

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
May 11, 2021**

OPENING

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

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 April 29, 2021 minutes. Commissioner Ellis seconded the motion. The motion carried unanimously.

COURT ORDERS 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 \$56.09 payable to Office Depot, Inc.
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1,117.50 payable to Chris Moles for February, March, April 2021 invoices for BIPP and SAFE professional services
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$386.00 payable to QLABS March 2021 invoice
4. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$7,328.75 payable to Aspire to Inspire April 2021 invoice
5. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$120.00 payable to Reconnect, Inc.

Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve and sign the following orders, personnel payroll changes and certifications:

6. An Order to add to payroll Wendy Hatcher, Part-time, Kennel Tech/Office Assistant, Department 716, \$9.25/hourly, effective May 10, 2021 as presented by the Commission Secretary
7. An Order to add to payroll Kraig Barker, Full-time, EMS Director, Department 715, \$65,000/annually, effective May 10, 2021 as presented by the Commission Secretary
8. An Order to delete from payroll Allen Weeks, Full-Time, Paramedic Supervisor, Department 715, effective May 13, 2021 as presented by the Commission Secretary
9. An Order to add to payroll Allen Weeks, Full-time, Mechanic, Department 717, \$14.00/hourly, effective May 17, 2021 as presented by the Commission Secretary
10. An Order to delete from payroll John Swisher, Full-Time, Planning and Development Engineer, Department 439, effective May 11, 2021 as presented by the Commission Secretary
11. An Order to delete from payroll Lillian Thornton, Part-Time, Kennel Tech, Department 716, effective April 6, 2021 as presented by the Commission Secretary
12. An Order approving Text Amendment to Putnam County Subdivision Regulations to modify Article 100.08 – “Sale of Property”

Commissioner Ellis seconded the motion. The motion carried unanimously.

PUBLIC COMMENT

Jeremy Young introduced the new EMS Director Kraig Barker. Mr. Barker has twenty-five years EMS experience with twenty-two years at Cabell County.

Boyd Daniel of 2376 Sigman Fork Road, Liberty, WV presented a petition to extend 5006 foot of water line to provide water to 12-15 families. The County Manager will determine if this project is on the Water Feasibility Report.

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:

Lynda Jane Bennett, Joseph Ralph Boston, II, Ronald Lee Kennedy, Bettie Jean Meadows, Phyllis Jean Stewart, Cole Reed Tabor, Joel Ray Varian, Clifford Ray Wilcoxon, Ryan Nicholas Young

Long Form Settlements: Carlotta Burns, Tiffany Danielle Reed

An Order to disburse the sum of \$195.00 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 to approve the Accounting Report of Sheriff Bobby Eggleton, Administrator in the Estate of Eleanor Rose Garrett, deceased.

An Order to confirm the Recommendation of Fiduciary Commissioner in the Estate of David L. Lincolnogger.

An Order to reopen the Estate of Evelyn L. Hatfield and appointing Mike Hatfield as Executor for the sole purpose of transferring out of state real estate.

An Order to reopen the Estate of Robert Franklin Hatfield and appointing Mike Hatfield aka Robert Michael Hatfield as Executor for the sole purpose of transferring out of state real estate.

An Order of "Estate Listing" of Actions of Fiduciary Supervisor from April 24, 2021 through May 7, 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.

BOARD APPOINTMENTS

Commissioner Skidmore made a motion to appoint Nathan Clendenin to serve on the Putnam County Fire Service Board, effective July 1, 2021 with a term to expire on June 30, 2024. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to appoint Kraig Barker to serve on the Putnam County E-911 Advisory Board, effective May 11, 2021 with a term to expire on June 30, 2023. 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 WVU Extension Fund #412 for building/equipment rent, utilities, and professional services as presented by Mr. Young. Commissioner Ellis seconded the motion. The motion carried unanimously.

STEPHANIE SMITH AND WILLIAM "JJ" MULLINS, CIRCUIT CLERK

Following a brief discussion, Commissioner Skidmore made a motion to approve Capitol Business for the Circuit Clerk office redesign. Commissioner Ellis seconded the motion. The motion carried unanimously.

LARRY FRYE, COUNTY ATTORNEY

Commissioner Skidmore made a motion to designate Jonathan Davis to serve as the Putnam County Chief Humane Officer, in addition to his regular duties as County Dog Warden and “special officer” under W.Va. Code §§ 19-20A-1, et seq., and likewise appoints Dog Wardens, Shawn Martin and John Young, as Putnam County Humane Officers as presented by Mr. Frye. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve and authorize the President to sign the Hazard Mitigation Grant Program Agreement for Financial Assistance Project Application No.: FEMA-DR-4359-WV-0013, to purchase and demolish residence located at 6321 Poca River Road South, Poca, WV as presented by Mr. Frye. Commissioner Ellis seconded the motion. The motion carried unanimously.

TINA PECK, PLANNER

Commissioner Skidmore made a motion to approve the final order for Case 2021-04 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 2021-10 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 dismiss DAEA Case 2021-14. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to dismiss DAEA Case 2019-05. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to provide a thirty-day extension for DAEA Case 2020-21 to allow the property owner to comply with the requirements in the formal complaint. Commissioner Ellis seconded the motion. President Foster voted nay. The motion carried.

Commissioner Ellis made a motion to dismiss DAEA Case 2020-19. Commissioner Skidmore seconded the motion. The motion carried unanimously.

President Foster made a motion to provide a thirty-day extension for DAEA Case 2020-02 to allow the property owner to comply with the requirements in the formal complaint. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Ms. Peck presented the information for the public hearing for DAEA Case 2020-20.

Following Rita Tinsley explaining the cleanup completed, Commissioner Skidmore made a motion to provide a sixty-day extension for DAEA Case 2020-20. Commissioner Ellis seconded the motion. The motion carried unanimously.

FIRE FUNDING

Commissioner Skidmore recused himself.

Commissioner Ellis made a motion to provide the City of Hurricane with one operational ambulance and \$150,000 for operating expenses with reimbursement when they have positive cash flow. Commissioner Ellis added July 1, 2021 for the City of Hurricane to take possession of the ambulance. President Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to provide the Teays Valley Fire Department with two operational ambulances on July 1, 2021, \$200,000 for operating expenses, and revisit a \$50,000 reimbursement on August 1, 2022. President Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore returned to the meeting.

JEREMY YOUNG, COUNTY MANAGER

Commissioner Skidmore made a motion to approve the letters to the Public Service Commission and WV American Water to require WVAW to provide water service to the residents of Deerfield Estates under a previous agreement as presented by Mr. Young. Commissioner Ellis seconded the motion. The motion carried unanimously.

JEREMY YOUNG, COUNTY MANAGER

Commissioner Skidmore made a motion to issue a check from the Spay and Neuter Fund in the amount of \$350.00 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 TIF Fund (#273-430-5-66.0) in the amount of \$34,163.82 payable to WesBanco Bank, Inc. Trustee for April 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 911-07 Fund in the amount of \$31,190.00 payable to Unified Solutions LLC for maintenance and upgrade of software and program to 911 phone recorder 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 \$13,500.00 (invoice #35815) 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 Water and Sewer Fund (#045-809-5-66.0) in the amount of \$75.00 (invoice #221-486) payable to WV Division of Natural Resources for fees associated with 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 Coal Severance Fund (#002-809-5-67.0) in the amount of \$72,000.00 payable to the Putnam County Building Commission Series B Bond Revenue Account, toward Waterworks Revenue Bond payments as presented by Mr. Young. Commissioner Ellis seconded the motion. The motion carried unanimously.

ADJOURN

At 10:13 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, May 27, 2021 at 5:30 p.m.

Respectfully submitted,

Marcie Kimberling
Secretary