

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
July 29, 2021**

OPENING

Commissioners Ronald R. Foster and R. Andrew Skidmore were present and C. Brian Ellis by phone 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
2. An Order to transfer from the Putnam County Community Criminal Justice Fund to the General County Fund, the sum of \$22,509.42 for June 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 Foster seconded the motion. The motion carried unanimously.

GENERAL BUSINESS

Commissioner Skidmore made a motion to approve the July 13, 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 Lee Casto, Temporary Part-Time, Maintenance, Department 424, effective June 30, 2021 as presented by the Commission Secretary
2. An Order to delete from payroll Candyce Melton, Full-Time, Office Assistant, Department 403, effective July 2, 2021 as presented by the Commission Secretary
3. An Order to add to payroll Jaime Bandy, Part-time, Kennel Tech/Office Assistant, Department 716, \$9.25/hourly, effective June 19, 2021 as presented by the Commission Secretary
4. An Order to delete from payroll Sondra Dillon, Part-Time, Administrative Assistant, Department 715, effective June 9, 2021 as presented by the Commission Secretary

5. An Order to delete from payroll Krista Gilkerson, Full-Time, EMT, Department 715, effective July 15, 2021 as presented by the Commission Secretary
6. An Order to delete from payroll Jason Parsons, Full-Time, Paramedic, Department 715, effective June 17, 2021 as presented by the Commission Secretary
7. An Order to delete from payroll Ryan Lewis, Full-Time, Paramedic, Department 715, effective June 26, 2021 as presented by the Commission Secretary
8. An Order to delete from payroll Cohen Morgan, Full-Time, EMT, Department 715, effective June 21, 2021 as presented by the Commission Secretary
9. An Order to make a payroll change for Martha Dixon, Part-time, EMT to Secretary, Department 715, \$14.00/hourly, effective July 22, 2021 as presented by the Commission Secretary
10. An Order to make a payroll change for Hailee Thompson, Part-time to Full-time, Telecommunicator, Department 712, \$15.50/hourly, effective July 25, 2021 as presented by the Commission Secretary
11. An Order to delete from payroll Diana Witt, Part-Time, Fiduciary Deputy, Department 411, effective June 29, 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.

12. 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 August 2021 invoice for Unit #4
13. 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 August 2021 invoice for Unit #3
14. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$690.00 payable to Chris Moles for professional services rendered for June 2021 invoice for BIPP
15. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$240.00 payable to Chris Moles for professional services rendered for June 2021 invoice for SAFE
16. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$135.00 payable to Chris Moles for professional services rendered for May 2021 invoice for SAFE
17. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$300.00 payable to Chris Moles for professional services rendered for May 2021 invoice for BIPP

18. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$2,228.00 payable to Track Group for October 2020, April 2021, May 2021, and June 2021 invoices
19. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$675.00 payable to Qlabs, Inc.
20. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$20.00 payable to Morgan Cremeans for gas reimbursement
21. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1,965.00 payable to Kimberly Sizemore for professional services rendered for April 2021 invoice
22. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$2,100.00 payable to Kimberly Sizemore for professional services rendered for May 2021 invoice
23. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$116.68 payable to Office Depot

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: David Lee Armstead, Eugene Michael Ashley, Robert Christopher Bonnett, Frances Ruth Elswick, Ruth L. Johns, Mildred Miller, Mary Jane Schoolcraft Parsons Noel, Neil E. Shamblin, Carolyn Sue Turkelson, Franklin Delano Young, Mark Edwin Young

Long Form Settlements: Larry Garrett, (Flora) Edith Pullins Hanger, Jackie Kerdsri, Andrew F. Mays, Robert Tanner White

An Order to disburse the sum of \$230.00 from the Fiduciary Special Fund made payable to State Tax Department for estate tax administration fees.

An Order to reopen the Estate of Richard Bruce Zegeer and appoint Andrea Graziano as Executrix for the sole purpose of distributing proceeds from the Estates of Abreeza Zegeer and Billy J. Zegeer.

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

Hearing and Order on Delinquent and Unprogressed Estates of Clifford D. Allen, Matthew Ray Allen, Jerry Wayne Arthur, Charles Bird, Shannon Brown, Kenneth Edward Bundy, and Alma Ruth Byus.

An Order of "Estate Listing" of Actions of Fiduciary Supervisor from July 9, 2021 through July 23, 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.

FRANK CHAPMAN, OES/911 DIRECTOR

OES/911 Director Frank Chapman appeared before the Commission to present one (1) bid for the Confidence 911 Tower Construction as follows: 1) Premier Construction with a bid of \$768,341.50.

Commissioner Foster made a motion to table the Confidence 911 Tower Construction project to allow staff to do further research on previous state tower projects. Commissioner Skidmore seconded the motion. The motion carried unanimously.

EXECUTIVE SESSION

At 5:46 p.m., Commissioner Skidmore made a motion to enter into executive session for a board interview with Travis Tarr and Rebekah Withrow for board interviews. Commissioner Ellis seconded the motion. The motion carried unanimously.

At 6:08 p.m., Commissioner Skidmore made a motion to enter back into regular session. Commissioner Ellis seconded the motion. The motion carried unanimously.

BOARD APPOINTMENTS

Commissioner Skidmore made a motion to appoint Travis Tarr to serve on the Putnam County Building Commission Board, effective August 28, 2021 with a term to expire on August 27, 2026. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to appoint Rebekah Withrow to serve on the Putnam County Convention & Visitors Bureau Board, effective July 29, 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 Heather Davis to serve on the Putnam County Planning Commission Board, effective July 29, 2021 with a term to expire on February 6, 2023. Commissioner Ellis seconded the motion. The motion carried unanimously.

TINA PECK, DAEA PROGRAM DIRECTOR

Commissioner Skidmore made a motion to approve the petition for DAEA Case 2021-23 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 2021-23 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 final order for Case 2021-30 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 2021-14 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 2020-20 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 dismiss DAEA Case 2019-10 as presented by Ms. Peck. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion dismiss DAEA Case 2021-26 as presented by Ms. Peck. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion dismiss DAEA Case 2021-05 as presented by Ms. Peck. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion dismiss DAEA Case 2021-04 as presented by Ms. Peck. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion dismiss DAEA Case 2020-16 as presented by Ms. Peck. Commissioner Ellis seconded the motion. The motion carried unanimously.

TINA PECK, PLANNER

Commissioner Foster made a motion to table the rezoning application submitted by Timothy

Spradling for Rezoning for properties located on Tax Map 222, Parcels 40.4 and 41; and Tax Map 222G, Parcel 139 to rezone from "R-1" Single-Family Residential to "C-1" Suburban Commercial for properties located at 1006 and 1012 Mt. Vernon Road, Hurricane, WV to allow for a court ruling. Commissioner Skidmore seconded the motion. The motion carried unanimously.

JEREMY YOUNG, COUNTY MANAGER

Commissioner Skidmore made a motion to approve to sign State Budget Revision #1 General County Fund as presented by Mr. Young. Commissioner Ellis seconded the motion. Commissioner Skidmore amended his motion to authorize the President to sign. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to issue increment paychecks to all full-time General County Fund (001) non-civil service employees for FY 2020-2021 as presented by Mr. Young. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to donate a used Sheriff's Ford Explorer to the Town of Poca Police Department 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 COVID19 Fund (#206-442-4-59.0) in the amount of \$28,327.00 payable to Stephen's Auto Center for Sheriff Department Cruiser 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 E-911 Fund (#007-215-00) in the amount of \$62,550.10 payable to General County Fund for final FY2021 expenses 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 COVID19 Fund (#206-442-5-66.0) in the amount of \$2,439.00 payable to Putnam County General County Fund representing reimbursement of expenditures for COVID Hazard and Incentive Pay expensed in July 2021 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 \$11,370.41 payable to WesBanco Bank, Inc. Trustee for June 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 Water and Sewing Fund (#045-809-5-66) in the amount of \$9,000.00 (invoice #36135) 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 Spay and Neuter Fund in the amount of \$255.00 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 Putnam County Building Fund (#044-424-2-23.0) in the amount of \$23,484.50 payable to Silling Architects for design work associated with the Putnam County Sheriff Facilities 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 Fund in the amount of \$9,950.00 payable to Electronic Specialty Company for projectors for 911 center (DOH Project) as presented by Mr. Young. Commissioner Ellis seconded the motion. The motion carried unanimously.

ADJOURN

At 6:40 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 Thursday, July 29, 2021 at 5:30 p.m.

Respectfully submitted,

Marcie Kimberling
Secretary