

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
September 14, 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 August 26, 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 Ryan Ellis, Part-Time, EMT, Department 715, effective July 22, 2021 as presented by the Commission Secretary
2. An Order to delete from payroll Donald Underwood, Part-Time, Bailiff, Department 700, effective August 26, 2021 as presented by the Commission Secretary
3. An Order to make a payroll change for John Young, Part-time to Full-time, Humane Officer, Department 716, \$12.50/hourly, effective August 23, 2021 as presented by the Commission Secretary
4. An Order to add to payroll Floyd Perdue, Part-time, Humane Officer, Department 716, \$10.35/hourly, effective September 8, 2021 as presented by the Commission Secretary
5. An Order to add to payroll Nyle Whittington, Part-time, Security, Department 425, \$14.00/hourly, effective August 22, 2021 as presented by the Commission Secretary

6. An Order to add to payroll Angela Belcher, Full-time, Office Assistant I, Department 402, \$12.49/hourly, effective September 27, 2021 as presented by the Commission Secretary
7. An Order to make a payroll change for Candice Beckett, Full-time, Office Assistant I, Department 402, \$15.51/hourly, effective September 5, 2021 as presented by the Commission Secretary
8. An Order to make a payroll change for Jill Burnside, Full-time, Office Assistant I, Department 402, \$16.15/hourly, effective September 5, 2021 as presented by the Commission Secretary
9. An Order to make a payroll change for Kenessa Thompson, Full-time, Office Assistant I, Department 402, \$13.31/hourly, effective September 5, 2021 as presented by the Commission Secretary
10. An Order to make a payroll change for Marcia Fewell, Full-time, Senior Deputy/Election Registration, Department 402, \$23.25/hourly, effective September 5, 2021 as presented by the Commission Secretary
11. An Order to make a payroll change for Regina Hull, Full-time, Office Assistant I, Department 402, \$14.84/hourly, effective September 5, 2021 as presented by the Commission Secretary
12. An Order to make a payroll change for Victoria McReynolds, Full-time, Payroll Clerk, Department 402, \$20.50/hourly, effective September 5, 2021 as presented by the Commission Secretary
13. An Order to make a payroll change for Colleen Stone, Full-time, Office Supervisor, Department 402, \$22.22/hourly, effective September 5, 2021 as presented by the Commission Secretary
14. An Order to make a payroll change for Lisa Copley, Full-time, Accountant, Department 402, \$58,840.00/annually, effective September 1, 2021 as presented by the Commission Secretary
15. An Order to delete from payroll Virginia Seibert, Full-time, Office Assistant II, Department 402, effective September 1, 2021 as presented by the Commission Secretary
16. An Order to delete from payroll Hanna Morgan Cremeans, Grant-Funded Temporary Full-time, Day Report Officer, Department 731, effective September 8, 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 \$1,587.00 payable to MHS

2. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$403.00 payable to Qlabs, Inc.
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$38.75 payable to Compton Office Machine Co.
4. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1,446.00 payable to WV Board of Risk and Insurance Management
5. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1,665.00 payable to Kimberly Sizemore for professional services rendered for August 2021
6. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$922.50 payable to Chris Moles for professional services rendered for August 2021
7. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$120.00 payable to Reconnect, Inc.

Commissioner Ellis seconded the motion. The motion carried unanimously.

PUBLIC COMMENT

Marsha Hopkins, Christa Boggess, Jon Tincher, Steve Johnston, and Adam Arthur spoke about the gun range at Camp Appalachia and their concerns including secrecy, noise, safety, traffic, permits, lead run off, and property values.

Jared Davis who resides at 62 Camp Appalachia Way provided the goals and missions of the proposed gun range, but explained they are only logging the property so far. Mr. Davis invited everyone to an informational meeting on Thursday at 6:30 p.m.

President Foster asked the Interim Planning Director Larry Frye if there were anything in the Zoning Ordinance that would prohibit a gun range in R-1. Mr. Frye stated it depends on what kind of a gun range and they have not received anything from Camp Appalachia in the Office of Planning and Infrastructure to do an assessment if it would be appropriate in an R-1.

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:

Alice Lorraine Alford, Lois E. Childers, Geraldine Ann Counts, Shirley Ann Davis, Dwight Daymond Estep, Lynden Varrell Fisher, William Ferson Fryer, Jr., Frank Warren Fultz, Carroll Thomas Gartley, Jack Hayes Gibson, Clifford Rodney Harper, Robert Franklin Hatfield, S. Diane Gibeaut Hill, Sharon Alice Jackson, Steven Ray Jordan, John Fredrick Leslie, Betty

Leah Lipscomb, Deloris J. Logue, Lillian May Means, Sandra Sue Mercer, Anna Louise Null, Dorsel Winston Null, Virginia Lee Huff Null, Sondra Lee Rice, Sheila Ann Roberts, William Guy Rummell, Cheryl Christine Schafer, William J. Sentman, Glenn Eugene Sigmon, Barbara Lee Seymour, Phyllis Ann Thornton, Mozell Elaine Dimitroff Waddell, Frederick Thomas White, Terry David Wilson, Helen Bush Winter

Long Form Settlements: Jerry Wayne Arthur, Helen Louise Dillard, Mary Beth Mills, William Kevin Runions, Martin Suttles

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

Charles William Byrd, Pamela Fay Chapman, David Alan Gwynn, Stanley K. Richardson, Terry Reed Cogar, David Wayne Woodall

An Order to disburse the sum of \$75.00 from the Fiduciary Special Fund made payable to State Tax Department for estate tax administration fees.

An Order to disburse the sum of \$489.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements.

An Order approving the Yearly Settlement Report of Vione A. Harris, Committee for Howard Eugene Cain, Incompetent.

An Order of "Estate Listing" of Actions of Fiduciary Supervisor from August 21, 2021 through September 10, 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 approve a budget revision for the Courthouse Fund #424 for capital outlay-buildings as presented by Mr. Young. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve a budget revision for the Sheriff's Department Fund #700 for capital outlay 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 \$217,825.81 payable to WesBanco Bank, Inc. Trustee for August 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 Putnam County American Rescue Plan Fund (#207-424-2-23.0) in the amount of \$8,921.60 payable to Morrisons Farms for materials on the Putnam County Fiber Optic Broadband 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 General County Fund (#001-809-5-66.0) in the amount of \$185,000.00 made payable to the Putnam County Building Commission Series B Bond Revenue Account, toward Waterworks Revenue Bond payments 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 Technology Fund (#020-982-4-59.0) in the amount of \$47,041.93 made payable to De Lage Landen Public Finance LLC for invoice #73635621 for the Technology Upgrade 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 Water and Sewer Fund (#045-809-5-66) in the amount of \$12,250.00 (invoice #36464) 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.

1. An Order to issue a check from the COVID19 Fund (206-442-4-59.0) in the amount of \$8,583.97 payable to the Caldwell's Truck Repair LLC for an Emergency Medical Service Ambulance Repair
2. An Order to issue a check from the COVID19 Fund (206-442-4-59.0) in the amount of \$56,654.00 payable to Stephen's Auto Center for two Sheriff Department Cruisers
3. An Order to issue a check from the COVID19 Fund (206-442-4-59.0) in the amount of \$91,968.00 payable to Northwest Emergency Vehicles for a 2021 Ford Transit Ambulance

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

TERRY MARTIN OR SOJUANA ELLIS, RIC

Commissioner Skidmore made a motion to approve the Critical Needs Application for Deerfield Estates. Commissioner Skidmore amended his motion to authorize the President to sign as presented by Terry Martin. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve the Resolution Authorizing the Acceptance of the Grant Award Notice and the Community Development Block Grant Agreement for the Jim Ridge Phase II Waterline Extension and authorize the President to sign as presented by Terry Martin. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve the Regional Council evidentiary material for the Jim Ridge Phase II Waterline Extension and authorize the President to sign as presented by Sojuana Ellis. 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 three (3) bids for the Confidence 911 Tower Construction as follows: 1) Absten & Sons LLC with a bid of \$825,000.00, 2) Premier Construction LLC \$438,760.50, and 3) Telconn Inc. \$699,919.00.

TINA PECK, DAEA PROGRAM DIRECTOR

Pamela Call at 1019 Midland Trail said they are working on the property and explained they collect heating and cooling equipment to sell.

Commissioner Skidmore made a motion to approve the petition to accept and file the complaint for DAEA Case 2021-27 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 2021-27 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.

David Lafferty at 125 Pine Street has been in the hospital but is working on the property.

Commissioner Skidmore made a motion to approve the petition to accept and file the complaint for DAEA Case 2021-28 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 2021-28 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 to accept and file the complaint for DAEA Case 2021-41 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 2021-41 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 to accept and file the complaint for DAEA Case 2021-45 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 2021-45 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.

Attorney Walton Shepard representing Mary McClung explained they admit to the overgrown vegetation, but there is a historic structure constructed in approximately 1860 and additions to it in 1940s and 1970s. Ms. McClung found someone who can begin clearing the overgrown vegetation on October 1st.

Commissioner Skidmore made a motion to approve the petition to accept and file the complaint for DAEA Case 2021-44 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 2021-44 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 to accept and file the complaint for DAEA Case 2021-46 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 2021-46 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 2021-53 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 2021-25 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.

Attorney Tim Lafon representing Par Industrial Company objected to the short notice of the hearing and requiring a fence. Larry Frye explained PAR Industrial Company quit signing for the last couple of notices, so they contacted Tim LaFon. Mr. Frye explained the site has not been used since 1982; however, the EPA has procedures for close out and it is under jurisdiction of the DEP for 30 years. One of the recommendations is that the fence be maintained and locked.

Commissioner Skidmore made a motion to table the formal complaint for DAEA Case 2021-06 to require the fence to also be replaced, notify their attorney and process serve through Kanawha County as presented by Ms. Peck. Commissioner Ellis seconded the motion. The motion carried unanimously.

Melissa Brode explained her parents own the property and have been unsuccessful finding someone to demolish the structure. Ms. Rhodes requested the Commission demolish the structure and bill her parents.

Commissioner Skidmore made a motion to amend the formal complaint for DAEA Case 2020-20 to require demolition of structure #2 and work with the family to come to a resolution as presented by Ms. Peck. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to amend the final order for DAEA Case 2021-23 as presented by Ms. Peck. Commissioner Ellis seconded the motion. The motion carried unanimously.

FRANK CHAPMAN, OES/911 DIRECTOR

Commissioner Skidmore made a motion to table the Confidence 911 Tower Construction to allow staff to review the bids as presented by Frank Chapman. Commissioner Ellis seconded the motion. The motion carried unanimously.

TIM HANNA, PROJECT COORDINATOR

President Foster made a motion to approve and authorize Commissioner Skidmore the acting President at the time it was submitted for the FY2021 STOP Violence Against Women Act Grant Contract as presented by Mr. Hanna. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve and authorize the President to sign the 2021 CFIA Grant Application as presented by Mr. Hanna. Commissioner Ellis seconded the motion. The motion carried unanimously.

LARRY FRYE, INTERIM PLANNING DIRECTOR

Interim Planning Director Larry Frye appeared before the Commission to present one (1) bid for the demolition of 6321 South Poca River Road, Poca, WV as follows: 1) Reclaim Company with a bid of \$4.75 prevailing wage rate is per square foot and prevailing wage rate are \$2.00 per square foot.

President Foster made a motion to reject all bids and do a bid form. The motion died for a lack of a second.

ADJOURN

At 10:57 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, September 30, 2021 at 5:30 p.m.

Respectfully submitted,

Marcie Kimberling
Secretary