate of Unborn Baby Cain.

An Order of "Estate Listing" of Actions of Fiduciary Supervisor from May 23, 2020 through June 5, 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.

PUBLIC COMMENT

There were no public comments.

ADJOURN

At 9:43 a.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 25, 2020 at 5:30 p.m.

Respectfully submitted,

Marcie Kimberling
Secretary