

APPROVED: _____

DATE: _____

MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
February 9, 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 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
2. An Order to transfer from the General County Fund to the Putnam County Employee Benefit Fund, the sum of \$9,081.00 for January 2021 Optical and Dental Benefits
3. An Order to transfer from the Putnam County Community Criminal Justice Fund to the General County Fund, the sum of \$20,848.00 for July 2020 for payroll expenses
4. An Order to transfer from the Putnam County Community Criminal Justice Fund to the General County Fund, the sum of \$18,109.39 for August 2020 for payroll expenses
5. An Order to transfer from the Putnam County Community Criminal Justice Fund to the General County Fund, the sum of \$16,957.89 for September 2020 for payroll expenses
6. An Order to transfer from the Putnam County Community Criminal Justice Fund to the General County Fund, the sum of \$18,105.64 for October 2020 for payroll expenses
7. An Order to transfer from the Putnam County Community Criminal Justice Fund to the General County Fund, the sum of \$18,476.72 for November 2020 for payroll expenses
8. An Order to transfer from the Putnam County Community Criminal Justice Fund to the General County Fund, the sum of \$18,240.73 for December 2020 for payroll expenses
9. An Order to transfer from the Putnam County Community Criminal Justice Fund to the General County Fund, the sum of \$18,004.63 for January 2021 for payroll expenses

Commissioner Skidmore made a motion to approve invoices as reflected in the edit registers and the orders 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 28, 2021 minutes. 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 Martha Dixon, Part-time to Full-time, EMT, Department 715, \$10.00/hourly, effective January 29, 2021 as presented by the Commission Secretary
2. An Order to delete from payroll Stephen Gabriel Runyon, Part-Time, Humane Officer, Department 716, effective February 1, 2021 as presented by the Commission Secretary
3. An Order approving the Zoning Amendment Application to Rezone 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
4. An Order approving and adopting the Putnam County Animal Nuisance Ordinance

Commissioner Ellis seconded the motion. The motion carried unanimously.

PUBLIC COMMENT

There were none.

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: Paul Vernon Cottrell, Lillian Ruth Ferrell, Danny Hale, Betty Frances Johnson, Phyllis Jean Rooper Miller, Larry Allen Newhouse, Margaret Alice S. Richardson, Kenneth Walter Saunders, Sr., Alan Ray Shorden, Geraldine Simpson, James Dyer Stanard, William Edward Trapp, Charles Edward Whittington,

Long Form Settlement: None

An Order to disburse the sum of \$145.00 from the Fiduciary Special Fund made payable to State Tax Department for estate tax administration fees.

An Order to disburse the sum of \$147.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements.

An Order approving the First Annual Accounting of Lee Samuel Casto, Administrator of the Estate of Deloris Faye Casto.

An Order confirming the reappointment of Julie L. Spence as Executrix DBN of the Estate of Carole Leigh ("Lee") Federer due to the resignation of Lesley Beard as Co-Executrix.

An Order reopening the Estate of Naomi Elogene C. Hale and appointing Garnett Hively Clark, Executrix, for the sole purpose of transferring monies.

An Order reopening the Estate of James Dyer Stanard and appointing James Allan Stanard, Administrator for the sole purpose of amending the appraisalment.

An Order of "Estate Listing" of Actions of Fiduciary Supervisor from January 23, 2021 through February 5, 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.

JEREMY YOUNG, COUNTY MANAGER

Commissioner Skidmore made a motion to issue a check from the General County Fund (001-442-5-67.0) in the amount of \$11,043.42 payable to the Electronic Specialty Company for security cameras at the new storage building 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 Water and Sewer Fund (#045-809-5-66.0) in the amount of \$7,000.00 (invoice 35405) payable to Terradon Corporation for engineering services for the Jim Ridge Phase II Water Main Extension Project as presented by Mr. Young. Commissioner Ellis seconded the motion. The motion carried unanimously.

TIM HANNA, PROJECT COORDINATOR

Commissioner Skidmore made a motion to issue a check from the General County Fund (#024-430-5-67.0) in the amount of \$4,648.00 payable to the Town of Buffalo for reimbursement out of the Stephen A. Andes Recreation Enhancement Fund with notification to the Town of Buffalo that their current year budget will be reduced by \$4,648.00 as presented by Mr. Hanna. Commissioner Ellis seconded the motion. The motion carried unanimously.

JEREMY YOUNG, COUNTY MANAGER

Commissioner Skidmore made a motion to approve establishing Special Fund #243 to be Titled Putnam County Infrastructure Fund 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 COVID-19 Fund (#206-442-4-59.0) in the amount of \$1,200,000.00 payable to the Putnam County Infrastructure Fund towards a COVID Fiber Optic Broadband Project as presented by Mr. Young. Commissioner Ellis seconded the motion. The motion carried unanimously.

INTERVIEWS

The Commission interviewed Williamson Shiver Architects, Chapman Technical, and Silling Architects for architectural and/or engineering services for the New Sheriff's Facility and Remodel of the Current Sheriff's Facility.

EXECUTIVE SESSION

At 11:03 a.m., Commissioner Skidmore made a motion to enter into executive session for the purpose of contract negotiations. Commissioner Ellis seconded the motion. The motion carried unanimously.

At 11:25 a.m., Commissioner Skidmore made a motion to enter back into regular session. Commissioner Ellis seconded the motion. The motion carried unanimously.

Pursuant to W.Va. Code 5G-1-3, each Commissioner ranked the three architectural firms in order of preference deemed to be the most highly qualified to provide the services required. All three Commissioners unanimously ranked Silling Architects first, Chapman Technical Group second and Williamson Shriver Architects third.

Commissioner Skidmore made a motion to approve Silling Architects for the architectural design of the New Sheriff's Facility and Remodel of the Current Sheriff's Facility. Commissioner Skidmore amended his motion to add if an agreement can be made with Silling Architects. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to appoint Ronald Foster and Jeremy Young to a committee to commence scope of service, price negotiations and to finalize price for scope of service with Silling Architects. Commissioner Ellis seconded the motion. The motion carried unanimously.

TIMOTHY SMITH, COUNTY ENGINEER

Commissioner Skidmore made a motion to approve the petition for Dilapidated & Abandoned Enforcement Agency cases 2019-15. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve the order for Dilapidated & Abandoned Enforcement Agency cases 2019-15. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve the order for Dilapidated & Abandoned Enforcement Agency case 2019-15 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 Ellis seconded the motion. The motion carried unanimously.

ADJOURN

At 11:34 a.m., having no further business, Commissioner Skidmore made a motion and Commissioner Ellis seconded to adjourn the regular session of the County Commission until Thursday, February 25, 2021 at 5:30 p.m.

Respectfully submitted,

Marcie Kimberling
Secretary