

APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_

**MINUTES  
PUTNAM COUNTY COMMISSION REGULAR SESSION  
June 25, 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 5:30 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
2. An Order to transfer from the Putnam County Community Criminal Justice Fund to the General County Fund, the sum of \$20,975.74 for May 2020 for payroll expenses
3. An Order to publish the County Commission's intention to designate a community voting location for the November 3, 2020, General Election, at the Conference Center located at 1 Valley Park Drive, Hurricane, WV.

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

Commissioner Skidmore moved to publicly certify the results of the June 9, 2020 Primary Election. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve the invoices as presented in the edit register. Commissioner Foster seconded the motion. The motion carried unanimously.

**GENERAL BUSINESS**

Commissioner Skidmore made a motion to approve the June 11, 2020 minutes. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve the June 15, 2020 canvassing minutes. Commissioner Foster seconded the motion. The motion carried unanimously.

**ERRONEOUS ASSESSMENTS**

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

Keven & Carrie Allen, Michael D. Jr. &/or Amy L. Barber, Bobbie &/or Christopher Bartram, three for Jackie Call, Wade Cole, seven for Charles E. Coulter c/o Debra Haynes, Marlene G. Donovan, Lindsie P (Clatworthy) Harris, Donald R. Jr. &/or Melanie A. Henson, David C. &/or Karen Jividen, Robert L. &/or Sandra K. Lacy, Rock Branch Mechanical Inc., Gary O. &/or Barbie A. Tillis, Edward L. Yates II, Timothy Saulton, Diane K. Bastug, Matthew H. Denning, Tara (Lyons) Facemrye, James C. Grant, Shawn Larck, Jeffrey or Jessica (Bridwell) Mink, four for Kathy L. ODonnell, Lisa or Alexander John III Paolini, Robert &/or Michelle Payne, Robert or Constance Riggott, Virginia A. Roberts, Charles M. Sumner, Lisa M. &/or David W. Wall, Courtney K. (Mercer) Williams, Chester C. &/or Charlotte J. Wood

41 Erroneous Assessment were approved totaling \$11,754.55 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 delete from payroll Shawn Johnson, Full-Time, Deputy, Department 700, effective June 12, 2020 as presented by the Commission Secretary
2. An Order to delete from payroll William Jordan, Full-Time, Deputy, Department 700, effective July 6, 2020 as presented by the Commission Secretary
3. An Order to make a payroll change for Timothy Hanna, Full-time, Project Coordinator, Department 401, \$42,640.00/annually, effective July 1, 2020 as presented by the Commission Secretary
4. An Order to make a payroll change for Marcie Kimberling, Full-time, Executive Assistant, Department 401, \$15.05/hourly, effective July 1, 2020 as presented by the Commission Secretary
5. An Order to make a payroll change for Jeremy Young, Full-time, County Manager, Department 401, \$78,000.00/annually, effective July 1, 2020 as presented by the Commission Secretary
6. An Order to make a payroll change for Laura Carter, Full-time, Tax Clerk, Department 404, \$11.50/hourly, effective July 1, 2020 as presented by the Commission Secretary
7. An Order to make a payroll change for Cristina Casto, Full-time, Office Assistant, Department 404, \$11.05/hourly, effective July 1, 2020 as presented by the Commission Secretary

8. An Order to make a payroll change for Farrah Crane, Full-time, Chief Tax Deputy, Department 404, \$48,776.00/annually, effective July 1, 2020 as presented by the Commission Secretary
9. An Order to make a payroll change for Deirdre Higginbotham, Full-time, Tax Clerk, Department 404, \$12.00/hourly, effective July 1, 2020 as presented by the Commission Secretary
10. An Order to make a payroll change for Janice Kelley, Full-time, Tax Clerk, Department 404, \$11.31/hourly, effective July 1, 2020 as presented by the Commission Secretary
11. An Order to make a payroll change for Kathy Rayburn, Full-time, Tax Clerk, Department 404, \$11.31/hourly, effective July 1, 2020 as presented by the Commission Secretary
12. An Order to make a payroll change for Christina Seanze, Full-time, Tax Clerk, Department 404, \$11.50/hourly, effective July 1, 2020 as presented by the Commission Secretary
13. An Order to make a payroll change for Tracy Thacker, Full-time, Office Assistant, Department 404, \$15.90/hourly, effective July 1, 2020 as presented by the Commission Secretary
14. An Order to make a payroll change for Diana Bailey, Full-time, Legal Assistant, Department 405, \$23.46/hourly, effective July 1, 2020 as presented by the Commission Secretary
15. An Order to make a payroll change for Nancy Bellomy, Full-time, Investigator/Office Manager, Department 405, \$42,250.00/annually, effective July 1, 2020 as presented by the Commission Secretary
16. An Order to make a payroll change for Jill Hodges-Stepp, Full-time, Legal Assistant, Department 405, \$14.36/hourly, effective July 1, 2020 as presented by the Commission Secretary
17. An Order to make a payroll change for Paige Hoffman, Full-time, Assistant Prosecutor, Department 405, \$80,400.00/annually, effective July 1, 2020 as presented by the Commission Secretary
18. An Order to make a payroll change for Kevin Lawson, Full-time, Assistant Prosecutor, Department 405, \$80,400.00/annually, effective July 1, 2020 as presented by the Commission Secretary
19. An Order to make a payroll change for Tiffany Noffsinger, Full-time, Legal Assistant, Department 405, \$16.35/hourly, effective July 1, 2020 as presented by the Commission Secretary

20. An Order to make a payroll change for Kimberly Pullin, Full-time, Legal Assistant, Department 405, \$16.41/hourly, effective July 1, 2020 as presented by the Commission Secretary
21. An Order to make a payroll change for Kristina Raynes, Full-time, Assistant Prosecutor, Department 405, \$81,950.00/annually, effective July 1, 2020 as presented by the Commission Secretary
22. An Order to make a payroll change for Elizabeth Sunyog, Full-time, Assistant Prosecutor, Department 405, \$80,400.00/annually, effective July 1, 2020 as presented by the Commission Secretary
23. An Order to make a payroll change for Sara Whitney, Full-time, Investigator, Department 405, \$42,250.00/annually, effective July 1, 2020 as presented by the Commission Secretary
24. An Order to make a payroll change for Patricia Usher, Full-time, Planner, Department 439, \$33,620.00/annually, effective July 1, 2020 as presented by the Commission Secretary
25. An Order to make a payroll change for Melissa Sargent, Full-time, Senior Planner, Department 439, \$46,233.00/annually, effective July 1, 2020 as presented by the Commission Secretary
26. An Order to make a payroll change for Timothy Smith, Full-time, Planning Director, Department 439, \$84,050.00/annually, effective July 1, 2020 as presented by the Commission Secretary
27. An Order to make a payroll change for Deputy, Department 700, \$20.15/hourly, Corporal, Department 700, \$21.35/hourly, Sergeant, Department 700, \$22.86/hourly, Lieutenant, Department 700, \$24.65/hourly, effective March 22, 2020 as presented by the Commission Secretary
28. An Order to make a payroll change for Chris Boyer, Part-time, Bailiff, Department 700, \$14.00/hourly, effective July 1, 2020 as presented by the Commission Secretary
29. An Order to make a payroll change for Cindy Hall, Full-time, Administrative Assistant, Department 700, \$13.00/hourly, effective July 1, 2020 as presented by the Commission Secretary
30. An Order to make a payroll change for Donna Mannion, Full-time, Office Assistant, Department 700, \$15.00/hourly, effective July 1, 2020 as presented by the Commission Secretary
31. An Order to make a payroll change for Joseph Reynolds, Full-time, Court Bailiff, Department 700, \$14.00/hourly, effective July 1, 2020 as presented by the Commission Secretary

32. An Order to make a payroll change for Jan Sigman, Full-time, Office Assistant, Department 700, \$14.00/hourly, effective July 1, 2020 as presented by the Commission Secretary
33. An Order to make a payroll change for Eric Sturm, Full-time, Bailiff, Department 700, \$14.00/hourly, effective July 1, 2020 as presented by the Commission Secretary
34. An Order to make a payroll change for Larry Angell, Part-time, Bailiff, Department 700, \$14.00/hourly, effective July 1, 2020 as presented by the Commission Secretary
35. An Order to make a payroll change for James Carte, Part-time, Bailiff, Department 700, \$14.00/hourly, effective July 1, 2020 as presented by the Commission Secretary
36. An Order to make a payroll change for Earl Gorrell, Part-time, Bailiff, Department 700, \$14.00/hourly, effective July 1, 2020 as presented by the Commission Secretary
37. An Order to make a payroll change for Vanessa Hannabach, Part-time, Office Assistant, Department 700, \$11.00/hourly, effective July 1, 2020 as presented by the Commission Secretary
38. An Order to make a payroll change for Doug Parsons, Part-time, OIC – Court Bailiff, Department 700, \$14.75/hourly, effective July 1, 2020 as presented by the Commission Secretary
39. An Order to make a payroll change for Donald Underwood, Part-time, Bailiff, Department 700, \$14.00/hourly, effective July 1, 2020 as presented by the Commission Secretary
40. An Order to make a payroll change for Micah Casto, Full-time, Home Confinement Officer, Department 705, \$13.63/hourly, effective July 1, 2020 as presented by the Commission Secretary
41. An Order to make a payroll change for Greg Medley, Full-time, Security, Department 425, \$14.00/hourly, effective July 1, 2020 as presented by the Commission Secretary
42. An Order to make a payroll change for Matthew Smith, Full-time, Security, Department 425, \$14.00/hourly, effective July 1, 2020 as presented by the Commission Secretary
43. An Order to make a payroll change for Ronald Holcomb, Full-time, Security, Department 425, \$14.00/hourly, effective July 1, 2020 as presented by the Commission Secretary
44. An Order to make a payroll change for Eric Whitney, Part-time, Security, Department 425, \$14.00/hourly, effective July 1, 2020 as presented by the Commission Secretary
45. An Order to make a payroll change for Robert Smith, Full-time, Home Confinement Supervisor, Department 705, \$14.32/hourly, effective July 1, 2020 as presented by the Commission Secretary

46. An Order to make a payroll change for Aimee Thornton, Full-time, Home Confinement Officer, Department 705, \$13.63/hourly, effective July 1, 2020 as presented by the Commission Secretary
47. An Order to make a payroll change for Shawn Martin, Full-time, Humane Officer, Department 716, \$12.26/hourly, effective July 1, 2020 as presented by the Commission Secretary
48. An Order to make a payroll change for Michael Karnes, Full-time, Mechanic, Department 717, \$16.22/hourly, effective July 1, 2020 as presented by the Commission Secretary
49. An Order to make a payroll change for Benjamin Smith, Full-time, Mechanic, Department 717, \$12.05/hourly, effective July 1, 2020 as presented by the Commission Secretary
50. An Order to delete from payroll Tiffany Noffsinger, Full-Time, Legal Assistant, Department 405, effective July 4, 2020 as presented by the Commission Secretary
51. An Order to make a payroll change for Jill Hodges-Stepp, Full-time, Legal Assistant, Department 405, \$16.35/hourly, effective July 1, 2020 as presented by the Commission Secretary
52. An Order to make a payroll change for Angela Witt, Full-time, Legal Assistant, Transfer from Department 403 to 405, \$14.36/hourly, effective July 1, 2020 as presented by the Commission Secretary
53. An Order to delete from payroll Brandon Facemire, Full-Time, Advanced Care Technician, Department 715, effective June 21, 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.

54. 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 June 1, 2020 to June 12, 2020
55. 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 July 2020 invoice for unit #1
56. 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 July 2020 invoice for unit #4
57. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$510.00 payable to Kimberly Sizemore for professional services rendered for March 2020

58. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$267.50 payable to Pretera Center for mental health services for May 2020 invoice for DRC and DC

Commissioner Foster seconded the motion. The motion carried unanimously.

### **PUBLIC COMMENT**

There were no public comments.

### **TIMOTHY SMITH, PLANNING DIRECTOR**

Commissioner Skidmore made a motion to approve the contract with L. Lee McCoy, Jr., P.E. for Professional Engineering Services from July 1, 2020 until June 30, 2021 as presented by Mr. Smith. Commissioner Foster seconded the motion. The motion carried unanimously.

### **JEREMY YOUNG, COUNTY MANAGER**

Commissioner Skidmore made a motion to approve the Revised HAVA Grant Application as presented by Mr. Young. Commissioner Foster seconded the motion. The motion carried unanimously.

### **EXECUTIVE SESSION**

At 5:48 p.m., Commissioner Skidmore made a motion to enter into executive session for a board interview with Charlie Cain. Commissioner Foster seconded the motion. The motion carried unanimously.

At 6:07 p.m., Commissioner Skidmore made a motion to enter back into regular session. Commissioner Foster seconded the motion. The motion carried unanimously.

At 6:08 p.m., Commissioner Skidmore made a motion to enter into executive session for board interviews with Deron Wilkes, Matthew Conner, Jessie Parker, and Cody Smoot. Commissioner Foster seconded the motion. The motion carried unanimously.

At 6:52 p.m., Commissioner Skidmore made a motion to enter back into regular session. Commissioner Foster seconded the motion. The motion carried unanimously.

### **BOARD APPOINTMENT**

Commissioner Skidmore made a motion to re-appoint Jessie Parker to serve on the Putnam County Board of Zoning Appeals, effective January 2, 2020 with a term to expire on January 1, 2023. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to re-appoint Wanda Marks to serve on the Putnam County E-911 Advisory Board, effective July 1, 2020 with a term to expire on June 30, 2023. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to re-appoint Linda Lou Erwin to serve on the Putnam County Library Board, effective July 1, 2020 with a term to expire on June 30, 2025. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to re-appoint Megan Tarbett to serve on the Putnam County Convention and Visitors Bureau Board, effective July 1, 2019 with a term to expire on June 30, 2022. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to re-appoint Dave Allen Gilpin to serve on the Putnam County Convention and Visitors Bureau Board, effective July 1, 2019 with a term to expire on June 30, 2022. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to re-appoint Mike Hanna to serve on the Putnam Union Public Service District Board, effective October 1, 2020 with a term to expire on September 30, 2026. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to re-appoint Thomas Young to serve on the Putnam County Parks and Recreation Commission Board, effective September 1, 2020 with a term to expire on August 31, 2023. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to re-appoint Andrew Dawson to serve on the Putnam County Parks and Recreation Commission Board, effective September 1, 2020 with a term to expire on August 31, 2023. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to re-appoint James Bowyer to serve on the Putnam County Parks and Recreation Commission Board, effective September 1, 2020 with a term to expire on August 31, 2023. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to re-appoint James Dodrill to serve on the Central Regional Airport Authority, effective July 1, 2020 with a term to expire on June 30, 2025. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to re-appoint Cindy Farley to serve on the Putnam County Board of Health, effective July 1, 2020 with a term to expire on June 30, 2025. Commissioner Foster seconded the motion. The motion carried unanimously.

### **LARRY FRYE, COUNTY ATTORNEY**

Mr. Frye reviewed the options the Commission has to require the cleaning of culverts under Liberty Square.

Jonathon Nicol an attorney representing Four-S Development explained Mr. Summers is moving forward voluntarily with MSES Consultants Inc. to perform a comprehensive inspection to determine what they suggest.



## **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:** Tomie Bailey, Frank Coria, Bertha Eveline Coyner, William Ray Lett, Charlotte Anne Smith, James Dyer Stanard, William Clarence Vaughn

**Long Form Settlement:** None

An Order to disburse the sum of \$89.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements.

An Order approving the Yearly Settlement Report of Vione A. Harris, Committee, of the Estate of Howard Eugene Cain, Incompetent.

An Order of "Estate Listing" of Actions of Fiduciary Supervisor from June 6, 2020 through June 19, 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.

## **JEREMY YOUNG, COUNTY MANAGER**

Commissioner Skidmore made a motion to issue monthly ACH payments from the TIF Fund (273-430-5-66.0) in the amount of \$34,625.57 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. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to issue a check from the General County Fund (#001-401-2-23.0) in the amount of \$1,500.00 payable to Wesbanco for Trustee Fees (invoice number 5865) 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 Magistrate Court Fund in the amount of \$19,332.81 payable to the General County Fund representing the balance of the Magistrate Court Fund plus additional interest to be used as reimbursement to the county for Magistrate Court office rental as presented by Mr. Young. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to order the Clerk to make the following transfers to the General County Fund representing reimbursement for FY2019/2020 budget expenditures: PCES (E911) Fund \$733,059.65, PC Fiduciary Fund \$32,000.00, PC Dog Fund \$68,000.00, PC Home Confinement Fund \$59,000.00, Worthless Check Fund \$3,600.00 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 Hotel/Motel Tax Fund to Parks and Recreation Commission in the amount of \$9,800.00, to the Convention and Visitors Bureau in the amount of \$24,800.00, and to the Recreation Enhancement Fund in the amount of \$15,000.00 as presented by Mr. Young. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to order the Clerk to make annual disbursements on a quarterly basis beginning in July 2020 to the following agencies: Putnam Development Authority annual budget \$213,000 and quarterly disbursement \$53,250.00, Putnam Parks & Recreation annual budget \$405,000 and quarterly disbursement \$101,250.00, Putnam Libraries annual budget \$290,000 and quarterly disbursement \$72,500.00, Community Corrections annual budget \$205,000 and quarterly disbursement \$51,250.00 as presented by Mr. Young. Commissioner Foster seconded the motion. The motion carried unanimously.

**ADJOURN**

At 7:20 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, July 14, 2020 at 9:00 a.m.

Respectfully submitted,

Marcie Kimberling  
Secretary