

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

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

**MINUTES  
PUTNAM COUNTY COMMISSION REGULAR SESSION  
July 14, 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 make 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

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 June 25, 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 Kenessa Thompson, Full-time, Office Assistant I, Transfer from Department 413 to 402, \$12.19/hourly, effective June 13, 2020 as presented by the Commission Secretary

2. An Order to delete from payroll Ronald Hayson, Full-Time, Data Collector, Department 407, effective July 22, 2020 as presented by the Commission Secretary
3. An Order to delete from payroll Rachel Davis, Grant-Funded Temporary Full-Time, Day Report Officer, Department 731, effective July 10, 2020 as presented by the Commission Secretary
4. An Order to add to payroll Christina Sibold, Full-time, Deputy Clerk, Department 403, \$12.00/hourly, effective July 13, 2020 as presented by the Commission Secretary
5. An Order to make a payroll change for Candyce Melton, Full-time, Office Assistant, Department 403, \$13.22/hourly, effective July 6, 2020 as presented by the Commission Secretary
6. An Order to make a payroll change for Tandy Boggess, Part-time to Full-time, Custodian, Department 424, \$10.76/hourly, effective June 13, 2020 as presented by the Commission Secretary
7. An Order to delete from payroll Geoffrey Clutter, Full-Time, Custodian, Department 424, effective July 10, 2020 as presented by the Commission Secretary
8. An Order to delete from payroll Patricia Usher, Full-Time, Planner, Department 439, effective July 14, 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.

9. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$2,976.00 payable to Thomas M. Lyvers, Sr. for professional services rendered for June 15, 2020 to June 30, 2020

President Skidmore seconded the motion. The motion carried unanimously.

### **PUBLIC COMMENT**

William Brown of 215 Elm Street, Hurricane, WV said a neighbor has a dilapidated fence on the road right of way that he would like to remove. Commissioners requested Larry Frye research who owns the right of way.

### **EXECUTIVE SESSION**

At 9:15 a.m., Commissioner Foster made a motion to enter into executive session for board interviews with Meghan Hutchinson for Putnam County Fire Service Board. President Skidmore seconded the motion. The motion carried unanimously.

At 9:25 a.m., Commissioner Foster made a motion to enter back into regular session. President Skidmore seconded the motion. The motion carried unanimously.

## **BOARD APPOINTMENT**

Commissioner Foster made a motion to appoint Meghan Hutchinson to serve on the Putnam County Fire Service Board, effective July 14, 2020 with a term to expire on June 30, 2022. President Skidmore seconded the motion. The motion carried unanimously.

President Skidmore made a motion to appoint Charlie Cain to serve on the Putnam County Fire Service Board, effective July 14, 2020 with a term to expire on June 30, 2023. Commissioner Foster seconded the motion. The motion carried unanimously.

## **EXECUTIVE SESSION**

At 9:27 a.m., Commissioner Foster made a motion to enter into executive session for board interviews with Joe Stevens for Putnam County Convention & Visitors Bureau Board. President Skidmore seconded the motion. The motion carried unanimously.

At 9:39 a.m., Commissioner Foster made a motion to enter back into regular session. President Skidmore seconded the motion. The motion carried unanimously.

## **BOARD APPOINTMENT**

Commissioner Foster made a motion to appoint Joe Stevens to serve on the Putnam County Convention and Visitors Bureau Board, effective July 14, 2020 with a term to expire on December 5, 2022. President Skidmore seconded the motion. The motion carried unanimously.

## **SHERIFF DEWEESE**

Commissioner Foster made a motion to table transferring ownership of the Lenovo laptop with serial number 00186-252-127-773 because there is a discrepancy if that if the correct unit. President Skidmore seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to approve relinquishing any rights the county may have towards the golf cart and turn over maintenance to the Town of Buffalo as presented by Sheriff Deweese. President Skidmore seconded the motion. The motion carried unanimously.

## **TIM HANNA, PROJECT COORDINATOR**

Commissioner Foster made a motion to approve and authorize the President to sign the State Budget Revision #1 – Coal Severance 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 Secondary HAVA Grant Application as presented by Mr. Hanna. President Skidmore seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to approve the HAVA CARES Grant Application as presented by Mr. Hanna. 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 \$469.00 payable to Help for Animals for services provided as presented by Mr. Hanna. President Skidmore seconded the motion. The motion carried unanimously.

**LARRY FRYE, COUNTY ATTORNEY**

Commissioner Foster made a motion to issue a check from the General County Fund (001-800-5-67.0) in the amount of \$50,000.00, payable to Putnam County Health Department as the payment of FY2020-21 contribution as presented by Mr. Frye. President Skidmore seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to issue a check from the General County Fund (001-401-2-22.0) in the amount of \$4,800.00, payable to Brian Wood, Clerk for the WV Prosecuting Attorneys Institute FY 2020 Statutory Premium as presented by Mr. Frye. 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:** Josie Ann Brick, Homer Harvey Cottrell, Wendell Edward Craig, Pearl Louise Gibson, Betty Rose Gibeaut Hampton, Dawn Marie Clark Jordan, Ruby Frances Lamb, Jenny Cecilia Mays, Rita Ann (Noretta) Means, Virginia Frances Nall, Mary Lou Randolph, Alva L. Saunders, Demarius Faye Walls, Gary Allen Willard

**Long Form Settlement:** Rocky Orren Brewer, Thomas Steven Hale, Dorma Emil O'Dell

An Order to disburse the sum of \$160.00 from the Fiduciary Special Fund made payable to State Tax Department for estate tax administration fee.

An Order to disburse the sum of \$205.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements.

An Order reopening the Estate of Doris Jean Wells and appointing Vickie Lynn Lovejoy as Executrix for the sole purpose of paying Federal and State Taxes.

An Order of "Estate Listing" of Actions of Fiduciary Supervisor from June 20, 2020 through July 10, 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.

**ADJOURN**

At 9:55 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, July 30, 2020 at 5:30 p.m.

Respectfully submitted,

Marcie Kimberling  
Secretary