

APPROVED: _____

DATE: _____

MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
December 2, 2020

OPENING

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

Commissioners Ronald R. Foster and R. Andrew Skidmore were present and Stephen A. Andes participated by phone when the 8:00 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 Andes seconded the motion. The motion carried unanimously.

BRIAN WOOD, COUNTY CLERK

Commission Foster moved to publicly certify the results of the November 3, 2020 General Election. Commissioner Andes seconded the motion. The motion carried unanimously.

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 orders and election orders as presented by Mr. Wood. Commissioner Andes seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to approve invoices as reflected in the edit registers as presented by Mr. Wood. Commissioner Andes seconded the motion. The motion carried unanimously.

GENERAL BUSINESS

Commissioner Foster made a motion to approve the November 19, 2020 minutes. Commissioner Skidmore 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 Order to make a payroll change for Cathy Landers, Full-time, Office Assistant II, Department 407, \$19.87/hourly, effective July 1, 2020 as presented by the Commission Secretary
2. An Order to make a payroll change for Kristine Reed Phillips, Full-time, Office Assistant I, Department 407, \$12.55/hourly, effective July 1, 2020 as presented by the Commission Secretary
3. An Order to make a payroll change for Beverly Steele, Full-time, Office Assistant, Department 407, \$15.16/hourly, effective July 1, 2020 as presented by the Commission Secretary
4. An Order to make a payroll change for Amber Berkimer, Full-time, Assessor Clerk, Department 406, \$11.66/hourly, effective July 1, 2020 as presented by the Commission Secretary
5. An Order to make a payroll change for Charlotte Buoy, Full-time, Office Assistant, Department 406, \$11.81/hourly, effective July 1, 2020 as presented by the Commission Secretary
6. An Order to make a payroll change for Susan Higginbotham, Full-time, Office Clerk, Department 406, \$15.69/hourly, effective July 1, 2020 as presented by the Commission Secretary
7. An Order to make a payroll change for Patricia Johnson, Full-time, Office Supervisor, Department 406, \$19.87/hourly, effective July 1, 2020 as presented by the Commission Secretary
8. An Order to make a payroll change for Laura Loomis, Full-time, Office Assistant, Department 406, \$11.66/hourly, effective July 1, 2020 as presented by the Commission Secretary
9. An Order to make a payroll change for Ursela Runyon, Full-time, Office Assistant, Department 406, \$12.08/hourly, effective July 1, 2020 as presented by the Commission Secretary
10. An Order to make a payroll change for Lena Walker, Full-time, Office Assistant, Department 406, \$15.00/hourly, effective July 1, 2020 as presented by the Commission Secretary
11. An Order to delete from payroll Amy Paxton, Part-Time, Telecommunicator, Department 712, effective November 19, 2020 as presented by the Commission Secretary

Commissioner Skidmore seconded the motion. The motion carried unanimously.

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

12. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1,242.00 payable to West Virginia Department of Board of Risk Insurance Management
13. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$118.00 payable to Galls

Commissioner Skidmore seconded the motion. The motion carried unanimously.

ESTATE SETTLEMENTS

There were none.

TIM HANNA, PROJECT COORDINATOR

Commissioner Foster made a motion to approve and authorize the President to sign the HAVA Cares #2 as presented by Mr. Hanna. Commissioner Andes seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to approve and authorize the President to sign the VOCA Grant Contracts for Sheriff's Department and Prosecutor's Office as presented by Mr. Hanna. Commissioner Andes seconded the motion. The motion carried unanimously.

JEREMY YOUNG, COUNTY MANAGER

John Dearnell provided an update on the EMS Department's COVID-19 procedures and stated they are following the Health Department guidelines.

Commissioner Foster made a motion to approve the order to pay an hourly rate, only when the employee has reached 40 hours for the week and is working overtime due to COVID reasons, to be effective immediately and retroactively to July 1, 2020 to the following full time salaried positions: John Dearnell, Department 715, \$26.44/hourly, Bradley Hughes, Department 715, \$21.97/hourly, Frank Chapman, Department 711, \$29.13/hourly, Mikyle White, Department 712, \$21.63/hourly as presented by Mr. Young. Commissioner Andes 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 \$6,536.00 payable to W.Va. Electric Supply Company for materials for the Putnam County Parking Lot Improvement Project as presented by Mr. Young. Commissioner 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 \$63,158.10 payable to WesBanco Bank, Inc. Trustee for October 2020 TIF Revenue (Acct #108507771 Revenue Fund) – Trustee is to issue debt service payments for Putnam Bonds 2017AB as presented by Mr. Young. Commissioner Andes seconded the motion. The motion carried unanimously.

PUBLIC COMMENT

There were none.

ADJOURN

At 8:44 a.m., having no further business, Commissioner Foster made a motion and Commissioner Andes seconded to adjourn the regular session of the County Commission until Tuesday, December 15, 2020 at 9:00 a.m.

Respectfully submitted,

Marcie Kimberling
Secretary