

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

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

**MINUTES  
PUTNAM COUNTY COMMISSION REGULAR SESSION  
April 13, 2021**

**OPENING**

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
2. An Order to transfer from the General County Fund to the Putnam County Employee Benefit Fund, the sum of \$9,408.50 for March 2021 Optical and Dental Benefits
3. An Order to issue a check from the General County Fund in the amount of \$14,300.00 (#001-401-5-68.0) payable Carol Foreman Trust Account for the sale of 2014 Toyota Camry at county auction
4. An Order to issue a check from the Dog Fund in the amount of \$1,587.52 (003-716-3-41.0) payable to Casto & Harris, Inc. for 10,800 rabies tags for FY 2021

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 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 add to payroll Sheyenne Jividen, Full-time, Receptionist, Department 700, \$13.00/hourly, effective April 12, 2021 as presented by the Commission Secretary
2. An Order to make a payroll change for Clark Riffle, Full-time, Field Appraiser, Department 407, \$11.00/hourly, effective March 22, 2021 as presented by the Commission Secretary

3. An Order to add to payroll Michael Atkinson II, Part-time, Telecommunicator, Department 712, \$14.50/hourly, effective April 25, 2021 as presented by the Commission Secretary
4. An Order to add to payroll Joshua Rawlings, Part-time, Telecommunicator, Department 712, \$14.50/hourly, effective April 25, 2021 as presented by the Commission Secretary
5. An Order to add to payroll Hailee Thompson, Part-time, Telecommunicator, Department 712, \$14.50/hourly, effective April 25, 2021 as presented by the Commission Secretary
6. An Order to delete from payroll Josh Rader, Part-Time, Telecommunicator, Department 712, effective April 6, 2021 as presented by the Commission Secretary
7. An Order to make a payroll change for Rich Pullin, Part-time, Telecommunicator, Transfer from Department 715 to 712, \$14.50/hourly, effective April 25, 2021 as presented by the Commission Secretary
8. An Order to make a payroll change for Tyler Witt, Full-time, Telecommunicator, Department 712, \$15.50/hourly, effective April 26, 2021 as presented by the Commission Secretary
9. An Order to make a payroll change for Candice Beckett, Full-time, Office Assistant I, Department 402, \$15.01/hourly, effective April 4, 2021 as presented by the Commission Secretary
10. An Order to make a payroll change for Marcia Fewell, Full-time, Senior Deputy/Election Registration, Department 402, \$22.75/hourly, effective April 4, 2021 as presented by the Commission Secretary
11. An Order to make a payroll change for Regina Hull, Full-time, Office Assistant I, Department 402, \$14.34/hourly, effective April 4, 2021 as presented by the Commission Secretary
12. An Order to make a payroll change for Virginia Seibert, Full-time, Office Assistant II, Department 402, \$16.81/hourly, effective April 4, 2021 as presented by the Commission Secretary
13. An Order to make a payroll change for Colleen Stone, Full-time, Office Supervisor, Department 402, \$21.72/hourly, effective April 4, 2021 as presented by the Commission Secretary
14. An Order to make a payroll change for Kenessa Thompson, Full-time, Office Assistant I, Department 402, \$12.81/hourly, effective April 4, 2021 as presented by the Commission Secretary
15. An Order to make a payroll change for Jill Burnside, Full-time, Office Assistant I, Department 402, \$15.65/hourly, effective April 4, 2021 as presented by the Commission Secretary

16. An Order to make a payroll change for Victoria McReynolds, Full-time, Payroll Clerk, Department 402, \$20.00/hourly, effective April 4, 2021 as presented by the Commission Secretary
17. An Order to make a payroll change for Lisa Copley, Full-time, Accountant, Department 402, \$57,800.00/annually, effective April 1, 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.

18. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$211.08 payable to AutoZone
19. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$57.61 payable to Office Depot, Inc.
20. 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 May 2021 invoice
21. 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 May 2021 invoice
22. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$384.00 payable to QLABS
23. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$110.00 payable to Reconnect, Inc.
24. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$7,312.50 payable to Aspire Counseling

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:** Cookie "Ruth Elizabeth Allen" Ambler, Charles Edward Campbell, Cecil Randolph Carter, Rita Christine Carter, Phillip Ray Chapman, Gary Leon Collins, Harold Clifton Cunningham, Jr., Imogene Peggy L. Gibson, Marylee

Jeanette Hoiness, Simone Leeresse Husson, Alvin Blane Jividen, Dolly I. McDowell, Michael Dale Reed, Fred Arthur Schanz, III, Helen Douglas Schoonover, Josephine Elizabeth Staats, Donna M. Stewart, Phyllis Jean Stewart, Janet Mae Wysong

**Long Form Settlements:** David Clair Bobbitt

An Order to disburse the sum of \$295.00 from the Fiduciary Special Fund made payable to State Tax Department for estate tax administration fees.

An Order to disburse the sum of \$222.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements.

An Order approving the reappointment of Frances Ann Showalter as Executrix DBN of the Estate of Joe Thomas Showalter due to the resignation for former Executrix.

An Order to reopen the Estate of Doris Jean Browning and appoint Angela J. Woodall as Executrix for the sole purpose of cashing a tax refund.

An Order to reopen the Estate of Charlton Frederick Osborne and appoint Jill Elaine Todd as Executrix for the sole purpose of asbestosis litigation.

An Order of "Estate Listing" of Actions of Fiduciary Supervisor from March 20, 2021 through April 9, 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.

### **DAVE HOLTAPFEL**

Dave Holtzapfel appeared before the Commission to review the 2021-2022 Fundraising Goals which includes increasing field signage and implementing a sponsorship program.

### **MAYOR DONNA MCKNEELY**

Commissioner Skidmore made a motion to approve the request for the Town of Bancroft to be subject to the Putnam County Dilapidated and Abandoned Ordinance within municipal limits and requested County Attorney Larry Frye prepare a memorandum of understanding. Commissioner Ellis seconded the motion. The motion carried unanimously.

### **LOWELL WILKES**

Commissioner Skidmore made a motion to approve the request for a letter of support for River to Ridges Heritage Trail grant application to the Appalachian Regional Commission as presented by Mr. Wilkes. Commissioner Ellis seconded the motion. The motion carried unanimously.

## **LARRY FRYE, COUNTY ATTORNEY**

Commissioner Skidmore made a motion to approve the Fireworks Ordinance with amendments including allowing for a special permit approved by the County Commission and permitting fireworks two days before and two days after Memorial Day, Independence Day, Labor Day or corresponding holiday weekends or on December 31 and January 1 as presented by Mr. Frye. Commissioner Ellis seconded the motion. The motion carried unanimously.

## **RECESS**

At 9:46 a.m., President Foster made a motion to take a short recess for a demonstration on decimal level for the Noise Ordinance. Commission Skidmore seconded the motion. The motion carried unanimously.

At 9:56 a.m., Commissioner Skidmore made a motion to return to regular session. Commission Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve the Ordinance to Abate Excessive Residential Noise Where Such Noise is Deemed a Public Nuisance as presented by Mr. Frye. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore recused himself.

President Foster made a motion to sign the order for Annexation without Election of 5.07 Acres of Territory Identified as Project No. 2014183 into the Corporate Limits of the City of Hurricane as presented by Mr. Frye. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore returned to the meeting.

## **TINA PECK, PLANNER**

Tina Peck appeared before the Commission to report the Planning Office is working on the procedures to notify and work with property owners(s) for Dilapidated & Abandoned Enforcement Agency complaints and provided an example.

Commissioner Skidmore made a motion to approve the petition for Dilapidated & Abandoned Enforcement Agency Case 2021-10. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve the order to file the complaint for Dilapidated & Abandoned Enforcement Agency Case 2021-10 that probable cause exists to believe the property contains refuse, trash, and 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 Ellis made a motion to approve the petition and the order to file the complaint for Dilapidated & Abandoned Enforcement Agency Case 2021-11 that probable cause exists to believe the property contains refuse, trash, and 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 Skidmore made a motion to approve the petition for Dilapidated & Abandoned Enforcement Agency Case 2021-04. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve the order to file the complaint for Dilapidated & Abandoned Enforcement Agency Case 2021-04 that probable cause exists to believe the property contains refuse, trash, and 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 petition for Dilapidated & Abandoned Enforcement Agency Case 2021-05. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve the order to file the complaint for Dilapidated & Abandoned Enforcement Agency Case 2021-05 that probable cause exists to believe the property contains refuse, trash, and 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 petition for Dilapidated & Abandoned Enforcement Agency Case 2021-06. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve the order to file the complaint for Dilapidated & Abandoned Enforcement Agency Case 2021-06 that probable cause exists to believe the property contains refuse, trash, and 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 final order for Case 2020-18 that the landowner(s) shall comply with the recommendations contained in the Complaint within sixty (60) days of the entry of this Order, unless granted an extension for good cause by the Putnam County Commission. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve the final order for Case 2020-11 that the landowner(s) shall comply with the recommendations contained in the Complaint within sixty

(60) days of the entry of this Order, unless granted an extension for good cause by the Putnam County Commission. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to rescind the order for David R. McClure on Case 2020-03. Commissioner Ellis seconded the motion. The motion carried unanimously.

**LARRY FRYE, COUNTY ATTORNEY**

Commissioner Skidmore made a motion to approve the agreement between the Putnam County Commission and Appalachian Power for right-of-way and easement for electric power lines and communication lines to the Putnam County Gun Club as presented by Mr. Frye. Commissioner Skidmore amended his motion to authorize the President to sign. 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 RMPB Grant Contract as presented by Mr. Hanna. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve and authorize the President to sign the Prosecutor's 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 authorize the County Manager to solicit bids to construct emergency repairs to a failing culvert near Lake Chadesa based on the proposed plan specifications from Randolph Engineering as presented by Mr. Young. Commissioner Ellis seconded the motion. The motion carried unanimously.

**PROCLAMATION FOR TELECOMMUNICATORS WEEK**

Commissioner Skidmore read a Proclamation declaring April 11-17, 2021 as National Public Safety Telecommunicator week.

**JEREMY YOUNG, COUNTY MANAGER**

Commissioner Skidmore made a motion to approve a budget revision for the Circuit Clerk Fund #403 for dues and subscriptions 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 dues and subscriptions 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 (#001-443-5-69.0) in the amount of \$28,935.00 payable to Electronic Specialty Company out of the Court Security 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 911-07 Fund in the amount of \$92,416.02 payable to Frontier/TCI for maintenance and upgrade to 911 phone system 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 \$88,055.46 payable to WesBanco Bank, Inc. Trustee for March 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 COVID 19 Fund (#206-442-5-66.0) in the amount of \$53,655.38 payable to the Putnam County General County Fund representing reimbursement of expenditures for COVID Hazard and Incentive Pay expensed in March 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 Water and Sewer Fund (#045-809-5-66.0) in the amount of \$12,000.00 (invoice #35673) 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 \$390.00 payable to Help for Animals for services provided as presented by Mr. Young. Commissioner Ellis seconded the motion. The motion carried unanimously.

## **BOARD APPOINTMENTS**

Commissioner Skidmore made a motion to appoint John Swisher Jr. to serve on the Putnam County Dilapidated & Abandoned Enforcement Agency Board, effective May 11, 2021 with a term to expire on May 10, 2023. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to appoint John Smoot to serve on the Putnam County Dilapidated & Abandoned Enforcement Agency Board, effective May 11, 2021 with a term to expire on May 10, 2023. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to re-appoint James Dodrill to serve on the Putnam County Planning Commission Board, effective February 7, 2021 with a term to expire on February 6, 2024. Commissioner Ellis seconded the motion. The motion carried unanimously.



Commissioner Skidmore made a motion to re-appoint David Meadows to serve on the Putnam County Planning Commission Board, effective February 7, 2021 with a term to expire on February 6, 2024. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to re-appoint Steven Perry to serve on the Putnam County Planning Commission Board, effective February 7, 2021 with a term to expire on February 6, 2024. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to re-appoint Ronald R. Foster to serve on the Putnam County Planning Commission Board, effective February 7, 2021 with a term to expire on February 6, 2024. Commissioner Ellis seconded the motion. The motion carried unanimously.

### **PUBLIC COMMENT**

Susie Esposito from Congressman Alex Mooney's office read a request for water from Sara Lane and the residents of Deerfield Estates.

### **ADJOURN**

At 10:57 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 Tuesday, April 20, 2021 at 9:00 a.m.

Respectfully submitted,

Marcie Kimberling  
Secretary