

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
February 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 5:30 p.m. meeting convened in the old courtroom by County Manager Jeremy Young. The Pledge of Allegiance followed.

JEREMY YOUNG, COUNTY MANAGER

Mr. Young 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. Young. Commissioner Ellis seconded the motion. The motion carried unanimously.

GENERAL BUSINESS

Commissioner Skidmore made a motion to approve the February 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:

Samuel & Juanita Webb, Tyler or Mindy London, two for Brian K. &/or Tonjua Coleman, Paul Chinuntdet Paul, Denise Bray, Deanna M. &/or Randall R. Bird, Jerry L. or Lilla (Liott) Adkins

8 Erroneous Assessment were approved totaling \$3,456.04 in deduction of taxes.

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 delete from payroll Lisa Vincent, Part-Time, Kennel Tech/Office Assistant, Department 716, effective January 24, 2021 as presented by the Commission Secretary
2. An Order to add to payroll Lillian Thornton, Part-time, Kennel Tech, Department 716, \$9.25/hourly, effective February 22, 2021 as presented by the Commission Secretary
3. An Order to add to payroll John Young, Part-time, Humane Officer, Department 716, \$10.00/hourly, effective February 24, 2021 as presented by the Commission Secretary
4. An Order to make a payroll change for Krista Gilkerson, Part-time to Full-time, EMT, Department 715, \$10.00/hourly, effective February 23, 2021 as presented by the Commission Secretary
5. An Order to make a payroll change for John Pottorff, Full-time, Home Confinement Supervisor, Department 705, \$16.00/hourly, effective March 7, 2021 as presented by the Commission Secretary
6. An Order to delete from payroll Brandon Butcher, Full-Time, EMT, Department 715, effective February 24, 2021 as presented by the Commission Secretary
7. An Order to delete from payroll Bobbie Bragg, Full-Time, Advanced Care Technician, Department 715, effective March 10, 2021 as presented by the Commission Secretary
8. An Order to add to payroll Jason Mark Perry, Part-time, Telecommunicator, Department 712, \$14.50/hourly, effective March 1, 2021 as presented by the Commission Secretary
9. An Order to delete from payroll Amy Carte, Full-Time, Telecommunicator, Department 712, effective March 3, 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 \$860.00 payable to EBE Investments (March 2021 invoice for Unit #3)
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$860.00 payable to EBE Investments (March 2021 invoice for Unit #4)
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$100.00 payable to Reconnect
4. 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

Commissioner Ellis seconded the motion. The motion carried unanimously.

PUBLIC COMMENT

There were none.

JOHN DEARNELL, EMS DIRECTOR

EMS Director John Dearnell appeared before the Commission to present two (2) bids for the EMS Ambulance as follows: 1) Atlantic Emergency Solutions with a bid of \$91,000.00, 2) Northwest Emergency Vehicles with a bid of \$93,968.00.

The Commissioners requested Mr. Dearnell to review the bids for a recommendation at the next 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: Brittany Michelle Alderson, Betty Marie Carpenter, Elaine Childs, Concetta Coria, Ralph Dale Jones, Virginia Ellen Shelton, Gary Eugene Smith, Sr., Ella Mae Tucker, Ruby May Vance

Long Form Settlement: Linda Sue Summers Hill, Alice Fay Vickers

An Order to disburse the sum of \$132.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements.

An Order approving the partial accounting report of Doris J. Dameron, Administratrix, of the Estate of Ann Louise Dunn, deceased.

An Order confirming the reappointment of James Ray Carte as Executor DBN of the Estate of Carol Ann Carte, deceased, due to the death of former Executor William R. Carte.

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

JEREMY YOUNG, COUNTY MANAGER

Commissioner Skidmore made a motion to issue a check from the Spay and Neuter Fund in the amount of \$251.00 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 General County Fund (#001-401-2-23.0) in the amount of \$2,050.00 payable to Wesbanco for Trustee Fees (invoice number

6217) 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 \$13,902.23 payable to WesBanco Bank, Inc. Trustee for January 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 rescind the order 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, issued on February 9, 2021 as presented by Mr. Young. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commission Skidmore made a motion to approve the order to pay two hours at their regular rate to all full-time employees scheduled to work the morning of February 11th and 18th, 2021 due to inclement weather and hazardous road conditions as presented by Mr. Young. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commission Skidmore made a motion to approve the order to pay all full-time employees scheduled to work on February 16th and 17th, 2021 their regular rate of pay due to an extended power outage as presented by Mr. Young. Commissioner Ellis seconded the motion. The motion carried unanimously.

TIMOTHY SMITH, COUNTY ENGINEER

Commissioner Skidmore made a motion to approve the petition to file the complaint for Dilapidated & Abandoned Enforcement Agency cases 2019-09. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve the order for Dilapidated & Abandoned Enforcement Agency case 2019-09 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 Foster made a motion to reject the Dilapidated & Abandoned Enforcement Agency case 2020-22 due to two non-operational vehicles being removed with one remaining. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to reject the Dilapidated & Abandoned Enforcement Agency case 2020-23 due to improvements to the property. 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 cases 2020-03. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve the order for Dilapidated & Abandoned Enforcement Agency case 2020-03 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 an order to make the Landowner(s) to Comply with the Recommendations Contained within the prior DAEA Complaint: Case 2020-02 as presented by Mr. Smith. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve an order to make the Landowner(s) to Comply with the Recommendations Contained within the prior DAEA Complaint: Case 2020-21 as presented by Mr. Smith. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve an order to make the Landowner(s) to Comply with the Recommendations Contained within the prior DAEA Complaint: Case 2020-19 as presented by Mr. Smith. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve an order to make the Landowner(s) to Comply with the Recommendations Contained within the prior DAEA Complaint: Case 2020-16 as presented by Mr. Smith. Commissioner Ellis seconded the motion. The motion carried unanimously.

Tina Peck reviewed the DAEA cases on a spreadsheet she created to document where the cases are in the process.

BUDGET HEARINGS

The County Commission and County Manager Jeremy Young held budget hearings for Putnam County Libraries, Putnam County Convention and Visitors Bureau, Putnam County Development Authority, and Putnam County Day Report

JAMEY HUNT, DAY REPORT DIRECTOR

Commissioner Skidmore made a motion to approve and authorize the President to sign the Community Corrections Grant Application as presented by Mr. Hunt. Commissioner Ellis seconded the motion. The motion carried unanimously.

ADJOURN

At 7:05 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, March 9, 2021 at 9:00 a.m.

Respectfully submitted,

Marcie Kimberling
Secretary