

APPROVED: _____

DATE: _____

MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
May 27, 2021

OPENING

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 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 \$9,206.50 for April 2021 Optical and Dental Benefits
3. An Order to transfer from the Putnam County Community Criminal Justice Fund to the General County Fund, the sum of \$17,599.94 for February 2021 for payroll expenses
4. An Order to transfer from the Putnam County Community Criminal Justice Fund to the General County Fund, the sum of \$18,184.01 for March 2021 for payroll expenses
5. An Order to transfer from the Putnam County Community Criminal Justice Fund to the General County Fund, the sum of \$18,156.95 for April 2021 for payroll expenses

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 May 11, 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 delete from payroll Lillian Thornton, Part-Time, Kennel Tech, Department 716, effective May 6, 2021 as presented by the Commission Secretary

2. An Order to make a payroll change for James Chandler, Full-time, Deputy, Department 700, \$17.15/hourly, effective May 30, 2021 as presented by the Commission Secretary
3. An Order to make a payroll change for Keegan Mullins, Full-time, Deputy, Department 700, \$17.15/hourly, effective May 30, 2021 as presented by the Commission Secretary
4. An Order to make a payroll change for Jarrett Bailey, Full-time, Deputy, Department 700, \$17.15/hourly, effective May 30, 2021 as presented by the Commission Secretary
5. An Order to make a payroll change for Sheyenne Jividen, Full-time, Receptionist, Department 700, \$14.00/hourly, effective May 30, 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. There were none. Commissioner Ellis seconded the motion. The motion carried unanimously.

ERRONEOUS ASSESSMENTS

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

Dennis &/or Sueann N. Jones, Carl E. Smith Sr., two for Carleton G. Raines, Ashley E. Adams, Chad Baire, Brandon Beck, Rex E. &/or Roberta Carey, Paul G. Caruthers, James C. &/or Linda M. (Lyons) Cottrill, Peter Desalvo, Gerald D. Dillman, Melissa Dillon, Stacy (Richardson) &/or John E. Groom, Lisa A. Edens, Brian Giles, Austin B. Haynes, two for Joseph M. &/or Shaylee D. Hicks, Ralph E. &/or Angela J. Hopkins, Kristin R. Kelley, Austin L. King, Earon or Cara Knolles, two for William J. Jr. &/or Melissa Lee, Patrick F. Legg II, Adam M. Mann, Charles R. McCallister, Nicholas or Christina Mossburger, Diana (Bonham) Pence, Howard R. &/or Karen F. Perry, Ryan N. Pritt, Michael Young, two for Timothy R. Sadler, Jeremy J. Setliff, David &/or Sherri L. Shafer, Brian K. Smith, Leann Spangler, Susan B. (Willis) Stover, Amanda (Hysell) Stowers, John P. &/or Wanda C. Thacker, John &/or June Tuck, John Tuck, Norman Ray Wagner Sr., Amos Whittington

46 Erroneous Assessment were approved totaling \$16,430.12 in deduction of taxes.

Commissioner Ellis seconded the motion. The motion carried unanimously.

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: Delores Ann Belcher, Harold Clifton Carter, Betty Gay Settle Cook, Mark Jeffrey Dawson, Lee Hanger, Robert E. Harding, Norma Gail Hendrick, Jewell Pauline Jeffries, Margaret Monroe Jividen, Debra Sue Johnston, Frank Arthur Meeks, Tiffany Elizabeth Sayre, Betty Lou Strain

An Order to disburse the sum of \$154.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements.

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

An Order of "Estate Listing" of Actions of Fiduciary Supervisor from May 8, 2021 through May 21, 2021.

Hearing on removal of David Adkins, Esq., as Executor of the Estate of Thomas Wayne Milam.

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.

JENNIFER PIERCY, CCAWV

CCAWV Executive Director Jennifer Piercy appeared before the Commission to acknowledge Sophia McGovern the third-place winner of the CCAWV Essay Contest and awarded her with \$200.00.

Commissioner Skidmore presented a Resolution honoring Sophia McGovern for winning third place in the CCAWV Essay Contest.

LEGISLATIVE CITATION

President Foster acknowledged the Legislative Citation recognizing county officials and personnel as essential workers during the COVID crisis.

GARY WARNER, ASSESSOR

Gary Warner presented the Commission with an "Oath and Certification" for the 2021 Land Tax Books for signature. Commissioner Skidmore made a motion to accept and sign the "Oath and Certification" for the Land Books as presented by Mr. Warner. Commissioner Ellis seconded the motion. The motion carried unanimously.

DELINQUENT TAX LIST

Commissioner Skidmore made a motion to approve the delinquent tax list as presented by Ms. Crane. Commissioner Ellis seconded the motion. The motion carried unanimously.

PUBLIC HEARING DAEA CASE 2021-06

Tina Peck was sworn in by Brian Wood. Larry Frye confirmed with Ms. Peck the location of the property and PAR Industries as the landowner for DAEA Case 2021-06. Ms. Peck testified the fence is dilapidated and the property has overgrown vegetation. Ms. Peck mailed a certified/return receipt letter to PAR Industries with no response. Ms. Peck said the DAEA board voted to file a complaint, then on April 13, 2021 the Commissioner also voted to file the complaint which was sent to the property owner by certified mail/return receipt. Tim Lafon representing

PAR Industries requested a public hearing scheduled for May 11, 2021, but Mr. Lafon rescheduled the hearing for May 27, 2021. Ms. Peck presented Exhibit A, Exhibit B, Exhibit C, and Exhibit D and requested they be admitted into the record.

Larry Lafon confirmed with Ms. Peck that the property is mostly woods; however, she said the property does not have no trespassing signs. Mr. Lafon confirmed with Ms. Peck if the fence is removed the property would be in compliance.

President Foster made a motion to order the repair of the dilapidated structure on the property for DAEA Case 2021-06. Commissioner Ellis seconded the motion. President Foster amended his motion to include the recommendations in the DAEA Case 2021-06 complaint. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve the order for the public hearing on DAEA Case 2021-06. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve the order regarding DAEA Case 2021-06 regarding the recommendations from the public hearing. Commissioner Ellis seconded the motion. The motion carried unanimously.

ADDITIONAL FUNDING FOR WVU EXTENSION OFFICE

Commissioner Ellis made a motion to approve \$60,360 to the WVU Extension Office for Fiscal Year 2022. Commissioner Skidmore seconded the motion. President Foster voted nay. The motion carried.

TINA PECK, PLANNER

Commissioner Skidmore made a motion to approve the petition and order to file the complaint for Dilapidated & Abandoned Enforcement Agency Case 2021-09 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 as presented by Ms. Peck. Commissioner Ellis seconded the motion. The motion carried unanimously.

President Foster made a motion to dismiss DAEA Case 2021-11. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve the final order for Case 2021-05 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 order \$100.00 per day fine for DAEA Case 2019-03 as presented by Ms. Peck. Commissioner Ellis seconded the motion. The motion carried unanimously.

LARRY FRYE, COUNTY ATTORNEY

Mr. Frye reviewed the Estate of Thomas Wayne Milam and recommended removing David M. Adkins, Esq. for failing to file the appraisal.

Commissioner Skidmore made a motion to remove David M. Adkins, Esq. as Executor of the Estate of Thomas Wayne Milam with the bond to remain in effect. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to appoint Tina Peck as Director of the DAEA Program as presented by Mr. Frye. Commissioner Ellis seconded the motion. The motion carried unanimously.

JEREMY YOUNG, COUNTY MANAGER

Commissioner Skidmore made a motion to table the decision to transfer funds from the General County Account to other county fund accounts until June 15, 2021. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve a budget revision for the Circuit Clerk Fund #403 for capital outlay-equipment and supplies/materials as presented by Mr. Young. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to create and establish special fund #207 to be titled American Rescue Plan Fund. This is a special fund, established by the West Virginia State Auditor, to receive and account for funds received through the American Rescue Plan Act 2021 as presented by Mr. Young. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to open and establish a separate bank account to be titled Putnam County American Rescue Plan Fund. This account is created to manage American Rescue Plan Act 2021 expenditures under special fund #207 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 \$107,258.26 payable to the Putnam County General County Fund representing reimbursement of expenditures for COVID Hazard and Incentive Pay expensed in April and May 2021 as presented by Mr. Young. Commissioner Ellis seconded the motion. The motion carried unanimously.

BOARD APPOINTMENTS

Commissioner Skidmore made a motion to re-appoint Eric Embree to serve on the Civil Service Board/Deputy Sheriff, effective July 1, 2021 with a term to expire on June 30, 2025. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to appoint Kathie Hess Crouse to serve on the Putnam County Convention & Visitors Bureau Board, effective May 27, 2021 with a term to expire on December 5, 2022. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to re-appoint William Cragg 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 re-appoint Tony Craigo to serve on the Putnam County Health Department Board, effective July 1, 2021 with a term to expire on June 30, 2026. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to re-appoint David Rossi to serve on the Putnam County Health Department Board, effective July 1, 2021 with a term to expire on June 30, 2026. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to re-appoint Judie Sydenstricker to serve on the Putnam County Library Board, effective July 1, 2021 with a term to expire on June 30, 2026. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to re-appoint Rich Pullin to serve on the Putnam County E-911 Advisory Board, effective July 1, 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 recused himself.

Commissioner Ellis made a motion to issue a check from the General County Fund (#001-425-5-66.0) in the amount of \$150,000.00 payable to Hurricane Fire & Rescue for startup operating capital for Emergency Medical Services as presented by Mr. Young. President Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check from the General County Fund (#001-425-5-66.0) in the amount of \$200,000.00 payable to Teays Valley Volunteer Fire Department for startup operating capital for Emergency Medical Services as presented by Mr. Young. President Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore returned to the meeting.

PUBLIC COMMENT

There were none.

ADJOURN

At 6:55 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, June 15, 2021 at 9:00 a.m.

Respectfully submitted,

Marcie Kimberling
Secretary