

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
March 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 \$9,307.50 for February 2021 Optical and Dental Benefits

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

GENERAL BUSINESS

Commissioner Skidmore made a motion to approve the February 25, 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 Shane Shamblin, Full-time, Lieutenant, Department 700, \$24.65/hourly, effective March 21, 2021 as presented by the Commission Secretary
2. An Order to make a payroll change for Chad Weaver, Full-time, Lieutenant, Department 700, \$24.65/hourly, effective March 21, 2021 as presented by the Commission Secretary
3. An Order to make a payroll change for William Seanze, Full-time, Sergeant, Department 700, \$22.86/hourly, effective March 21, 2021 as presented by the Commission Secretary

4. An Order to make a payroll change for Scott Lowther, Full-time, Corporal, Department 700, \$21.35/hourly, effective March 21, 2021 as presented by the Commission Secretary
5. An Order to make a payroll change for David Dolin, Full-time, Corporal, Department 700, \$21.35/hourly, effective March 21, 2021 as presented by the Commission Secretary
6. An Order to make a payroll change for Julie Leport, Full-time, Corporal, Department 700, \$21.35/hourly, effective March 21, 2021 as presented by the Commission Secretary
7. An Order to make a payroll change for Ryan Childers, Full-time, Corporal, Department 700, \$21.35/hourly, effective March 21, 2021 as presented by the Commission Secretary
8. An Order to make a payroll change for Tyson Edwards, Full-time, Corporal, Department 700, \$21.35/hourly, effective March 21, 2021 as presented by the Commission Secretary
9. An Order to add to payroll Regina Zegeer, Temporary Part-time, Office Assistant I, Department 402, \$11.00/hourly, effective March 9, 2021 as presented by the Commission Secretary

Commissioner Ellis seconded the motion. The motion carried unanimously.

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 \$3,282.50 payable to Aspire to Inspire
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$3,883.75 payable to Aspire to Inspire
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$571.00 payable to Track Group
4. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$830.00 payable to Qlabs

Commissioner Ellis seconded the motion. The motion carried unanimously.

PUBLIC COMMENT

Sarah Lane who lives in Deerfield Estates provided a petition to the Commissioners and requested their help getting water. The subdivision has been trying since 1996, but the cost is too high. The Commissioners added the agenda item to the March 25, 2021 Commission meeting.

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: Jeffrey Lee Crockett, Luella M. Henson, Janette Yvonne Luikart, Benita Ann Schirtzinger, Jo Ann Slate, Iona Bernice Thornton, Bobby Joe Weaver

Long Form Settlement: James Julian Dunbar, Billy Ray Kersey

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 \$128.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements.

A Certificate of Completion of Ancillary Administration of West Virginia Real Estate Without Appointment in the Estate of Connie Mack Erwin.

A General Order to Show Cause Against Delinquent or Unprogressed Estates.

An Order of "Estate Listing" of Actions of Fiduciary Supervisor from February 20, 2021 through March 5, 2021.

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

JEREMY YOUNG, COUNTY MANAGER

Commissioner Skidmore made a motion to approve a budget revision for the Sheriff's Department Fund #705 for full-time wages 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 \$10,000.00 (invoice 35530) 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.

Commissioner Skidmore made a motion to issue a check from the Spay and Neuter Fund in the amount of \$159.00 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 COVID 19 Fund (#206-442-5-66.0) in the amount of \$54,157.50 payable to the Putnam County General County Fund representing reimbursement of expenditures for COVID Hazard and Incentive Pay expensed in February 2021 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 (#206-442-5-67.0) in the amount of \$12,825.00 payable to the Putnam County Fire Service Board for

Fireman Hazard and Incentive Pay 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 (#206-442-2-30.0) in the amount of \$142.92 payable to Tudor's Biscuit World for discounted meals provided to residents staying at the warming shelter during a widespread power outage in Putnam County 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 (#206-442-2-30.0) in the amount of \$216.00 payable to Gino's Pizza for discounted meals provided to residents staying at the warming shelter during a widespread power outage in Putnam County 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 Manila Ridge Water Fund (#046-809-5-66.0) in the amount of \$357.25 payable to the Water & Sewer Fund #045 as presented by Mr. Young. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to close the Manila Ridge Water Fund #046 once all checks have cleared as the Manila Ridge Waterline Extension Project has been completed 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 (#206-442-5-66.0) in the amount of \$1,200,000.00 payable to the Putnam County Building Fund towards the Putnam County Sheriff's Facility Project as presented by Mr. Young. Commissioner Ellis seconded the motion. The motion carried unanimously.

RESOLUTION NAMING MARCH 15TH AS MARGARET O'NEAL DAY

Commissioner Skidmore read a resolution naming March 15th as Margaret O'Neal Day for her community service with United Way since 1990.

JOHN DEARNELL, EMS DIRECTOR

Commissioner Skidmore made a motion to award the EMS Ambulance to Northwest Emergency Vehicles who met the bid requirements as presented by Mr. Dearnell. Commissioner Ellis seconded the motion. The motion carried unanimously.

PUBLIC COMMENTS

Richard Simpson of 113 Shan Lane reported the culverts under 34 running from the lake in the Marina Park area to City National Bank are failing. The Commissioners will do further research on the situation.

BUDGET HEARINGS

The County Commission and County Manager Jeremy Young held budget hearings for Putnam County Parks & Recreation, Putnam County Health Department, Prosecuting Attorney Mark Sorsaia, County Clerk Brian Wood, Circuit Clerk William "JJ" Mullins, Sheriff Bobby Eggleton, and Assessor Gary Warner.

PUTNAM COUNTY DILAPIDATED AND ABANDONED ENFORCEMENT AGENCY

Commissioner Skidmore made a motion to approve amending the Putnam County Dilapidated and Abandoned Ordinance to: (1) permit written complaints to be filed anonymously, (2) permit the DAEA, or their representative, to conduct on-site inspection within thirty (30) days either before or after a written complaint is filed, (3) that after each special or regular meeting of the DAEA Board, to require the DAEA Board to refer all complaints that have been received and investigated to the Putnam County Commission at the County Commission's next scheduled meeting, and to include any recommendations by the DAEA Board, and (4) have the DAEA Board direct the county engineer, consulting engineer or other technically qualified county employee to prepare a Complaint when appropriate based on the investigation as presented by Mr. Frye. Commissioner Ellis seconded the motion. President Foster requested to amend it to include Planning will be responsible for developing procedures to notify and work with the property owner(s) before it comes to the Commission. Commissioner Skidmore amended his motion to include the language stated by President Foster. Commissioner Ellis 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 VOCA Grant Application 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 the Architectural Services Agreement with Silling Architects to Design a New Sheriff's Facility and Remodel the Existing Sheriff's Facility as presented by Mr. Young. Commissioner Skidmore amended his motion to authorize the President to sign. Commissioner Ellis seconded the motion. The motion carried unanimously.

ADJOURN

At 11:46 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 Thursday, March 25, 2021 at 5:30 p.m.

Respectfully submitted,

Marcie Kimberling
Secretary