

APPROVED: _____

DATE: _____

MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
June 15, 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 May 27, 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 David McClure, Part-time, Paramedic, Department 715, \$14.00/hourly, effective June 7, 2021 as presented by the Commission Secretary
2. An Order to add to payroll Jessica Dalton, Part-time, EMT, Department 715, \$10.00/hourly, effective June 7, 2021 as presented by the Commission Secretary
3. An Order to add to payroll Elizabeth Roberts, Part-time, EMT, Department 715, \$10.00/hourly, effective June 7, 2021 as presented by the Commission Secretary
4. An Order to add to payroll Calley Yingst, Part-time, EMT, Department 715, \$10.00/hourly, effective June 10, 2021 as presented by the Commission Secretary
5. An Order to delete from payroll Mary Altazan, Part-Time, Paramedic, Department 715, effective November 1, 2020 as presented by the Commission Secretary

6. An Order to delete from payroll James Mitchell, Part-Time, Paramedic, Department 715, effective June 14, 2019 as presented by the Commission Secretary
7. An Order to delete from payroll Alex Moore, Part-Time, Paramedic, Department 715, effective December 26, 2020 as presented by the Commission Secretary
8. An Order to delete from payroll Warren Moore, Part-Time, Paramedic, Department 715, effective October 6, 2020 as presented by the Commission Secretary
9. An Order to delete from payroll Cristina Casto, Full-Time, Office Assistant, Department 404, effective June 3, 2021 as presented by the Commission Secretary
10. An Order to delete from payroll Christina Seanze, Full-Time, Tax Clerk, Department 404, effective May 11, 2021 as presented by the Commission Secretary
11. An Order to delete from payroll Ryan Lockhart, Full-Time, 1st Lieutenant, Department 700, effective March 26, 2021 as presented by the Commission Secretary
12. An Order to delete from payroll Larry Angell, Part-Time, Bailiff, Department 700, effective April 30, 2021 as presented by the Commission Secretary
13. An Order to delete from payroll Joseph Whitman, Full-Time, Bailiff, Department 700, effective June 17, 2021 as presented by the Commission Secretary
14. An Order to delete from payroll Robert Herald, Part-Time, Bailiff, Department 700, effective April 23, 2016 as presented by the Commission Secretary
15. An Order to delete from payroll Earl Gorrell, Part-Time, Bailiff, Department 700, effective September 3, 2019 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.

16. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1,204.00 payable to Board of Risk and Insurance Management
17. 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 June 2021 invoice
18. 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 June 2021 invoice
19. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$869.00 payable to QLABS
20. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$4,858.75 payable to Aspire to Inspire May 2021 invoice

21. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$49.12 payable to Compton Office Machine Company
22. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$450.00 payable to Anthony Craigo for professional services rendered for March 2021 invoice
23. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$90.00 payable to Anthony Craigo for professional services rendered for April 2021 invoice
24. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$240.00 payable to Anthony Craigo for professional services rendered for May 2021 invoice

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: Herman Anthony De Prospero, Daymond Leonard Estep, Robert Earl Fisher, Helen Caruthers Gothard, Albert Lee Higginbotham, Virginia Kathern Hill, Clyde Stephen Leslie, Edward Retzel Lovejoy, Barbara Jean McClanahan, Robert S. Milne, Stephen Mark Parsons, William Franklin Roach, Charles Allen Sadler, James Lee Skinner, Joyce Kathleen Torman, Orpha Clail Witt

Long Form Settlements: Robert Lee Bennett, Lee Roy Cummings, Garrett Wayne Sheldon

Report and Notice of Fiduciary Supervisor on Order to Show Cause Against Delinquent or Unprogressed Estate (No Good Cause Shown):

Clifford D. Allen, Matthew Ray Allen, Jerry Wayne Arthur, Charles Bird, Sharon Brown, Kenneth Edward Bundy, Alma Ruth Byus

An Order to disburse the sum of \$155.00 from the Fiduciary Special Fund made payable to State Tax Department for estate tax administration fees.

An Order to disburse the sum of \$210.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements.

An Order admitting the Last Will and Testament of Rita Joyce Moore to probate, voicing the appointment of Veronica J. Thornhill as Administratrix, and appointing Jeffery K. Moore as Executor DBN to complete administration of the Estate.

An Order reclosing the Estate of Arthur M. Johnson.

An Order of "Estate Listing" of Actions of Fiduciary Supervisor from May 22, 2021 through June 11, 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.

TERRY MARTIN, REGIONAL INTERGOVERNMENTAL COUNCIL

Terry Martin announced the Community Development Block Grant Award for the Jim Ridge Phase II Waterline Extension project. President Foster read the award letter from Governor Justice.

TINA PECK, DAEA PROGRAM DIRECTOR

Commissioner Skidmore made a motion to approve the petition for DAEA Case 2019-10 as presented by Ms. Peck. 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 2019-10 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 as presented by Ms. Peck. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve the petition for DAEA Case 2021-12 as presented by Ms. Peck. 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 2021-12 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.

Commissioner Skidmore made a motion to dismiss DAEA Case 2021-13 as presented by Ms. Peck. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to dismiss DAEA Case 2021-19 as presented by Ms. Peck. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve the petition for DAEA Case 2021-30 as presented by Ms. Peck. 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 2021-30 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.

Commissioner Skidmore made a motion to approve the petition for DAEA Case 2021-14 as presented by Ms. Peck. 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 2021-14 that probable cause exists to believe the property contains refuse, trash, non-operational vehicles, refrigerator on the front porch, 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.

Commissioner Skidmore made a motion to order \$50.00 per day fine for DAEA Case 2019-09 beginning the day after the letter is signed for or are served by the processed server and increase to \$100.00 per day after two weeks if they do not comply as presented by Ms. Peck. Commissioner Ellis seconded the motion. Commissioner Skidmore amended his motion that if they do not sign for the letter and a process server delivers the letter, then the fine is \$100 per day. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to order \$100.00 per day fine for DAEA Case 2020-16 the day after they receive the letter or are processed served the letter as presented by Ms. Peck. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to review in 60 days for DAEA Case 2020-21 as presented by Ms. Peck. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to dismiss DAEA Case 2020-18 as presented by Ms. Peck. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to dismiss DAEA Case 2020-11 as presented by Ms. Peck. Commissioner Ellis seconded the motion. The motion carried unanimously.

Tina Peck presented the Zoning Amendment Application submitted by Jimmy Calhoun on behalf of FBD, LLC for Rezoning (1.95) acres tract of land; located at 18108 Winfield Road, Frazier Bottom, WV (Tax Map 162, Parcel 89). Zoned as an "R-2" Mixed Residential District and petitioning to be rezoned as a "C-1" Suburban Commercial District.

At 9:53 a.m., President Foster opened the public hearing and asked for public comments; there were none.

At 9:53 a.m., Commissioner Skidmore made a motion to close the public hearing. Commissioner Ellis seconded the motion. The motion carried unanimously.

The County Commission made the following FINDINGS OF FACTS: (1) Commissioners agreed the zoning amendment does protect and promote the public health, safety, convenience, moral and general welfare because it promotes growth without any harm to residents in the area. (2) Commissioners agreed it is consistent in achieving the objective of the adoptive Comprehensive Plan, US 35 Corridor Management Place, and the Teays Valley Land Use Plan because it has surrounding parcels that are commercial and the opening of the new Route 35 is more of a reason to look at the rezoning.

Commissioner Skidmore made a motion to approve the Zoning Amendment Application submitted by Jimmy Calhoun on behalf of FBD, LLC for rezoning (1.95) acres tract of land; located at 18108 Winfield Road, Frazier Bottom, WV (Tax Map 162, Parcel 89). Zoned as an "R-2" Mixed Residential District to be rezoned as a "C-1" Suburban Commercial District as presented by Ms. Peck. 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 Community Corrections Grant Contract as presented by Mr. Hanna. Commissioner Ellis seconded the motion. The motion carried unanimously.

JEREMY YOUNG, COUNTY MANAGER

Commissioner Skidmore recused himself.

Commissioner Ellis made a motion to approve and authorize the President to sign the Agreement and Memorandum of Understanding with the Hurricane Volunteer Fire Department to provide Emergency Medical Services within their Fire Protection District as presented by Mr. Young. President Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve and authorize the President to sign the Agreement and Memorandum of Understanding with the Teays Valley Volunteer Fire Department to provide Emergency Medical Services within their Fire Protection District as presented by Mr. Young. President Foster seconded the motion. The motion carried unanimously.

Commission Skidmore returned to the meeting.

Commissioner Skidmore made a motion to approve and authorize the President to sign the State Budget Revision #3 as presented by Mr. Young. Commissioner Ellis seconded the motion. The motion carried unanimously.

1. An Order to issue a check from the General County Fund (001-425-5-66.0) in the amount of \$200,000.00 payable to the Water and Sewer Fund (#045)
2. An Order to issue a check from the General County Fund (001-425-5-66.0) in the amount of \$1,000,000.00 payable to the Putnam County Infrastructure Fund (#042)

Commissioner Skidmore made a motion to approve the orders as presented by Mr. Young. Commissioner Ellis seconded the motion. The motion carried unanimously.

3. Budget revision for the County Clerk Fund #402 for full-time employees' overtime and dues and subscriptions
4. Budget revision for the Sheriff's Tax Fund #404 for part-time employees' wages, automobile supplies, and capital outlay
5. Budget revision for the Prosecutor's Office Fund #405 for capital outlay, supplies and materials, part-time salaries and wages, part-time employees' overtime, and full-time employee' overtimes
6. Budget revision for the WVU Extension Fund #412 for building/equipment rent
7. Budget revision for the Putnam County Sheriff's Department Fund #700 for professional services, maintenance and repair buildings and grounds, and capital outlay equipment
8. Budget revision for the OES Fund #711 for capital outlay equipment, maintenance and repair equipment, and contracted services
9. Budget revision for the 911 Fund #712 for full-time overtime, printing, supplies, uniforms, and capital outlay equipment
10. Budget revision for the Animal Shelter Fund #716 for automobile supplies, maintenance and repair building and grounds, and contracted services

Commissioner Skidmore made a motion to approve the budget revisions 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 \$20,624.54 payable to WesBanco Bank, Inc. Trustee for May 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.

11. An Order to issue a check from the Putnam County Building Fund (#044-425-4-60.0) in the amount of \$14,300.00 payable to Mr. Asphalt, Inc. for work completed on the Putnam County Parking Lot Improvement Project
12. An Order to issue a check from the Putnam County Building Fund (#044-425-4-23.0) in the amount of \$4,450.00 payable to Randolph Engineering for work completed on the Lake Chadesa Culvert Repair Project
13. An Order to issue a check from the Putnam County Building Fund (#044-425-4-60.0) in the amount of \$8,630.00 payable to NGE, Inc. for Geotechnical work completed on the Putnam County Sheriff's Facility Project

Commissioner Skidmore made a motion to approve the orders 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 Putnam County Infrastructure Fund (#042-424-2-23.0) in the amount of \$6,000.00 payable to S & S Engineers, Inc. for work completed on the Putnam County Fiber Optic Broadband Project as presented by Mr. Young. President Foster 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 \$475.00 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 Deputy Sheriff civil service pay increments for fiscal year 2020/2021 in accordance with the attached listing for those who continue to be employed with the County as of June 30, 2021 as presented by Mr. Young. Commissioner Ellis seconded the motion. The motion carried unanimously.

14. An Order to issue a check from the Water and Sewer Fund (#045-809-5-66.0) in the amount of \$1,500.00 (invoice #35816) payable to Terradon Corporation for the addition of Deerfield Estates to the Water Feasibility Report
15. An Order to issue a check from the Water and Sewer Fund (#045-809-5-66.0) in the amount of \$6,750.00 (invoice #35980) payable to Terradon Corporation for engineering services for the Jim Ridge Phase II Water Main Extension Project

Commissioner Skidmore made a motion to approve the orders 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 (#206-442-5-67.0) in the amount of \$12,825.00 payable to the Putnam County Fire Service Board for 2nd Distribution of Fireman Hazard and Incentive Pay as presented by Mr. Young. Commissioner Ellis seconded the motion. The motion carried unanimously.

BOARD APPOINTMENTS

Commissioner Skidmore made a motion to re-appoint Destiny Newcome to serve on the Putnam County Dilapidated Building 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 Charity Fellure to serve on the Putnam Union Service District Board, effective October 1, 2021 with a term to expire on September 30, 2027. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to re-appoint Al Howard to serve on the Putnam County Development Authority Board, effective October 1, 2021 with a term to expire on September 30, 2024. Commissioner Ellis seconded the motion. The motion carried unanimously.

President Foster made a motion to re-appoint R. Andrew Skidmore to serve on the Putnam County Development Authority Board, effective October 1, 2021 with a term to expire on September 30, 2024. Commissioner Ellis seconded the motion. The motion carried unanimously.

ADJOURN

At 10:23 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, June 24, 2021 at 5:30 p.m.

Respectfully submitted,

Marcie Kimberling
Secretary