

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

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

**MINUTES  
PUTNAM COUNTY COMMISSION REGULAR SESSION  
July 30, 2020**

**OPENING**

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

Commissioners Stephen A. Andes and Ronald R. Foster 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 \$24,267.54 for June 2020 for payroll expenses
3. Letters to Democratic Executive Committee and Republican Executive Committee requesting their list of election workers for the November 3, 2020, General Election

Commissioner Foster made a motion to approve the invoices as presented in the edit register and sign the presented documents. President Andes seconded the motion. The motion carried unanimously.

**GENERAL BUSINESS**

Commissioner Foster made a motion to approve the July 14, 2020 minutes. President Andes seconded the motion. The motion carried unanimously.

**ERRONEOUS ASSESSMENTS**

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

Two for Homer Cash, two for Kristin Lea (Errett) Casto, Christopher &/or Jennifer Chadwick, Clark Tree Service, James A. &/or Karen Condron, Charles E. Coulter, Larry K. Diehl, Mindy Fiori, Chad L. & Kensie L. Fisher, Racie L. Harless, Sandara Gene Hern, Brian E. &/or Alisha A. Holley, Hugh Holt, Cathy Hurd, David C. Jividen et ux, David & Karen Jividen, three for Larry David Landers, Philip R. &/or Donna J. Marchun, Eric L. Jr. &/or Molly Puckett, Putnam County Bank, Virginia A. Roberts, Mark K. Rose, Timothy Saulton, Thomas A. or Deanna Scott, Ashley (Bradley) Slater, Robert Smith, Span 1 LLC, Stepping Stones Academy LLC,

David W. or Misty D. Stewart, Vincent Strunk, By Grace & Faith LLC or Glenn Yeager II, two for Gary S. &/or Trisha D. (Jackson) Waugh, Radford Jr. & Margaret K. White, Mary E. Wolfe, Amy (Belcher) &/or Clay Neal Wright, Glenn Yeager II, Michael W. &/or Linda K. Adams, Thomas B. Armstead et ux, Laura E. Brown, Lorene or Christopher Howard Cahill

45 Erroneous Assessment were approved totaling \$11,732.81 in deduction of taxes.

President Andes 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 amended Order to delete from payroll Ronald Hayson, Full-Time, Data Collector 407, effective July 16, 2020 as presented by the Commission Secretary
2. An Order to make an amended payroll change for Jill Hodges-Stepp, Full-time, Legal Assistant, Department 405, \$16.35/hourly, effective July 6, 2020 as presented by the Commission Secretary

President Andes seconded the motion. The motion carried unanimously.

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

3. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$14.41 payable to Compton Office Machine, LLC
4. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$180.00 payable to Reconnect Inc.
5. 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 August 2020 invoice for unit #1
6. 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 August 2020 invoice for unit #4
7. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$152.55 payable to Office Depot, Inc.

President Andes seconded the motion. The motion carried unanimously.

### **PUBLIC COMMENT**

There were no public comments.

### **RECESS**

Commissioner Foster made a motion to remove item #1 from the agenda and take a five minute recess. President Andes seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to enter back into regular session. President Andes seconded the motion. The motion carried unanimously.

### **PUBLIC COMMENT**

Jim McDade from American Legion Post #187 in Winfield appeared before the Commission to request permission to hold the 911 Ceremony on Friday, September 11, 2020 at 10:00 a.m. in the front of the Courthouse. Mr. McDade asked the Commissioners if they can have the Veterans Appreciation Day on November 8, 2020 at 2:00 p.m. on the Courthouse parking lot in front of the Judicial Building. The Commissioners confirmed they could unless the Governor prohibits outdoor events.

### **SHERIFF DEWEESE**

Commissioner Foster made a motion to transfer ownership of the Sheriff's Department Dell Laptop to the Town of Buffalo Bearing Serial Number 00186-252-127-773 as presented by Sheriff Deweese. President Andes seconded the motion. The motion carried unanimously.

### **TERRY MARTIN, RIC**

Commissioner Foster made a motion to open the public hearing for the Jim Ridge Phase II Waterline Extension Block Grant Application Proposal as requested by Mr. Martin. President Andes seconded the motion. The motion carried unanimously.

President Andes opened the public hearing and asked for public comments; there were none.

Commissioner Foster made a motion to close the public hearing. President Andes seconded the motion. The motion carried unanimously.

### **COMMISSIONER KENT LEONHARDT, WV AGRICULTURAL**

Commissioner Kent Leonhardt requested the Commissioners to continue to support the local food economy within their county. Commissioner Leonhardt reported the farmers market and livestock market have remained open through the COVID-19 pandemic. The WV Agriculture has an abundance of food available due to school closures and are looking to distribute it to local food banks.

### **EXECUTIVE SESSION**

Commissioner Foster made a motion to enter into executive session for the purpose of contract negotiations related to Regional Airport Authority with Jim Dodrill. President Andes seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to enter back into regular session. President Andes seconded the motion. The motion carried unanimously.

## **JEREMY YOUNG, COUNTY MANAGER**

Commissioner Foster made a motion to approve and authorize the President to sign the FY2020 HAVA Grant 1 Contract as presented by Mr. Young. President Andes seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to approve and authorize the President to sign the FY2020 HAVA Grant 2 Contract as presented by Mr. Young. President Andes seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to approve and authorize the President to sign the HAVA Cares Act Grant Contract as presented by Mr. Young. President Andes seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to approve reimbursing the Stabilization Fund with \$200,000.00 as presented by Mr. Young. President Andes seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to approve and authorize the President to sign State Budget Revision #1 as presented by Mr. Young. President Andes seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to approve and authorize the President to sign Burdette Realty Improvement Addendum #2 for the Storage Facility Project as presented by Mr. Young. President Andes seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to approve and authorize the President to sign Burdette Realty Improvement Addendum #3 for the Storage Facility Project as presented by Mr. Young. President Andes seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to issue an Electronic Funds Transfer from the General County Fund (#001-401-2-22.0) in the amount of \$4,800.00 payable to WV Treasury for the WV Prosecuting Attorneys Institute FY2020 Statutory Premium as presented by Mr. Young. President Andes 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 \$13,809.89 payable to WesBanco Bank, Inc. Trustee for June 2020 TIF Revenue (Acct #108507771 Revenue Fund) – Trustee is to issue debt service payments for Putnam Bonds 2017AB as presented by Mr. Young. President Andes seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to issue a check from the E-911 Fund (007-215-00) in the amount of \$25,397.73 payable to the General County Fund for final FY2020 expenses as presented by Mr. Young. President Andes 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 \$672.75 (#001-215-00) payable to Putnam County Community Criminal Justice

Fund for GPS Monitoring Services revenue deposited in error as presented by Mr. Young. President Andes seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to table the increment pay for non-civil service employees for FY2019-2020 as suggested by Mr. Young. President Andes 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:** Annice Pauline Boice, William Clayton Dudley, Joseph Andrew Gibson, Evelyn Jean Herman aka Jean C. Herman, Kyra Fotos Otte Holbrook, Carroll Lee Hutton, Barbara Ann "Anne" Jones, Margaret Virginia Morrison, Ernest Avender Page, Jr., Walter Eugene Reveal, Erma Carrolene Rollins, John Edward Sigman, Charles Edward Six, Sr., Thomas Spence Saunders, Delma Lou Stull, Ollie Ruth C. Wall, Doris Jean Wells

**Long Form Settlement:** None

An Order to disburse the sum of \$208.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements.

An Order re-closing the Estate of Wilbur Wysong and releasing the bond posted by Zack Crouch to secure the appointment of Janet Maye Wysong as Administratrix.

An Order of "Estate Listing" of Actions of Fiduciary Supervisor from July 11, 2020 through July 24, 2020.

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

### **ADJOURN**

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

Respectfully submitted,

Marcie Kimberling  
Secretary