

APPROVED: _____

DATE: _____

MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
October 15, 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 8:30 a.m. meeting convened in the old courtroom by County Clerk Brian Wood. The Pledge of Allegiance followed.

PUBLIC TESTING

Commissioners Stephen A. Andes, Ronald R. Foster and R. Andrew Skidmore were present when Mr. Wood performed the public testing of the election equipment.

BRIAN WOOD, COUNTY CLERK

Mr. Wood presented the following documents for the Commissioner's approval and signature:

1. Edit registers and checks

Commissioner Skidmore made a motion to approve and sign the presented elections orders, documents and 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 minutes of September 24, 2020. Commissioner Foster seconded the motion. The motion carried unanimously.

ERRONEOUS ASSESSMENTS

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

Karen &/or Earl Oldham, two for Reba A. Bailey, David L. Jr. & Anna B. Boling, two for Melissa Brumfield, Wade Cole, two for Ronald G. & R. Mary Cook, Michael Corica, Cody J. &/or Leeann M. Creighton, Solomon A. Dastgheib, Roger Shannon or Jill S. Fields, Paul III &/or Amber M. Grose, James J. &/or Adrienne I. (Imperi) Hall, Ashley Hudnall, Phil R. &/or Karen Hyre, William C. Johnson et ux, Katrina J. Kessel, Frederick C. Jr. &/or Jenny Pace, Ruth Ann Pauley, William F. &/or Jo Ann Persinger, Garron &/or Britni Ross, Eric Shoemaker, Keith A. &/or Danielle L. Sigman, John R. Snyder et al, Chad Thaxton, Robin L. Thaxton, Catharine Wilkinson, Joshua Lee &/or Elizabeth Blake, Robert Stewart III &/or Gretchen Young

31 Erroneous Assessment were approved totaling \$7,768.22 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 Laura Carter, Full-Time, Tax Clerk, Department 404, effective October 16, 2020 as presented by the Commission Secretary
2. An Order to delete from payroll Russell Lyon, Full-Time, 1st Lieutenant, Department 700, effective October 30, 2020 as presented by the Commission Secretary
3. An Order to make a payroll change for Trevor Hensley, Part-time to Full-time, Paramedic, Department 715, \$14.00/hourly, effective September 23, 2020 as presented by the Commission Secretary
4. An Order to add to payroll Lisa Vincent, Part-time, Kennel Tech/Office Assistant, Department 716, \$9.25/annually, effective October 5, 2020 as presented by the Commission Secretary
5. An Order to delete from payroll Mariah Bachmann, Part-Time, Kennel Tech/Office Assistant, Department 716, effective September 26, 2020 as presented by the Commission Secretary
6. An Order to add to payroll Cory Claxon, Part-time, EMT, Department 715, \$10.00/annually, effective October 6, 2020 as presented by the Commission Secretary
7. An Order to add to payroll Jamie Vermillion, Part-time, EMT, Department 715, \$10.00/annually, effective October 6, 2020 as presented by the Commission Secretary
8. An Order to add to payroll Steven Hunley, Part-time, EMT, Department 715, \$10.00/annually, effective October 6, 2020 as presented by the Commission Secretary
9. An Order to add to payroll Amber Blake, Part-time, EMT, Department 715, \$10.00/annually, effective October 6, 2020 as presented by the Commission Secretary
10. An Order to add to payroll Mary Altazan, Part-time, Paramedic, Department 715, \$14.00/annually, effective October 6, 2020 as presented by the Commission Secretary
11. An Order to add to payroll Lydia Bennett, Full-time, Paramedic, Department 715, \$14.00/annually, effective October 15, 2020 as presented by the Commission Secretary

12. An Order to make a payroll change for Christina Sibold, Full-time, Deputy Clerk, Department 403, \$12.53/hourly, effective October 4, 2020 as presented by the Commission Secretary

Commissioner Foster seconded the motion. The motion carried unanimously.

INVOICES APPROVED

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

13. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$4,095.00 payable to Aspire to Inspire (September 2020 invoice)
14. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$860.00 payable to EBE Investment for Unit #1 November 2020 invoice
15. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$860.00 payable to EBE Investment for Unit #4 November 2020 invoice
16. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$160.00 payable to Reconnect Inc.

Commissioner Foster seconded the motion. The motion carried unanimously.

PUBLIC COMMENTS

Regional Governmental Council Project Coordinator Terry Martin introduced Emily Hammonds the new Economics Resiliency Coordinator.

Terry Martin recommended to proceed with the planning and design of the Jim Ridge Phase II Waterline Extension Project; however, this agenda item will be presented on October 29, 2020 Commission meeting because Jim Nagy was unable to attend today's meeting.

JOLITA RAINES, TOWN OF POCA

Commissioner Foster verified with County Attorney Larry Frye that none of the contractors owes Foster Supply money, so he is able to vote on PCREF Grant extension request.

Commissioner Skidmore made a motion to approve PCREF Grant extension request as presented by Ms. Raines. Commissioner Foster seconded the motion. The motion carried unanimously.

TIM HANNA, PROJECT COORDINATOR

Commissioner Skidmore made a motion to approve and authorize the President to sign the FY2021 Records Management Preservation Board (RMPB) Grant as presented by Mr. Hanna. Commissioner Foster seconded the motion. The motion carried unanimously.

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

JEREMY YOUNG, COUNTY MANAGER

Commissioner Skidmore made a motion to affirm the decision to authorize the County Manager to sign the contract with Mr. Asphalt for the Parking Lot Improvement Project as presented by Mr. Young. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to affirm the decision to accept the low quote from WV Electric for the Parking Lot Lights as presented by Mr. Young. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to accept the low quote from Absten & Sons to install parking lot lights and fixtures 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 (001-425-5-66.0) in the amount of \$194,969.91 payable to the Putnam County Building Fund (#044) representing HAVA #1 and HAVA #2 grant reimbursements for the Putnam County Storage Facility 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 Putnam County Building Fund (#044-425-4-60.0) in the amount of \$91,264.13 payable to Burdette Realty Improvement, Inc. for invoice number 42474 towards the Putnam County Storage Facility Project 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 TIF Fund, Devonshire Account (274-430-2-35.0) in the amount of \$255,265.15 payable to United Bank, Inc. – Trustee to transfer Devonshire tax increment revenues to the trustee 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 TIF Fund (273-430-5-66.0) in the amount of \$255,265.15 payable to Devonshire TIF Account to reflect increments to be collected in fiscal year 2021 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 (#001-696-5-66.0) in the amount of \$668,211.78 payable to the Putnam County COVID-19 Grant Fund #206 representing reimbursement of July and August 2020 COVID-19 expenses from CARES 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 Putnam County Leased Land Preservation Fund (019-432-5-68.0) in the amount of \$15,000.00 payable to Cragg and

Son Tree Company LLC for work completed at the Putnam County Gun Club 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 \$25,400.00, to the Convention and Visitors Bureau in the amount of \$40,400.00, 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 transfer from the General County Fund (#001-425-5-66.0) in the amount of \$8,553.00 to the Putnam County Employee Benefit Fund representing plan administration fees for Benefit Assistance Corporation for FY2020 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 Spay and Neuter Fund in the amount of \$372.50 payable to Help for Animals as presented by Mr. Young. Commissioner Foster 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: Ellis Thomas Clagg, Ivan Jackson Coyner, Earl Jackson Crist, Leslie William Hall, Barbara A. Hudson, Karen Ann Julian, Viola Jane Justice, Andrew Slusher Kahle, John Allen McKneely, Patricia Lou Melton, Delbert Glenn Null, Mitzi White Orcutt, Loraine Eugene Ord, Jr., Barbara Miller Raynes, Lillian Nadine Raynes, Edward Stamper, Jr., Thelma Kathryn Toler, Paul E. Wilson

Long Form Settlement: James Joseph Demuth, Jr., Ida Mae Hayson, Agnes Jean Justice

An Order to disburse the sum of \$150.00 from the Fiduciary Special Fund made payable to State Tax Department for estate tax administration fees.

An Order to disburse the sum of \$235.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements.

An Order correcting the September 24, 2020, Order to disburse recording fees to Brian Wood, Clerk to be for \$136.00

An Order reopening the Estate of Douglas Lee Miles and appointing Derek Miles, Executor, for the sole purpose of paying taxes and transferring the title to a vehicle.

An Order reopening the Estate of Eloise Erwin Thompson and appointing Harvey D. Peyton, Executor, for the sole purpose of transferring stock.

An Order approving the reappointment of Paul Harper, Executor DBN of the Estate of Mary Schoolcraft Parsons Noel due to the resignation of former Executrix, Theresa Harper.

An Order of "Estate Listing" of Actions of Fiduciary Supervisor from September 19, 2020 through October 9, 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.

PUBLIC COMMENTS

Chief Robert Eggleton introduced himself and said he plans to be present or have a Sheriff's Department representative at Commission meetings.

EXECUTIVE SESSION

At 9:51 a.m., Commissioner Skidmore made a motion to enter into executive session for the purpose of legal advice. President Andes seconded the motion. The motion carried unanimously.

Commissioner Foster excused himself from the meeting.

At 10:15 a.m., Commissioner Skidmore made a motion to enter back into regular session. President Andes seconded the motion. The motion carried unanimously.

ADJOURN

At 10:16 a.m., having no further business, Commissioner Skidmore made a motion and President Andes seconded to adjourn the regular session of the County Commission until Thursday, October 29, 2020 at 5:30 p.m.

Respectfully submitted,

Marcie Kimberling
Secretary