

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
June 24, 2021**

OPENING

Commissioners C. Brian Ellis and R. Andrew Skidmore were present when the 5:30 p.m. meeting convened in the old courtroom by County Attorney Larry Frye. The Pledge of Allegiance followed.

APPOINTING PRESIDENT

Commissioner Ellis made a motion to appoint Commissioner Skidmore as acting President. Commissioner Skidmore seconded the motion. The motion carried unanimously.

JEREMY YOUNG, COUNTY MANAGER

Mr. Young presented the following documents for the Commissioner's approval and signature:

1. Edit registers and checks

Commissioner Ellis made a motion to approve invoices as reflected in the edit registers and the orders as presented by Mr. Young. Commissioner Skidmore seconded the motion. The motion carried unanimously.

GENERAL BUSINESS

Commissioner Ellis made a motion to approve the June 15, 2021 minutes. Commissioner Skidmore seconded the motion. The motion carried unanimously.

ERRONEOUS ASSESSMENTS

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

Jeff Benintendi, Amanda L. Chesson et al, three for S. Parker Craigo, Matthew B. &/or Karla M. Dennison, Steven M. &/or Terry L. Fletcher, Kami (Hedrick) Fitzsimmons, Santanah B. Gardber, William J. or Lois F. Godbey, Adam &/or Hillary Hensley, Brailford III or Judy Keeton, Crystal McBride, Charles K. McCaulley, Noretta J. Mobley, Legan M. Morgan, James L. &/or Janet R. Morris, Ndidi, Okafor, Putnam County EMS, RDE, Inc., Kari or David Ross, James J. &/or Shirley W. Schneider, Jeffrey J. &/or Karen K. Straub, Diana J. Taylor, Trans Lease Inc., two for Elizabeth Vanbibber, two for Carol or Dorothy Dean Westfall

29 Erroneous Assessment were approved totaling \$36,575.42 in deduction of taxes.

Commissioner Skidmore seconded the motion. The motion carried unanimously.

COURT ORDERS APPROVED

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

1. A contract with L. Lee McCoy, Jr. P.E. for professional engineering services from July 1, 2021 until June 30, 2022
2. An Order to designate all the banking institutions situate in the county and duly incorporated under the laws of this state, or organized under the laws of the United States, as depositories of public moneys. When any banking institution designated herein has complied with all the requirements and provisions of West Virginia Code 7-6-1, et seq., the Sheriff may deposit public funds with it as a county depository.
3. An Order revising fees assessed in the Office of the Fiduciary Supervisor pursuant to the Code of the State of West Virginia. After consideration thereof, the County Commission of Putnam County, West Virginia, does hereby set the following fees for administering a small estate with \$50,000 or less in personal property and \$100,000 or less in probate real estate: \$20 for estates with gross assets valued at \$10,000 and under; \$45 for estates with gross assets between \$10,000.01 and \$20,000; \$95 for estates with gross assets between \$20,000.01 and \$50,000; \$170 for estates with gross assets valued at \$50,000.01 and greater; \$2 per number of heirs to reimburse for mailing costs. An authorized successor may apply for an extended certificate if administration is not completed within the first six (6) months upon a showing of good cause. This will be treated as a re-open and all fees outlined herein shall apply.
4. An Order to add to payroll Tammy Higginbotham, Full-time, Field Appraiser, Department 407, \$10.50/hourly, effective June 28, 2021 as presented by the Commission Secretary
5. An Order to add to payroll Cody French, Full-time, Deputy, Department 700, \$20.65/hourly, effective July 18, 2021 as presented by the Commission Secretary
6. An Order to add to payroll Bruce Barber, Part-time, Paramedic, Department 715, \$14.00/hourly, effective June 22, 2021 as presented by the Commission Secretary
7. An Order to add to payroll Lindsay Harmon, Part-time, Paramedic, Department 715, \$14.00/hourly, effective June 22, 2021 as presented by the Commission Secretary
8. An Order to add to payroll Ryan Burger, Part-time, Paramedic, Department 715, \$14.00/hourly, effective June 22, 2021 as presented by the Commission Secretary
9. An Order to add to payroll Joseph French, Part-time, Paramedic, Department 715, \$14.00/hourly, effective June 22, 2021 as presented by the Commission Secretary
10. An Order to add to payroll Ronald Lovejoy, Full-time, Fiberoptic Director, Department 435, \$90,000.00/annually, effective July 19, 2021 as presented by the Commission Secretary

11. An Order to delete from payroll Michael Atkinson II, Part-Time, Telecommunicator, Department 712, effective June 15, 2021 as presented by the Commission Secretary
12. An Order to add to payroll Tonia Colunio, Full-time, Custodian, Department 425, \$10.76/hourly, effective June 28, 2021 as presented by the Commission Secretary
13. An Order to add to payroll Tori Lynn Ward, Grant-Funded Temporary Full-time, Day Report Officer, Department 731, \$33,600.00 yearly salary in 24 equal installments of \$1,400.00, to satisfy grant requirements effective June 22, 2021 as presented by the Commission Secretary
14. An Order to make a payroll change for Timothy Hanna, Full-time, Project Coordinator, Department 401, \$43,700.00/annually, effective July 1, 2021 as presented by the Commission Secretary
15. An Order to make a payroll change for Marcie Kimberling, Full-time, Executive Assistant, Department 401, \$15.50/ hourly, effective June 27, 2021 as presented by the Commission Secretary
16. An Order to make a payroll change for Jeremy Young, Full-time, County Manager, Department 401, \$82,000.00/annually, effective July 1, 2021 as presented by the Commission Secretary
17. An Order to make a payroll change for Lisa DeBord, Full-time, Office Assistant, Department 403, \$14.00/hourly, effective June 27, 2021 as presented by the Commission Secretary
18. An Order to make a payroll change for Michelle Garrison, Full-time, Office Assistant, Department 403, \$17.58/hourly, effective June 27, 2021 as presented by the Commission Secretary
19. An Order to make a payroll change for Shayla Garrison, Full-time, Deputy Clerk, Department 403, \$13.55/hourly, effective June 27, 2021 as presented by the Commission Secretary
20. An Order to make a payroll change for Cathy Gawthrop, Full-time, Office Assistant, Department 403, \$14.00/hourly, effective June 27, 2021 as presented by the Commission Secretary
21. An Order to make a payroll change for Destiny Huttenstine, Full-time, Office Assistant, Department 403, \$13.55/hourly, effective June 27, 2021 as presented by the Commission Secretary
22. An Order to make a payroll change for Candyce Melton, Full-time, Office Assistant, Department 403, \$13.55/hourly, effective June 27, 2021 as presented by the Commission Secretary

23. An Order to make a payroll change for Elissa Shell, Full-time, Office Assistant, Department 403, \$14.00/hourly, effective June 27, 2021 as presented by the Commission Secretary
24. An Order to make a payroll change for Stephanie Smith, Full-time, Chief Deputy Clerk, Department 403, \$23.65/hourly, effective June 27, 2021 as presented by the Commission Secretary
25. An Order to make a payroll change for Christina Sibold, Full-time, Deputy Clerk, Department 403, \$12.84/hourly, effective June 27, 2021 as presented by the Commission Secretary
26. An Order to make a payroll change for Diana Bailey, Full-time, Legal Assistant, Department 405, \$24.17/hourly, effective June 27, 2021 as presented by the Commission Secretary
27. An Order to make a payroll change for Nancy Bellomy, Full-time, Investigator/Office Manager, Department 405, \$43,518.00/annually, effective July 1, 2021 as presented by the Commission Secretary
28. An Order to make a payroll change for Sara Whitney, Full-time, Investigator, Department 405, \$43,518.00/annually, effective July 1, 2021 as presented by the Commission Secretary
29. An Order to make a payroll change for Jill Hodges-Stepp, Full-time, Legal Assistant, Department 405, \$16.85/hourly, effective June 27, 2021 as presented by the Commission Secretary
30. An Order to make a payroll change for Kimberly Pullin, Full-time, Legal Assistant, Department 405, \$16.91/hourly, effective June 27, 2021 as presented by the Commission Secretary
31. An Order to make a payroll change for Angela Witt, Full-time, Legal Assistant, Department 405, \$14.71/hourly, effective June 27, 2021 as presented by the Commission Secretary
32. An Order to make a payroll change for Paige Hoffman, Full-time, Assistant Prosecutor, Department 405, \$82,665.00/annually, effective July 1, 2021 as presented by the Commission Secretary
33. An Order to make a payroll change for Kevin Lawson, Full-time, Assistant Prosecutor, Department 405, \$82,665.00/annually, effective July 1, 2021 as presented by the Commission Secretary
34. An Order to make a payroll change for Kris Raynes, Full-time, Assistant Prosecutor, Department 405, \$84,215.00/annually, effective July 1, 2021 as presented by the Commission Secretary

35. An Order to make a payroll change for Elizabeth Sunyog, Full-time, Assistant Prosecutor, Department 405, \$82,665.00/annually, effective July 1, 2021 as presented by the Commission Secretary
36. An Order to make a payroll change for Amber Berkimer, Full-time, Assessor Clerk, Department 406, \$11.95/hourly, effective June 27, 2021 as presented by the Commission Secretary
37. An Order to make a payroll change for Charlotte Buoy, Full-time, Office Assistant, Department 406, \$12.11/hourly, effective June 27, 2021 as presented by the Commission Secretary
38. An Order to make a payroll change for Susan Higginbotham, Full-time, Office Clerk, Department 406, \$16.08/hourly, effective June 27, 2021 as presented by the Commission Secretary
39. An Order to make a payroll change for Patricia Johnson, Full-time, Office Supervisor, Department 406, \$20.37/hourly, effective June 27, 2021 as presented by the Commission Secretary
40. An Order to make a payroll change for Laura Loomis, Full-time, Office Assistant, Department 406, \$11.95/hourly, effective June 27, 2021 as presented by the Commission Secretary
41. An Order to make a payroll change for Ursela Runyon, Full-time, Office Assistant, Department 406, \$12.38/hourly, effective June 27, 2021 as presented by the Commission Secretary
42. An Order to make a payroll change for Lena Walker, Full-time, Office Assistant, Department 406, \$15.38/hourly, effective June 27, 2021 as presented by the Commission Secretary
43. An Order to make a payroll change for Mark Casto, Full-time, Field Appraiser, Department 407, \$11.38/hourly, effective June 27, 2021 as presented by the Commission Secretary
44. An Order to make a payroll change for Gerald Dudley, Full-time, Field Appraiser, Department 407, \$17.68/hourly, effective June 27, 2021 as presented by the Commission Secretary
45. An Order to make a payroll change for Jennifer Harpold, Full-time, Mapper, Department 407, \$19.05/hourly, effective June 27, 2021 as presented by the Commission Secretary
46. An Order to make a payroll change for Cathy Landers, Full-time, Office Assistant II, Department 407, \$20.37/hourly, effective June 27, 2021 as presented by the Commission Secretary
47. An Order to make a payroll change for Danny Lett, Full-time, Data Collector, Department 407, \$15.38/hourly, effective June 27, 2021 as presented by the Commission Secretary

48. An Order to make a payroll change for Gary Lilly, Full-time, Field Appraiser, Department 407, \$12.40/hourly, effective June 27, 2021 as presented by the Commission Secretary
49. An Order to make a payroll change for Kristine Reed Phillips, Full-time, Office Assistant I, Department 407, \$12.86/hourly, effective June 27, 2021 as presented by the Commission Secretary
50. An Order to make a payroll change for Clark Riffle, Full-time, Field Appraiser, Department 407, \$11.28/hourly, effective June 27, 2021 as presented by the Commission Secretary
51. An Order to make a payroll change for Beverly Steele, Full-time, Office Assistant, Department 407, \$15.54/hourly, effective June 27, 2021 as presented by the Commission Secretary
52. An Order to make a payroll change for Bobby Stover, Full-time, Mapper, Department 407, \$20.00/hourly, effective June 27, 2021 as presented by the Commission Secretary
53. An Order to make a payroll change for Paul Wray, Full-time, Mapper, Department 407, \$22.55/hourly, effective June 27, 2021 as presented by the Commission Secretary
54. An Order to make a payroll change for Shelly Keefer, Full-time, Fiduciary Deputy, Department 411, \$14.32/hourly, effective June 27, 2021 as presented by the Commission Secretary
55. An Order to make a payroll change for Nancy Reishman, Full-time, Fiduciary Deputy, Department 411, \$12.98/hourly, effective June 27, 2021 as presented by the Commission Secretary
56. An Order to make a payroll change for Chase Jeffries, Part-time, Custodian, Department 424, \$10.75/hourly, effective June 27, 2021 as presented by the Commission Secretary
57. An Order to make a payroll change for Teresa Hart, Full-time, Custodian, Department 424, \$12.50/hourly, effective June 27, 2021 as presented by the Commission Secretary
58. An Order to make a payroll change for Marcia Herdman, Full-time, Custodian, Department 424, \$12.80/hourly, effective June 27, 2021 as presented by the Commission Secretary
59. An Order to make a payroll change for Katlyn Romine, Full-time, Custodian, Department 424, \$10.75/hourly, effective June 27, 2021 as presented by the Commission Secretary
60. An Order to make a payroll change for John Day, Full-time, Building & Grounds Manager, Department 425, \$45,000.00/annually, effective July 1, 2021 as presented by the Commission Secretary
61. An Order to make a payroll change for Michael May, Full-time, Maintenance, Department 424, \$15.50/hourly, effective June 27, 2021 as presented by the Commission Secretary

62. An Order to make a payroll change for Kevin Stevens, Full-time, Maintenance, Department 425, \$17.25/hourly, effective June 27, 2021 as presented by the Commission Secretary
63. An Order to make a payroll change for Greg Medley, Full-time, Security, Department 425, \$14.35/hourly, effective June 27, 2021 as presented by the Commission Secretary
64. An Order to make a payroll change for Matthew Smith, Full-time, Security, Department 425, \$14.35/hourly, effective June 27, 2021 as presented by the Commission Secretary
65. An Order to make a payroll change for Kathy Hicks, Full-time, Administrative Planner, Department 439, \$13.30/hourly, effective June 27, 2021 as presented by the Commission Secretary
66. An Order to make a payroll change for Eric Hayzlett, Full-time, Chief Deputy, Department 700, \$60,785.00/annually, effective July 1, 2021 as presented by the Commission Secretary
67. An Order to implement a revised pay scale for Sheriff Law Enforcement Department 700 effective June 27, 2021 as follows: Deputy - \$20.65/hourly, Corporal - \$21.88/hourly, Sergeant - \$23.43/hourly, Lieutenant - \$25.27/hourly as presented by the Commission Secretary
68. An Order to make a payroll change for Donna Mannion, Full-time, Office Assistant, Department 700, \$16.00/hourly, effective June 27, 2021 as presented by the Commission Secretary
69. An Order to make a payroll change for Jan Sigman, Full-time, Office Assistant, Department 700, \$14.35/hourly, effective June 27, 2021 as presented by the Commission Secretary
70. An Order to make a payroll change for Nancy Vance, Full-time, Civil Process Server, Department 701, \$12.35/hourly, effective June 27, 2021 as presented by the Commission Secretary
71. An Order to make a payroll change for Brent Payne, Full-time, Civil Process Server, Department 701, \$12.35/hourly, effective June 27, 2021 as presented by the Commission Secretary
72. An Order to make a payroll change for John Pottorff, Full-time, Home Confinement Supervisor, Department 705, \$17.50/hourly, effective June 27, 2021 as presented by the Commission Secretary
73. An Order to make a payroll change for Micah Casto, Full-time, Home Confinement Officer, Department 705, \$14.35/hourly, effective June 27, 2021 as presented by the Commission Secretary

74. An Order to make a payroll change for Aimee Dillon, Full-time, Home Confinement Officer, Department 705, \$14.35/hourly, effective June 27, 2021 as presented by the Commission Secretary
75. An Order to make a payroll change for Cindy Hall, Full-time, Administrative Assistant, Department 700, \$14.00/hourly, effective June 27, 2021 as presented by the Commission Secretary
76. An Order to make a payroll change for Joseph Reynolds, Full-time, Court Bailiff, Department 700, \$14.35/hourly, effective June 27, 2021 as presented by the Commission Secretary
77. An Order to make a payroll change for Chris Boyer, Full-time, Bailiff, Department 700, \$14.35/hourly, effective June 27, 2021 as presented by the Commission Secretary
78. An Order to make a payroll change for Mikyle White, Full-time, 911 /Deputy Director, 50-50 split Department 711/712, \$46,000.00/annually, effective July 1, 2021 as presented by the Commission Secretary
79. An Order to implement a revised pay scale for 911 Department 712, effective June 27, 2021 as follows: Full-time Telecommunicators - \$16.25/hourly, Part-time Telecommunicators - \$15.50/hourly, Supervisors - \$17.50/hourly as presented by the Commission Secretary
80. An Order to implement a revised pay scale for EMS Department 715, effective June 27, 2021 as follows: Full-time Paramedics - \$14.50/hourly, Part-time Paramedics - \$14.50/hourly, Full-time EMTs - \$10.25/hourly, Part-time EMTs - \$10.25/hourly, Assistant Supervisors - \$14.75/hourly, Supervisors - \$15.00/hourly as presented by the Commission Secretary
81. An Order to make a payroll change for Michael Baughman, Full-time, Deputy Dog Warden, Department 716, \$13.70/hourly, effective June 27, 2021 as presented by the Commission Secretary
82. An Order to make a payroll change for Jonathan Davis, Full-time, Chief Humane Officer, Department 716, \$37,800.00/annually, effective July 1, 2021 as presented by the Commission Secretary
83. An Order to make a payroll change for Shawn Martin, Full-time, Humane Officer, Department 716, \$12.56/hourly, effective June 27, 2021 as presented by the Commission Secretary
84. An Order to make a payroll change for Rebecca McFarland, Full-time, Kennel Tech/Office Assistant, Department 716, \$9.60/hourly, effective June 27, 2021 as presented by the Commission Secretary
85. An Order to make a payroll change for Michael Karnes, Full-time, Mechanic, Department 717, \$16.50/hourly, effective June 27, 2021 as presented by the Commission Secretary

86. An Order to make a payroll change for Tandy Boggess, Full-time, Tax Clerk, Department 404, \$11.28/hourly, effective June 27, 2021 as presented by the Commission Secretary
87. An Order to make a payroll change for Farrah Crane, Full-time, Chief Tax Deputy, Department 404, \$50,000.00/annually, effective July 1, 2021 as presented by the Commission Secretary
88. An Order to make a payroll change for Deirdre Higginbotham, Full-time, Tax Clerk, Department 404, \$12.30/hourly, effective June 27, 2021 as presented by the Commission Secretary
89. An Order to make a payroll change for Kathleen Payne, Full-time, Tax Clerk, Department 404, \$11.28/hourly, effective June 27, 2021 as presented by the Commission Secretary
90. An Order to make a payroll change for Kathy Rayburn, Full-time, Tax Clerk, Department 404, \$11.59/hourly, effective June 27, 2021 as presented by the Commission Secretary
91. An Order to make a payroll change for Tracy Thacker, Full-time, Office Assistant, Department 404, \$16.30/hourly, effective June 27, 2021 as presented by the Commission Secretary
92. An Order to delete from payroll Jonathon Strong, Full-Time, Paramedic Supervisor, Department 715, effective June 23, 2021 as presented by the Commission Secretary
93. An Order to make a payroll change for Alexander Jividen, Full-time, Paramedic Assistant Supervisor, Department 715, \$14.75/hourly, effective June 27, 2021 as presented by the Commission Secretary
94. An Order to make a payroll change for Cory Champlin, Full-time, Paramedic Assistant Supervisor, Department 715, \$14.75/hourly, effective June 27, 2021 as presented by the Commission Secretary
95. An Order to make a payroll change for Brian Phillips, Full-time, Paramedic Assistant Supervisor, Department 715, \$14.75/hourly, effective June 27, 2021 as presented by the Commission Secretary
96. An Order to make a payroll change for Matthew West, Full-time, 911 Supervisor, Department 712, \$17.50/hourly, effective June 27, 2021 as presented by the Commission Secretary
97. An Order to make a payroll change for Shannon Smalley, Full-time, 911 Supervisor, Department 712, \$17.50/hourly, effective June 27, 2021 as presented by the Commission Secretary
98. An Order to make a payroll change for Noah Alvis, Full-time, 911 Supervisor, Department 712, \$17.50/hourly, effective June 27, 2021 as presented by the Commission Secretary

99. An Order to make a payroll change for David Rollins, Full-time, 911 Supervisor, Department 712, \$17.50/hourly, effective June 27, 2021 as presented by the Commission Secretary

Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve payment of invoices as presented.

100. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$77.45 payable to Office Depot

Commissioner Skidmore seconded the motion. The motion carried unanimously.

PUBLIC COMMENTS

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: Ruth Viola Arthur, Mabel Dailey, Talmadge Jones, David L. Lincolnogger, Erma Mae Sayre, James Allen Studyvin, Elizabeth Ann Trump Wellman, Catherine Edna White

An Order to disburse the sum of \$106.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements.

An Order appointing Carol Edmonds as Administratrix CTA of the Estate of Thomas Wayne Milam.

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

Hearing and Order on Delinquent and Unprogressed Estates of Alice C. Adams, Carolyn Ann Bonnett, Troy E. Brown, George W. Brown, Susan Abigail Cobb, and Retta Fjellman.

An Order of "Estate Listing" of Actions of Fiduciary Supervisor from June 12, 2021 through June 18, 2021.

Commissioner Ellis made a motion to approve the documents as presented and authorize President to sign. Commissioner Skidmore seconded the motion. The motion carried unanimously.

JUDITH LYONS, WATERSHED PROGRAM MANAGER AND JIM WITHROW

Commissioner Ellis made a motion to table the agreement with the WV Conservation Agency for Stream Restoration. Commissioner Skidmore seconded the motion. The motion carried unanimously.

LARRY FRYE, COUNTY ATTORNEY

Commissioner Ellis made a motion to administratively close the estate for Alice C. Adams as presented by Mr. Frye. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to administratively close the estate for Carolyn Ann Bonnett as presented by Mr. Frye. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to administratively close the estates for George W. Brown and Troy E. Brown as presented by Mr. Frye. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to administratively close the estate for Susan Abigail Cobb as presented by Mr. Frye. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to administratively close the estate for Retta Fjellman as presented by Mr. Frye. Commissioner Skidmore seconded the motion. The motion carried unanimously.

BOARD APPOINTMENT

Commissioner Ellis made a motion to re-appoint Mark Stolle to serve on the Regional Intergovernmental Council, effective July 1, 2021 with a term to expire on June 30, 2022. Commissioner Skidmore seconded the motion. The motion carried unanimously.

JEREMY YOUNG, COUNTY MANAGER

Commissioner Ellis made a motion to approve an order to transfer from the General County Fund to the Putnam County Employee Benefit Fund, the sum of \$9,307.50 for May 2021 Optical and Dental Benefits as presented by Mr. Young. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve an order to transfer from the Putnam County Community Criminal Justice Fund to the General County Fund, the sum of \$17,904.68 for May 2021 for payroll expenses as presented by Mr. Young. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve an order to make the following transfers to the General County Fund representing reimbursement for FY2020/2021 budget expenditures: PCES (E911) Fund \$898,426.43, PC Fiduciary Fund \$48,000.00, PC Dog Fund \$41,500.00, PC

Home Confinement Fund as presented by Mr. Young. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check from the Hotel/Motel Tax Fund to the Convention and Visitors Bureau in the amount of \$48,700.00, to Parks and Recreation Commission in the amount of \$33,700.00, and to the Recreation Enhancement Fund in the amount of \$15,000.00 as presented by Mr. Young. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check from the Magistrate Court Fund in the amount of \$22,846.02 payable to the General County Fund representing the balance of the Magistrate Court Fund plus additional interest to be used as reimbursement to the county for Magistrate Court office rental as presented by Mr. Young. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check from the General County Fund (#001-401-2-23.0) in the amount of \$1,500.00 payable to Wesbanco for Trustee Fees (invoice number 6379) as presented by Mr. Young. Commissioner Skidmore seconded the motion. The motion carried unanimously.

LARRY FRYE, COUNTY ATTORNEY

Commissioner Ellis made a motion to approve an order to administratively close delinquent or unprogressed estates for the estates of Alice C. Adams, Carolyn Ann Bonnett, George W. Brown, Troy E. Brown, Susan Abigail Cobb, and Retta Fjellman as presented by Mr. Frye. Commissioner Skidmore seconded the motion. The motion carried unanimously.

JEREMY YOUNG, COUNTY MANAGER

Commissioner Ellis made a motion to issue a check from the Putnam County Building Fund (#044-425-2-23.0) in the amount of \$12,500.00 payable to Benchmark Construction, Inc. for work completed on the Lake Chadesa Culvert Repair Project as presented by Mr. Young. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to order the Clerk to make annual disbursements on a quarterly basis beginning in July 2021 to the following agencies: Putnam Development Authority \$31,250.00, Putnam Parks & Recreation \$103,750.00, Putnam Libraries \$72,500.00, Community Corrections \$51,250.00 as presented by Mr. Young. Commissioner Skidmore seconded the motion. The motion carried unanimously.

ADJOURN

At 6:17 p.m., having no further business, Commissioner Ellis made a motion and Commissioner Skidmore seconded to adjourn the regular session of the County Commission until Tuesday, July 13, 2021 at 9:00 a.m.

Respectfully submitted,

Marcie Kimberling
Secretary