

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
October 28, 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 \$8,752.50 for September 2021 Optical and Dental Benefits
3. An Order to transfer from the General County Fund to the Putnam County Employee Benefit Fund, the sum of \$8,651.50 for October 2021 Optical and Dental Benefits

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 October 12, 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 make a payroll change for Keegan Mullins, Full-time, Deputy, Department 700, \$20.65/hourly, effective June 27, 2021 as presented by the Commission Secretary
2. An Order to make a payroll change for James Chandler, Full-time, Deputy, Department 700, \$20.65/hourly, effective June 27, 2021 as presented by the Commission Secretary
3. An Order to make a payroll change for Jarrett Bailey, Full-time, Deputy, Department 700, \$20.65/hourly, effective June 27, 2021 as presented by the Commission Secretary

4. An Order to delete from payroll Nancy Vance, Full-Time, Civil Process Server, Department 701, effective October 15, 2021 as presented by the Commission Secretary
5. An Order to delete from payroll Breanna Meade, Part-Time, Kennel Tech/Office Assistant, Department 716, effective October 13, 2021 as presented by the Commission Secretary
6. An Order to delete from payroll Shawn Richmond, Part-Time, Humane Officer, Department 716, effective October 12, 2021 as presented by the Commission Secretary
7. An Order to add to payroll Harleigh Casto, Part-time, Kennel Tech/Office Assistant, Department 716, \$9.25/hourly, effective October 25, 2021 as presented by the Commission Secretary
8. An Order to add to payroll Erik Thomas, Part-time, Humane Officer, Department 716, \$10.35/hourly, effective November 1, 2021 as presented by the Commission Secretary
9. An Order to delete from payroll Bradley Hughes, Full-Time, Interim EMS Director, Department 715, effective October 19, 2021 as presented by the Commission Secretary
10. An Order to implement a Sporting Event Pay rate for EMS employees for \$25.00/hourly and \$37.50/hourly for overtime for Sporting Events only, effective October 8, 2021 as presented by the Commission Secretary
11. An Order to delete from payroll Savannah Brooks, Full-Time, Paramedic, Department 715, effective August 31, 2021 as presented by the Commission Secretary
12. An Order to add to payroll Joshua Huffman, Part-time, Paramedic, Department 715, \$14.50/hourly, effective October 18, 2021 as presented by the Commission Secretary
13. An Order to delete from payroll Scott Ballard, Full-Time, Paramedic, Department 715, effective October 24, 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.

14. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$3,900.00 payable to New Horizons Therapy Services for September 20, 2021 through September 30, 2021
15. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$3,350.00 payable to New Horizons Therapy Services for October 4, 2021 through October 14, 2021
16. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$2,017.50 payable to Kimberly Sizemore for professional services rendered for September 2021 invoice

17. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$321.00 payable to QLABS for September 2021 invoice
18. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$120.00 payable to Reconnect, Inc. for September 2021 invoice
19. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$80.00 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: Daniel Jones Blizzard, Charlene Cardea, Franklin Delano Fannin, Carl Murray Gagnon, Bruce Allen Harmon, John Floyd Koehn, Orville Leftridge Moore, Jr., James Allan Rogers, Margaret Jane Russell

Long Form Settlements: Linda Lee Lanham, Stanley K. Richardson, Betty Joe Zeliff

An Order to disburse the sum of \$149.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements.

An Order Continuing Administration of Estates for the Estate of Stanley K. Richardson.

Hearing and Order Administratively Closing Delinquent or Unprogressed Estates of Charles William Byrd, Pamela Fay Chapman, Terry Reed Cogar, David Alan Gwynn, and David Wayne Woodall.

An Order referring the Estate of Freda Mae Sloan to Fiduciary Commissioner Tim LaFon on a Petition to Remove Administrator.

An Order to reappoint Mark T. Bolin, Administrator CTA of the Estate of Harold Eugene Bolin due to the death of former Executrix, Susannah M. Bolin.

An Order to reopen the Estate of Orville Leftridge Moore, Jr., and appoint Karen L. Coria, Administratrix for the sole purpose of amending the appraisal to add real estate.

An Order of "Estate Listing" of Actions of Fiduciary Supervisor from October 9, 2021 through October 22, 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 Putnam County Sheriff's Fund #700 for training as presented by Mr. Young. Commissioner Ellis seconded the motion. The motion carried unanimously.

BEN GOFF, ANR AGENT – MASON & PUTNAM COUNTIES

Ben Goff appeared before the Commission to provide a quarterly update on WVU Extension and introduced the 4-H Program Director Raechel Neal.

VETERANS DAY APPRECIATION PROCLAMATION

Commissioner Skidmore read aloud a Proclamation designating the week of November 7, 2021 as Putnam County Veterans Appreciation Week to honor all veterans.

TINA PECK, DAEA PROGRAM DIRECTOR

Commissioner Skidmore made a motion to provide a 30-day extension for DAEA Case 2021-25 as presented by Ms. Peck. Commissioner Ellis seconded the motion. Commissioner Skidmore amended his motion to require the homeowner to report the progress in December. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to dismiss DAEA Case 2021-57 as presented by Ms. Peck. Commissioner Ellis seconded the motion. The motion carried unanimously.

Ms. Peck presented the information for the public hearing for DAEA Case 2021-45.

Commissioner Skidmore made a motion to open the public hearing. Commissioner Ellis seconded the motion. The motion carried unanimously.

President Foster opened the public hearing and asked for public comments; they were as follows:

David R. Caldwell said the storage building is not dilapidated and he has not been able to work on the property because of legal issues. Mr. Caldwell agreed to clear overgrown vegetation around the building in order for the DAEA Director to determine if the building is dilapidated.

Commissioner Skidmore made a motion to close the public hearing. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve the final order for DAEA Case 2021-45 and update Ms. Peck in thirty days. Commissioner Ellis seconded the motion. The motion carried unanimously.

Ms. Peck presented the information for the public hearing for DAEA Case 2021-44.

Commissioner Skidmore made a motion to open the public hearing. Commissioner Ellis seconded the motion. The motion carried unanimously.

President Foster opened the public hearing and asked for public comments; there were none.

Commissioner Skidmore made a motion to close the public hearing. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve the final order for DAEA Case 2021-44. Commissioner Skidmore amended his motion on the basis of the Assessor's office to include demolition of the structures. Commissioner Ellis seconded the motion. The motion carried unanimously.

Ms. Peck presented the information for the public hearing for DAEA Case 2021-41.

Commissioner Skidmore made a motion to open the public hearing. Commissioner Ellis seconded the motion. The motion carried unanimously.

President Foster opened the public hearing and asked for public comments; they were as follows:

Attorney Rick Dorsey representing Mr. and Mrs. Estes extensively questioned Ms. Peck regarding the ordinance and Mr. and Mrs. Estes' property. Mr. Dorsey explained in 2020 his clients dealt with COVID and other health issues. Mr. Dorsey asked if there is assistance because the estimates for removal of the structure was around \$20,000. The Commission explained there is not, but they could demolish the structure and put a lien on the property or contact the Solid Waste Authority for possible assistance. Mr. Dorsey said there has been some cleaned up but does not know how this is protecting the public welfare.

Commissioner Skidmore made a motion to close the public hearing. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve the final order for DAEA Case 2021-41. 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 2021-62 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 2021-62 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 2021-58 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 2021-58 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 2021-50 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 2021-50 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 2021-08 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 2021-08 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.

JEREMY YOUNG, COUNTY MANAGER

Mr. Young presented the Stephen A. Andes Putnam County Recreation Enhancement Fund 2022 Application and is available for applicants on the Putnam County Commission website.

Commissioner Skidmore made a motion to approve the Family Court memorandum of understanding agreement with the Supreme Court of Appeals for fiscal years 2021-2026 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 affirm the decision to file an injunction on the public notice of sale of Putnam Public Service District office building 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 (#044-425-2-23.0) in the amount of \$7,300.00 payable to Benchmark Construction, Inc. for work completed on the Lake Chadesa Culvert Repair 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 TIF Fund (#273-430-5-66.0) in the amount of \$143,170.66 payable to WesBanco Bank, Inc. Trustee for September 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 Building Fund (#044-424-2-23.0) in the amount of \$33,503.50 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 COVID19 Fund (#206-442-4-59.0) in the amount of \$28,327.00 payable to Stephen's Auto Center for a Sheriff's 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 COVID19 Fund (#206-442-5-66.0) in the amount of \$2,996.25 payable to the Putnam County General County Fund representing reimbursement of expenditures for COVID Hazard and Incentive Pay expensed in October 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 Water and Sewer Fund (#045-809-5-66) in the amount of \$6,300.00 (invoice #36642) 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 \$75.00 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 American Rescue Plan Fund (#207-424-2-23.0) in the amount of \$74,500.00 payable to S & S Engineers, Inc. for work completed 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 911-07 Fund in the amount of \$10,335.08 payable to Frontier/TCL for phone switches 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 911-07 Fund in the amount of \$47,656.37 payable to Trittech Software Systems for CAD maintenance 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 (#001-905-5-67.0) in the amount of \$18,000.00 payable to the Putnam County Fair Board as contribution towards the 2021 Putnam County Fair as presented by Mr. Young. Commissioner Ellis seconded the motion. The motion carried unanimously.

COUNTY ATTORNEY LARRY FRYE

Commissioner Skidmore made a motion to administratively close the delinquent or unprogressed Estate of David Alan Gwynn as presented by Mr. Frye. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to administratively close the delinquent or unprogressed Estate of Pamela Fay Chapman as presented by Mr. Frye. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to administratively close the delinquent or unprogressed Estate of Terry Reed Cogar as presented by Mr. Frye. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to administratively close the delinquent or unprogressed Estate of David Wayne Woodall as presented by Mr. Frye. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to administratively close the delinquent or unprogressed Estate of Charles William Byrd as presented by Mr. Frye. Commissioner Ellis seconded the motion. The motion carried unanimously.

COUNTY CLERK, BRIAN WOOD

Mr. Wood reviewed the redistricting maps presented. Mr. Wood met the public notice requirements.

ADJOURN

At 7:54 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, November 9, 2021 at 9:00 a.m.

Respectfully submitted,

Marcie Kimberling
Secretary