

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
December 15, 2020**

OPENING

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

Commissioners Stephen A. Andes, 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.

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 invoices as reflected in the edit registers as presented by Mr. Wood. Commissioner Foster seconded the motion. The motion carried unanimously.

GENERAL BUSINESS

Commissioner Skidmore made a motion to approve the November 3, 2020 canvass minutes. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve the December 2, 2020 minutes. Commissioner Foster seconded the motion. The motion carried unanimously.

DIVIDE ORDERS AND ERRONEOUS ASSESSMENTS

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

Erroneous Assessments for Nicholas R. Ball, Brian or Kelly Bowling, two for Bo Braddy Reynolds, Shawn A. Larck, Gay or Priscilla S. Deskins, Holly J. &/or Neil Clark, Caitlyn L. Campbell et al, Johnny or Lisa Gray, Ashley C. Stinnett, two for Irene (Jones) (Goldizen) Rollins, Alan N. Nguyen, Ryan or Tara (Hammond) Canfield, Matthew K. &/or Anna R. Conn, David H. Sanson et ux, Danford Lee Smith et al, Gwen & Marty McClanhan Knight, Cristine H. Tindall

19 Erroneous Assessment were approved totaling \$6,508.11 in deduction of taxes.

Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve the Divide Order as presented:

Divide Orders for David A. White et ux, Jerry W. & Terry Scott, Valley Pointe Properties LLC, McQuestrian LLC, Frances Flora, Barbara J. Terry, Chad & Lori Russell, Dennis Mann, Raine O. Beller et ux, Brandon Flora, Xerxes Rahmati, Lee O. Morris et ux, Johnny Ray Rice, Leo & Cammie Myers, Richard Witt et al, Michael & Deborah Clark, Cole A. & Amanda Devey, Peggy Sue Summers Deweese

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 make a payroll change for David Dudley, Full-time, Field Appraiser, Department 407, \$17.25/hourly, effective July 1, 2020 as presented by the Commission Secretary
2. An Order to delete from payroll Andrew Westwood, Full-Time, Paramedic, Department 715, effective December 5, 2020 as presented by the Commission Secretary
3. An Order to make a payroll change for Steven Hunley, Part-time to Full-time, EMT, Department 715, \$10.00/hourly, effective December 27, 2020 as presented by the Commission Secretary
4. An Order to add to payroll Jennifer Cornwell, Part-time, Telecommunicator, Department 712, \$14.50/hourly, effective December 6, 2020 as presented by the Commission Secretary
5. An Order to delete from payroll Eric Sturm, Full-Time, Bailiff, Department 700, effective December 9, 2020 as presented by the Commission Secretary
6. An Order to make a payroll change for Toni Twisdale, Temporary Part-time, Office Assistant I, Department 402, \$11.00/hourly, effective November 30, 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.

7. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$46.18 payable to Compton Office Machine LLC
8. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$860.00 payable to EBE Investments (December 2020 invoice for Unit #1)
9. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$860.00 payable to EBE Investments (December 2020 invoice for Unit #4)

10. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$160.00 payable to Reconnect
11. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$392.00 payable to QLABS for October 2020 invoice
12. 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

Commissioner Foster seconded the motion. The motion carried unanimously.

JEREMY YOUNG, COUNTY MANAGER

Jeremy Young presented Commissioner Stephen A. Andes with a plaque from Bear Woods Company for his 18 years as the longest serving Putnam County Commissioner.

LARRY FRYE, COUNTY ATTORNEY

Commissioner Skidmore recused himself and exited the meeting.

Commissioner Foster made a motion to approve the annexation without election of 6.04 acres, more or less, of territory identified as Project No. 2019102 into corporate limits of the City of Hurricane as presented by Mr. Frye. President Andes seconded the motion. The motion carried unanimously.

Commissioner Skidmore returned to the meeting.

SHERIFF DEWEESE & JOHN DEARNELL, EMS DIRECTOR

Commissioner Foster made a motion to table a one-time allowance pay for Sheriff's department and EMS until the January 12, 2021 Commission meeting as presented by Sheriff Deweese and John Dearnell. Commissioner Skidmore seconded the motion. The motion carried unanimously.

RICH PULLIN, FIRE SERVICE BOARD ADMINISTRATOR

Rich Pullin provided an update on the Fire Service Ordinance and the proposed updated Fire Service fees which will be sent to all Putnam County residents with their Fire Service bill in January for a vote.

DREW DUNLAP, PCDA

Commissioner Skidmore made a motion to approve the Resolution designating Putnam County Development Authority as the authorized development authority of Putnam County as presented by Mr. Dunlap. Commissioner Foster found they have authority to designate any development authority to do this for us and it can be a combination of development authorities in a region. Commissioner Foster seconded the motion. The motion carried unanimously.

ASHLEY DEAL & JUSTIN WILLIAMS, PARKS CO-DIRECTORS

Commissioner Skidmore made a motion to approve \$21,795 for security cameras at Valley Park from the Governor's \$100,000 Block Grant Funds as presented by Mrs. Deal and Mr. Williams. Commissioner Foster seconded the motion. The motion carried unanimously.

Jeremy Young explained the County Commission previously approved expenditures from the Governor's \$100,000 Block Grant subject to further guidance from the Governor's office. He further explained that we were unsuccessful in receiving any additional guidance from the Governor's general counsel.

TIM HANNA, PROJECT COORDINATOR

Commissioner Skidmore read the Resolution to rename the Putnam County Recreation Enhancement Fund to Stephen A. Andes Recreation Enhancement Fund in honor of President Andes who served three consecutive terms as a Putnam County Commissioner, dedicated countless hours to serve on multiple boards, and was instrumental in establishing the Putnam County Recreation Enhancement Fund.

Commissioner Foster made a motion to award the City of Winfield \$18,486.17, Town of Buffalo \$29,056, Town of Bancroft \$17,200, Town of Eleanor \$7,500, and Putnam County Fair Board \$30,184.80. Commissioner Skidmore seconded the motion. The motion carried unanimously.

PUBLIC COMMENT

Brian Wood said how much he appreciated working with Stephen A. Andes, Sheriff Deweese and Sherry Hayes and their service to Putnam County.

Commissioner Foster said it has been a pleasure to work with Stephen A. Andes, Sheriff Deweese and Sherry Hayes.

John Dearnell requested the Commissioners consider allowing him to donate 400 hours of sick time to Jason Wurster who is in the hospital with COVID-19.

TIMOTHY SMITH, COUNTY ENGINEER

Timothy Smith reported he determined from the culvert inspection under Liberty Square that the culverts still needs to be cleaned out. Commissioner Foster confirmed with Larry Frye that we do have the authority to order them to clean out the culverts. The Commission requested this item be on the January 12, 2021 agenda.

Commissioner Foster made a motion to approve the petitions and the orders for Dilapidated & Abandoned Enforcement Agency cases 2019-03, 2019-04, and 2019-05. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to approve the order for Dilapidated & Abandoned Enforcement Agency case 2019-03 that probable cause exists to believe the property contains dilapidated and abandoned structure(s), refuse or debris that presents a safety or health hazard and a copy of the complaint (and any attachments) shall be served on the landowner(s) of the property in accordance with Rule 4 of the West Virginia Rules of Civil Procedure. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to approve the order for Dilapidated & Abandoned Enforcement Agency case 2019-04 that probable cause exists to believe the property contains dilapidated and abandoned structure(s), refuse or debris that presents a safety or health hazard and a copy of the complaint (and any attachments) shall be served on the landowner(s) of the property in accordance with Rule 4 of the West Virginia Rules of Civil Procedure. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to approve the order for Dilapidated & Abandoned Enforcement Agency case 2019-05 that probable cause exists to believe the refuse or debris that presents a safety or health hazard and a copy of the complaint (and any attachments) shall be served on the landowner(s) of the property in accordance with Rule 4 of the West Virginia Rules of Civil Procedure. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Mr. Smith provided a brief update on the remaining DAEA cases.

LARRY FRYE, COUNTY ATTORNEY

Commission Skidmore made a motion to approve the amendment to the Putnam County Personnel Policy and Procedures Manual to require the Putnam County EMS Director, Putnam County OES/911 Director, the Manager of Building and Grounds, the Chief Humane Officer at the Putnam County Animal Shelter, and the Director of the Office of Planning and Infrastructure to notify the County Manager of their use of annual leave and sick leave as presented by Mr. Frye. Commissioner Skidmore amended his motion to approve the amendments. 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 HAVA Cares #2 Grant Contract as presented by Mr. Hanna. Commissioner Foster seconded the motion. The motion carried unanimously.

MARCIE KIMBERLING, EXECUTIVE ASSISTANT

Commissioner Skidmore made a motion to make public notice that the Commission shall sit as a Board of Review and Equalization regarding all taxes assessed (personal and real) for the taxable year 2021 as follows and approve the 2021 Legal Holiday schedule:

Monday, February 1, 2021 at 10:00 a.m.
Friday, February 5, 2021 at 1:00 p.m.
Thursday, February 11, 2021 at 1:00 p.m.
Thursday, February 18, 2021 at 5:30 p.m.

Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve the 2021 Legal Holiday schedule as presented by Mrs. Kimberling. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve closing the Putnam County Courthouse for Christmas Eve on Thursday, December 24, 2020 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: Eunice Eleanor Barker Beckett, Cheryl Ann Bodkins, Effie Maxine Bordenet, Ashley Leann Canterbury, James Edward Carpenter, Rodger Frederick Clark, Rosemary Murray Clendenin, Irene Mills Curry, Rana Catherine Dillon, Mary M. Duncan, Lenora Alberta Dyer, Donald Lee Egnor, Ruth Virginia Ellis, Carolyn "Harper" Fisher, Sallie Vanetta Good, Andrea Pearl Grubb, Naomi Elogene C. Hale, Eugene Custer Holmes, Sharon Kay Allen James, Theresa Beryl Jones, Dahl Gene Kitchen, John B. Melton, Mildred Irene Miller, Rosalie Mariam Richardson, Michael John Surber, Daisy Lee Thornton, Anna Lee Wright, Sandra Lee Waltz Zachwieja

Long Form Settlement: Todd Alan Mason, Ruth Chancey Turley

Certificates of Completion: Clyde H. Mitchell

An Order to disburse the sum of \$140.00 from the Fiduciary Special Fund made payable to State Tax Department for estate tax administration fees.

An Order to disburse the sum of \$356.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements.

An Order admitting the Last Will and Testament of Gary Eugene Smith, Sr. to probate and appointing Gary E. Smith, Jr. as Executor and releasing bond previously posted by Western Surety Company/Dorsey Ins. Group.

An Order reclosing the Estate of Brenda Lou Mason.

An Order of "Estate Listing" of Actions of Fiduciary Supervisor from November 14, 2020 through December 11, 2020.

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

JEREMY YOUNG, COUNTY MANAGER

Commissioner Skidmore made a motion to issue a check from the General County Fund (#001-425-5-66.0) in the amount of \$346,801.33 payable to the Putnam County COVID-19 Grant Fund #206 representing reimbursement of October 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 General County Fund (#001-425-5-66.0) in the amount of \$306,832.66 payable to the Putnam County COVID-19 Grant Fund #206 representing reimbursement of November 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 COVID-19 Fund (#206-442-4-59.0) in the amount of \$21,795.00 payable to Putnam County Parks and Recreation for Security Cameras at Valley Park to Comply with COVID Guidelines 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 COVID-19 Fund (#206-442-4-59.0) in the amount of \$78,205.00 payable to Putnam County General County Fund representing reimbursement of expenditures through the Governor's 100k Grant Fund 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 COVID-19 Fund (#206-442-4-59.0) in the amount of \$37,778.97 payable to Putnam County Recreation Enhancement Fund for COVID related projects 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 COVID-19 Fund (#206-442-4-59.0) in the amount of \$93,968.00 payable to the Northwestern Emergency Vehicles for an Ambulance 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 \$6,500.00 payable to Tolley Contracting, 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 Spay and Neuter Fund in the amount of \$210.00 payable to Help for Animals for services provided 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 School Fund (#004-704-3-48.0) in the amount of \$123,590.61 payable to the General County Fund (#01) for reimbursement of jail costs for July 2006 to August of 2006 as presented by Mr. Young. Commissioner Foster seconded the motion. The motion carried unanimously.

BOARD APPOINTMENTS

President Andes made a motion to appoint R. Andrew Skidmore to serve on the Putnam County Development Authority Board, effective December 15, 2020 with a term to expire on September 30, 2021. Commissioner Foster seconded the motion. The motion carried unanimously.

PUBLIC COMMENT

Bobby Eggleton explained the Home Confinement is supervised by the Sheriff's Department and appointed by the Commission. He announced appointing John Pottorff over Home Confinement and seeks approval from the Commission. Mr. Pottorff provided his work history.

Commissioner Skidmore thanked Sheriff Dewese for his service and wish him well in his next endeavor.

President Andes said he has enjoyed his 18 years and appreciates the public's support. He feels the Commission has accomplished a lot and Putnam County continues to grow. He thanked the elected officials and the staff.

BOARD APPOINTMENTS

Commissioner Skidmore made a motion to re-appoint Jeremy Young to serve on the EnAct Board, effective January 1, 2021 with a term to expire on December 31, 2021. Commissioner Foster seconded the motion. The motion carried unanimously.

ELECT COMMISSION PRESIDENT

Commissioner Skidmore made a motion to elect Commissioner Ronald R. Foster as Commission President for the period of January 1, 2021 to December 31, 2021. President Andes seconded the motion. The motion carried unanimously.

ADJOURN

At 10:53 p.m., having no further business, President Andes made a motion and Commissioner Skidmore seconded to adjourn the regular session of the County Commission until Tuesday, January 12, 2021 at 9:00 a.m.

Respectfully submitted,

Marcie Kimberling
Secretary