

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

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

**MINUTES  
PUTNAM COUNTY COMMISSION REGULAR SESSION  
January 28, 2021**

**OPENING**

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

Commissioners C. Brian Ellis, Ronald R. Foster and R. Andrew Skidmore 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

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

**GENERAL BUSINESS**

Commissioner Skidmore made a motion to approve the January 12, 2021 minutes. Commissioner Ellis seconded the motion. The motion carried unanimously.

**ERRONEOUS ASSESSMENTS**

Commissioner Skidmore made a motion to deny six Erroneous Assessments for Tim Young and approve the remainder of the Erroneous Assessments as presented:

Frank D. Gabritsch, three for Loretta Sowards, James R. Harris et ux, three for Oreda F. Clendenin, Kermit Wayne or Phyllis Ann Boggess, Kevin &/or Kelli L. Hooker, Stephanie (Good) Matthews, Adam Fortebraccio, Gina J. (Cremeans) Johnson, Gina J. (Cremeans) Bostic, Gary &/or Brianne Lariss Ammed, Gary &/or Brianne Lariss Solomon, Jason Vanmeter, Keith Dustin or Danae E. (Early) Carroll, Cisco Systems Capital Corp., Caitlin L. Campbell et al, Janet M. Briscoe, Dennis &/or Ann Dodrill, Great Finishes LLC, two for Courtney Hickman, Benjamin D. Knoblet, Kyle A. Marchun, Troy Miller et ux, two for PNC Equipment Finance LLC

30 Erroneous Assessment were approved totaling \$45,050.04 in deduction of taxes.

Commissioner Ellis 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 Alexander Jividen, Part-time to Full-time, Paramedic, Department 715, \$14.00/hourly, effective January 15, 2021 as presented by the Commission Secretary
2. An Order to add to payroll Julian Nguyen, Part-time, Paramedic, Department 715, \$14.00/hourly, effective January 25, 2021 as presented by the Commission Secretary
3. An Order to add to payroll Corey Walker, Part-time, Paramedic, Department 715, \$14.00/hourly, effective January 25, 2021 as presented by the Commission Secretary
4. An Order to add to payroll Taylor Stevens, Part-time, EMT, Department 715, \$10.00/hourly, effective January 25, 2021 as presented by the Commission Secretary
5. An Order to add to payroll Charlie Cain, Part-time, EMT, Department 715, \$10.00/hourly, effective January 25, 2021 as presented by the Commission Secretary
6. An Order to add to payroll Krista Gilkerson, Part-time, EMT, Department 715, \$10.00/hourly, effective January 25, 2021 as presented by the Commission Secretary
7. An Order to delete from payroll Brian Isaac, Part-Time, Paramedic, Department 715, effective January 20, 2021 as presented by the Commission Secretary
8. An Order to delete from payroll Taylor Cunningham, Part-Time, EMT, Department 715, effective January 20, 2021 as presented by the Commission Secretary
9. An Order to delete from payroll Brandon McPherson, Part-Time, EMT, Department 715, effective January 20, 2021 as presented by the Commission Secretary
10. An Order to delete from payroll Logan Mitchem, Part-Time, EMT, Department 715, effective January 20, 2021 as presented by the Commission Secretary
11. An Order to delete from payroll Christina Young, Part-Time, EMT, Department 715, effective January 20, 2021 as presented by the Commission Secretary
12. An Order to delete from payroll Albert Tibbs, Part-Time, Paramedic, Department 715, effective January 20, 2021 as presented by the Commission Secretary
13. An Order to delete from payroll Matthew Taylor, Part-Time, Paramedic, Department 715, effective January 20, 2021 as presented by the Commission Secretary
14. An Order to delete from payroll Brandon Hunt, Full-Time, Deputy, Department 700, effective January 12, 2021 as presented by the Commission Secretary

15. An Order to make the following disbursements to the following current employees for COVID-19 Hazard and Incentive Pay: Full Time Employees: Dept 700 Deputies - \$2,000, Dept 700 Bailiffs - \$1,000, Dept 705 Home Confinement - \$1,000, Dept 711 Director - \$1,000, Dept 712 Dispatchers - \$1,000, Dept 715 Paramedics, ACTs, EMTs & Directors - \$2,000. Part Time Employees: Dept 700 Bailiffs - \$500, Dept 705 Home Confinement - \$500, Dept 712 Dispatchers - \$500, Dept 715 Paramedics, ACTs & EMTs - \$1,000. \*To qualify, part time employees must average 12 hours per week during the month of January 2021. \*To be divided into 4 equal installments and disbursed at the last payroll in February, March, April, and May 2021.
  
16. An Order to make the following payroll disbursements for new employees indefinitely in the following departments for COVID-19 Hazard and Incentive Pay: Full time new hires: Dept 712 Dispatchers - \$500 at hire; \$500 at 6 months, Dept 715 Paramedics & EMTs - \$500 at hire; \$500 per month for following 3 months. Part time new hires: Dept 712 Dispatchers - \$250 at hire; \$250 at 6 months, Dept 715 Paramedics & EMTs - \$250 at hire; \$250 per month for following 3 months. \*For dispatchers to qualify for the 2<sup>nd</sup> \$250, they must average 12 hours per week from hire date to 6-month completion. For Paramedics/EMTs to receive monthly \$250 wages, they must average 12 hours per week for each following month after hire date. \*Dept 715 part time employees that are hired to full time status will qualify for additional incentive pay at \$500 per month with the total disbursement not to exceed \$2,000 per employee between part time and full-time incentive pay.
  
17. An Order to reimburse the Putnam County Fire Board for Fireman Incentive Pay based on the following criteria: Current Fireman: Tier 1 Fireman - \$50 now; \$50 March 31, Tier 2 Fireman - \$75 now; \$75 March 31, Tier 3 Fireman - \$100 now; \$100 March 31. Fireman with call participation at 20% or greater - \$100 each. The 20% call participation is for this fiscal year (20% of total runs from each location from July 1, 2020 to June 30, 2021) with funds to come from this year's budget. \*If a current Fireman advances to the next tier prior to March 31, the second payment will be at the new tier amount. New Fireman: Tier 1 Fireman - \$100, Tier 2 Fireman - \$50, Tier 3 Fireman - \$50. Fireman with call participation at 20% or greater (Same time frame as above) - \$100 each. \*When a new fireman advances to a new tier, they will be eligible for the new tier amounts. The Putnam County Fire Board will be responsible for submitting bi-monthly reimbursement requests to the Putnam County Commission office for review and reimbursement.

Commissioner Ellis seconded the motion. The motion carried unanimously.

### **INVOICES APPROVED**

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

1. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$645.00 payable to Track Group for December 2020 invoice
  
2. 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 #3 February 2021 invoice

3. 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 February 2021 invoice
4. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$313.00 payable to QLABS for November 2020 invoice
5. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$150.00 payable to Reconnect Inc. for December 2020 invoice
6. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$4,517.50 payable to Aspire to Inspire Behavioral Health & Addiction Services for December 2020 invoice
7. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$706.50 payable to Track Group for November 2020 invoice
8. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$68.56 payable to Office Depot
9. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$164.00 payable to Gunters Logoworks & Sportswear, LLC

Commissioner Ellis seconded the motion. The motion carried unanimously.

### **BOARD APPOINTMENTS**

Commissioner Skidmore made a motion to appoint Andrew Shinn Jr. to serve on the Putnam County Fire Service Board as a citizen representative, effective January 28, 2021 with a term to expire on June 30, 2023. Commissioner Ellis seconded the motion. The motion carried unanimously.

### **TERRY MARTIN, RIC**

Commissioner Skidmore made a motion to approve the Resolution for Jim Ridge Phase II. Commissioner Ellis seconded the motion. The motion carried unanimously.

### **MARIAN SMITH, VICTIM ADVOCATE**

Commissioner Skidmore made a motion to approve and authorize the President to sign the Prosecutor's Office VOCA Grant Contract as presented by Mrs. Smith. Commissioner Ellis seconded the motion. The motion carried unanimously.

### **JEREMY YOUNG, COUNTY MANAGER**

Commissioner Skidmore made a motion to allocate \$210,000.00 CARES Funding for seven Sheriff Cruisers as presented by Mr. Young. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to allocate \$95,000.00 CARES Funding for one Ambulance as presented by Mr. Young. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to allocate \$1,200,000.00 CARES Funding for the Fiber Optic Internet Project and begin the process to submit RFPs for the design as presented by Mr. Young. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to allocate \$1,200,000.00 CARES Funding for Design and Construction of a New Sheriff's Facility and Remodel of the Current Sheriff's Facility as presented by Mr. Young. Commissioner Ellis seconded the motion. The motion carried unanimously.

### **EXECUTIVE SESSION**

At 6:05 p.m., Commissioner Skidmore made a motion to enter into executive session for board interviews with Todd Dillon and Adam Sigman. Commissioner Ellis seconded the motion. The motion carried unanimously.

At 6:29 p.m., Commissioner Skidmore made a motion to enter back into regular session. Commissioner Ellis seconded the motion. The motion carried unanimously.

### **BOARD APPOINTMENTS**

Commissioner Skidmore made a motion to appoint Todd Dillon to serve on the Putnam County Parks and Recreation Commission Board, effective January 28, 2021 with a term to expire on August 31, 2023. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to appoint Adam Sigman to serve on the Putnam County Development Authority Board, effective January 28, 2021 with a term to expire on September 30, 2023. Commissioner Ellis seconded the motion. The motion carried unanimously.

### **PUBLIC COMMENT**

Charlie Denny, Director Office of Broadband at the West Virginia Development Office, said the Fiber Optic Internet Project is excellent news. Mr. Denny may be able to assist with the financing options available and the design.

Doug Tate the owner of Alpha Technologies said the Commission is setting the foundation to bring businesses and residents to the area.

### **TINA PECK, PLANNER**

Tina Peck presented the Zoning Amendment Application submitted by Karen Thaxton for Rezoning the property located on Tax Map 162, P/o 18, which is located off Winfield Road in Fraziers Bottom, WV 25082. The request is to rezone the 3.16 acres of property from an "R-2" Mixed Residential District to "C-1" Suburban Commercial District.

At 6:47 p.m., Commissioner Skidmore made a motion to open the public hearing. Commissioner Ellis seconded the motion. The motion carried unanimously.

President Foster opened the public hearing and asked for public comments; they were as follows:

James Stephen Samples stated his granddaughter used a wedding venue in Cabell County, so he feels this could be advantageous to Putnam County.

At 6:48 p.m., Commissioner Skidmore made a motion to close the public hearing. Commissioner Ellis seconded the motion. The motion carried unanimously.

The County Commission made the following FINDINGS OF FACTS: (1) Commissioners said yes it does protect and promote the public health, safety, convenience, moral and general welfare because this venue would help and add to our community. (2) Commissioners said yes it is consistent in achieving the objective of the adoptive Comprehensive Plan, US 35 Corridor Management Place, and the Teays Valley Land Use Plan because it had already been determined for neighboring property in the past.

Commissioner Skidmore made a motion to approve the Zoning Amendment Application submitted by Karen Thaxton for Rezoning the property located on Tax Map 162, P/o 18, which is located off Winfield Road in Fraziers Bottom, WV 25082 to rezone the 3.16 acres of property from an "R-2" Mixed Residential District to "C-1" Suburban Commercial District as presented by Ms. Peck. Commissioner Ellis seconded the motion. The motion carried unanimously.

### **EXECUTIVE SESSION**

At 6:51 p.m., Commissioner Skidmore made a motion to enter into executive session for board interview with Robert Sydenstricker and James Samples for board interviews. Commissioner Ellis seconded the motion. The motion carried unanimously.

At 7:15 p.m., Commissioner Ellis made a motion to enter back into regular session. Commissioner Skidmore seconded the motion. The motion carried unanimously.

### **BOARD APPOINTMENTS**

Commissioner Skidmore made a motion to provisionally appoint Robert Sydensticker to serve on the Putnam County Convention and Visitors Bureau Board, effective January 28, 2021 with a term to expire on December 5, 2022 to allow staff to verify he qualifies according to state code. Commissioner Ellis seconded the motion. The motion carried unanimously.

### **LARRY FRYE, COUNTY ATTORNEY**

President Foster wanted a petition to be entered into the record submitted by Terry Martin who spoke about the nuisance of his neighbor's barking dogs.

President Foster made a motion to adopt the Putnam County Animal Nuisance Ordinance in

the entire zoned area of Putnam County as presented by Mr. Frye. Commissioner Ellis seconded the motion. The motion carried unanimously.

**TIMOTHY SMITH, COUNTY ENGINEER**

Commissioner Skidmore made a motion to approve an order to make the Landowner(s) to Comply with the Recommendations Contained within the prior DAEA Complaint: Case 2019-05 as presented by Mr. Smith. Commissioner Ellis seconded the motion. The motion carried unanimously.

**JEREMY YOUNG, COUNTY MANAGER**

Commissioner Skidmore made a motion to table the EDA Backed Funding for Fiber Optic Network in Putnam County and Possible Future Budget Allotments for Use in Building Fiber Optic Network. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve and authorize the President to sign the State Budget Revision #2 as presented by Mr. Young. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve a budget revision for the County Clerk Fund #402 for capital outlay equipment as presented by Mr. Young. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve a budget revision for the Prosecutor's Office Fund #405 for contracted services as presented by Mr. Young. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve a budget revision for the Sheriff's Office Fund #700 for maintenance building and grounds, contracted services, and capital outlay equipment as presented by Mr. Young. Commissioner Ellis 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 \$142,447.13 payable to the Putnam County COVID-19 Grant Fund #206 representing reimbursement of December 1-12, 2020 COVID-19 expenses from CARES as presented by Mr. Young. Commissioner Ellis 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 \$433.00 payable to Help for Animals for services provided as presented by Mr. Young. Commissioner Ellis 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 \$7,422.60 payable to Absten & Sons LLC for work done on the Putnam County Parking Lot Improvement Project as presented by Mr. Young. Commissioner Ellis 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 \$300,000.00 payable to the Putnam County Building Fund (#044) as presented by Mr. Young. Commissioner Ellis 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:** Twyla Jean Evans Auvil, John William Chapman, III, Nelda Irene Chase, Tully Harris Coffey, James William Holston, Timmy Wayne Thornton

An Order to disburse the sum of \$86.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements

An Order appointing Marcella L. Stange, Executrix DBN of the Estate of James E. York due to the resignation of former Executor, Todd E. York

An Order of "Estate Listing" of Actions of Fiduciary Supervisor from January 9, 2021 through January 22, 2021.

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

### **ADJOURN**

At 7:39 p.m., having no further business, Commissioner Skidmore made a motion and Commissioner Ellis seconded to adjourn the regular session of the County Commission until Tuesday, February 9, 2021 at 9:00 a.m.

Respectfully submitted,

Marcie Kimberling  
Secretary