

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

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

**MINUTES  
PUTNAM COUNTY COMMISSION REGULAR SESSION  
March 25, 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 4:00 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 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 March 9, 2021 minutes. Commissioner Ellis seconded the motion. The motion carried unanimously.

**ERRONEOUS ASSESSMENTS**

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

Erroneous Assessments for Brock &/or Lynn Jarrett, Paul E. &/or Bethany McClanahan, Mark S. Meadows, Barnard Hartley or Andrea Nichole Greenwood, Organic Growing LLC, Tyler Albertson, Robert O. & Carolyn S. Turkelson, Tessa M. (Duffield) Stover, Amanda Webb, Jack L. York et al

10 Erroneous Assessment were approved totaling \$3,071.01 in deduction of taxes.

Commissioner Ellis seconded the motion. The motion carried unanimously.

**INTERVIEW**

The Commission interviewed Thompson & Litton/Blue Ridge Advisory Services Group for engineering services for a project estimated to cost \$250,000 or more, to provide design, installation, construction and equipping of a fiberoptic broadband system in Putnam County.

## **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 Tina Peck, Full-time, Planner, Department 439, \$35,568.00/annually, effective March 1, 2021 as presented by the Commission Secretary
2. An Order to make a payroll change for Bradley Hughes, Full-time, Interim EMS Director, Department 715, \$55,000.00/annually, effective April 1, 2021 as presented by the Commission Secretary
3. An Order to add to payroll Sherry Hayes, Part-time, Administrative Coordinator, Department 407, \$25.00/hourly, effective March 15, 2021 as presented by the Commission Secretary
4. An Order to delete from payroll Timothy Smith, Full-Time, Planning Director, Department 439, effective March 18, 2021 as presented by the Commission Secretary
5. An Order to delete from payroll Jacob Shirley, Part-Time, EMT, Department 715, effective March 25, 2021 as presented by the Commission Secretary
6. An Order to add to payroll Joseph Daniel Whitman, Full-time, Bailiff, Department 700, \$14.00/hourly, effective April 5, 2021 as presented by the Commission Secretary
7. An Order to pay overtime to payroll Melissa Sargent, Full-time, Planner, Department 439, \$33.34/hourly, from April 4, 2021 through June 26, 2021 as presented by the Commission Secretary
8. An Order to pay overtime to payroll Tina Peck, Full-time, Planner, Department 439, \$25.65/hourly, from April 4, 2021 through June 26, 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.

9. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$532.00 payable to Track Group
10. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$50.28 payable to Office Depot, Inc.
11. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1,485.00 payable to Kimberly Sizemore for professional services rendered for January through February 2021 invoice

12. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$18.21 payable to Compton Office Machine LLC
13. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1,242.00 payable to Board of Risk and Insurance Management
14. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$860.00 payable to EBE Investments for Unit #4 April 2021 invoice
15. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$860.00 payable to EBE Investments for Unit #3 April 2021 invoice
16. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$100.00 payable to Reconnect, Inc.

Commissioner Ellis seconded the motion. The motion carried unanimously.

### **PUBLIC COMMENT**

There were none.

### **INTERVIEW**

The Commission interviewed Alpha Technologies/S & S Engineers for engineering services for a project estimated to cost \$250,000 or more, to provide design, installation, construction and equipping of a fiberoptic broadband system in Putnam County.

### **EXECUTIVE SESSION**

At 5:07 p.m., Commissioner Skidmore made a motion to enter into executive session for board interviews with John Swisher and John Smoot. Commissioner Ellis seconded the motion. The motion carried unanimously.

At 5:25 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 John Smoot to serve on the Putnam County Dilapidated & Abandoned Enforcement Agency Board, effective March 25, 2021 with a term to expire on May 10, 2021. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to appoint John Swisher Jr. to serve on the Putnam County Dilapidated & Abandoned Enforcement Agency Board, effective March 25, 2021 with a term to expire on May 10, 2021. Commissioner Ellis seconded the motion. The motion carried unanimously.

## **RESOLUTION FOR TEAYS VALLEY CHURCH OF GOD**

Commissioner Skidmore read a resolution recognizing Teays Valley Church of God for providing a warming center on February 16, 2021 – February 17, 2021 to those families without electricity. The Commissioners also presented Pastor Melissa Pratt with a plaque for providing help to our community.

## **BOARD APPOINTMENT**

Commissioner Skidmore made a motion to remove Timothy Smith from the Putnam County Dilapidated & Abandoned Enforcement Agency Board, effective March 18, 2021. Commissioner Ellis seconded the motion. The motion carried unanimously.

## **DEERFIELD ESTATES**

Sara Lane read a statement from Mr. White. Mike Taylor, Ken Sheriff, Regina Davis spoke regarding the need to get water in Deerfield Estates Subdivision.

Commissioner Skidmore made a motion to add Deerfield Estates to the Putnam County Commission Water Feasibility Report provided through Terradon Corporation as presented by Mr. Young. Commissioner Ellis seconded the motion. The motion carried unanimously.

## **PUTNAM COUNTY DILAPIDATED AND ABANDONED ENFORCEMENT AGENCY**

President Foster made a motion to table the Planning Office procedures to notify and work with the property owner(s) for Dilapidated & Abandoned Enforcement Agency complaints. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to order a copy of the complaint be served on the landowners(s) of the property in accordance with Rule 4 of the West Virginia Rules of Civil Procedures for Case 2019-09 as presented by Ms. Peck. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve the petition to file the complaint for Dilapidated & Abandoned Enforcement Agency Case 2020-14, 2020-18, 2020-20, 2020-15, 2020-11 as presented by Ms. Peck. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve the order for Dilapidated & Abandoned Enforcement Agency Case 2020-14 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 amended his motion that the County Commission found probable cause. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve the order for Dilapidated & Abandoned Enforcement Agency Case 2020-18 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.

Commissioner Skidmore made a motion to approve the order for Dilapidated & Abandoned Enforcement Agency Case 2020-20 that probable cause exists to believe the property contains dilapidated and abandoned structure(s), refuse or debris, demolish or repair structure 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.

Commissioner Skidmore made a motion to approve the order for Dilapidated & Abandoned Enforcement Agency Case 2020-15 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.

Commissioner Skidmore made a motion to approve the order for Dilapidated & Abandoned Enforcement Agency Case 2020-11 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.

President Foster made a motion to table Case 2020-03 to determine who is responsible. The motion died for a lack of a second.

President Foster made a motion to notify the other three property owners on Case 2020-03. Commissioner Ellis seconded the motion. The motion carried unanimously.

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

Commissioner Skidmore made a motion to adopt the budget for fiscal year 2022 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 Planning Department Fund #439 for professional services as presented by Mr. Young. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to authorize the payment of overtime for salaried employees, in Department 439 only on a temporary basis due to workload, and authorize County Manager Jeremy Young to sign the agreement for overtime 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 \$100,000.00 payable to the Putnam County Financial Stabilization Fund #058 to cover a General Fund shortfall or any other purpose that the Commission

considers appropriate as presented by Mr. Young. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion that Larry Frye be appointed as Interim Director of the Office of Planning and Infrastructure effective March 19, 2021 and be compensated as an independent contractor on a temporary basis 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 TIF Fund (#273-430-5-66.0) in the amount of \$258,696.51 payable to WesBanco Bank, Inc. Trustee for February 2021 TIF Revenue (Acct #108507771 Revenue Fund) – Trustee is to issue debt service payments for Putnam Bonds 2017AB 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 Hotel/Motel Tax Fund to Parks and Recreation Commission in the amount of \$15,300.00, to the Convention and Visitors Bureau in the amount of \$30,000.00, and to the Recreation Enhancement Fund in the amount of \$15,000.00 as presented by Mr. Young. Commissioner Ellis seconded the motion. The motion carried unanimously.

### **PUBLIC COMMENT**

Thomas Allen of 118 LaRue Lane in Hurricane reported he has been dealing with neighbors setting off fireworks, gunshots, loud trucks, and music for two years at all hours of the day and night. Angie Strickland of 49 LaRue Lane in Hurricane said her husband is a veteran and they have been threatened. Jack Hudnall of 216 LaRue Lane in Hurricane said he cannot sleep at night because of fireworks.

Corporal Grimmatt has been assigned to LaRue Lane as part of the Sheriff's neighborhood watch program she met with Mr. Allen, Mr. Hudnall, and the Stricklands on March 12, 2021. She reviewed many incident reports since she started patrolling the road. Corporal Grimmatt met the alleged main instigator who said he wants to run people off because he wants to buy their property with his inheritance. The Commissioners requested County Attorney Larry Frye prepare a noise ordinance for their review.

### **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:** Leroy Absten, Emily Anne Blackwell, Mary Ellen Burns, Cline C. Byrnside, Margaret Eggleton, Andrew Franklin Miles, Rebecca Catherine Muck, Paul Edward Talbott, Eloise Erwin Thompson

An Order to disburse the sum of \$121.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements.

An Order to reclose the Estate of Kathleen L. Morris.

An Order to reclose the Estate of Joel M. Woodrum.

An Order to reappoint Carolyn Sue Stanley as Executrix of the Estate of Charles Earnest Bird to complete the administration of the Estate.

An Order to approve the Annual Accounting Report of Beverly Hope Hinrichs for the Estate of Helen Beckett.

An Order to approve the Annual Accounting Report of Beverly Hope Hinrichs for the Estate of Billy Ray Beckett.

An Order of "Estate Listing" of Actions of Fiduciary Supervisor from March 6, 2021 through March 19, 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.

### **EXECUTIVE SESSION**

At 6:42 p.m., Commissioner Skidmore made a motion to enter into executive session for a discussion on engineering services for fiberoptic broadband system. Commissioner Ellis seconded the motion. The motion carried unanimously.

At 7:12 p.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 two architectural firms in order of preference deemed to be the most highly qualified to provide the services required. All three Commissioners unanimously ranked Alpha Technologies/S & S Engineers first, Thompson & Litton/Blue Ridge Advisory Services Group second.

Commissioner Skidmore made a motion to go into contract negotiation with Alpha Technologies/S & S Engineers. Commissioner Ellis seconded the motion. The motion carried unanimously.

### **ADJOURN**

At 7:14 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, April 13, 2021 at 9:00 a.m.

Respectfully submitted,

Marcie Kimberling  
Secretary