

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
November 9, 2021**

OPENING

Commissioners C. Brian Ellis and R. Andrew Skidmore were present and Commissioner Foster by phone when the 9:00 a.m. meeting convened in the old courtroom by County Clerk Brian Wood. 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.

BRIAN WOOD, COUNTY CLERK

Mr. Wood 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. Wood. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the order to modify precincts in Magisterial District I, II, and III and to modify the Executive Committee Districts to be the same as the Magisterial Districts (comprised of the same precincts) based on the 2020 Census as presented by Mr. Wood. Commissioner Skidmore seconded the motion. The motion carried unanimously.

GENERAL BUSINESS

Commissioner Skidmore made a motion to approve the October 28, 2021 minutes. Commissioner Ellis 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. An Order to add to payroll Dana Gillispie-Plants, Part-time, Kennel Tech/Office Assistant, Department 716, \$9.25/hourly, effective November 8, 2021 as presented by the Commission Secretary

2. An Order to add to payroll Erin Brandy, Part-time, Telecommunicator, Department 712, \$15.50/hourly, effective November 8, 2021 as presented by the Commission Secretary
3. An Order to add to payroll John Miller, Part-time, Telecommunicator, Department 712, \$15.50/hourly, effective November 8, 2021 as presented by the Commission Secretary
4. An Order to add to payroll Melissa McComas, Part-time, Telecommunicator, Department 712, \$15.50/hourly, effective November 8, 2021 as presented by the Commission Secretary
5. An Order to delete from payroll Diana Bailey, Full-Time, Legal Assistant, Department 405, effective November 26, 2021 as presented by the Commission Secretary
6. An Order to add to payroll Diana Bailey, Part-time, Legal Assistant II, Department 405, \$24.17/hourly, effective December 1, 2021 as presented by the Commission Secretary
7. An Order to add to payroll Mike Simpson, Part-time, Security, Department 425, \$14.00/hourly, effective November 9, 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.

8. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1,720.00 payable to EBE Investments for November 2021 invoice for Unit #4 and Unit #3
9. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$130.00 payable to Reconnect, Inc. for October 2021 invoice
10. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$4,000.00 payable to New Horizons Therapy Services for October 18, 2021 through October 28, 2021
11. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1,282.50 payable to Chris Moles for professional services rendered for September and October 2021 invoice
12. 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
13. 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
14. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$321.00 payable to QLABS

15. 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
16. 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 October 2021 invoice

Commissioner Skidmore 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: Walter Page Andrews, Sr., Bertrand Donahay Ash, Ralph Charles Bailey, Sharon Jean Crowell, Rhea Laverne Duke, Diana Kay Edwards, Judith Ann Fisher, Teresa Gay "Smith" Larabee, Mildred Fay Pauley, Fontaina Lou Powell, James Alan Schad, Nancy Lee Rohrig Williams, Maurice H. Young, Jr.

Long Form Settlements: Wilma Jane Call, George Ernest Hardman, Jr., William Zachary Hudnall

An Order to disburse the sum of \$85.00 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.

A General Order to Show Cause for the Estates of Robert Alton Clay, Terry Lee Cooper, Paul Richard Coyner, Shirley Ann Craft, Betty Gertrude Crist, Catherine Lee Henson, and Evelyn Bonnette Hinton.

An Order to approve the Partial Settlement Report of Linda C. Keener, Executrix of the Estate of Wilma V. Bennett.

An Order of "Estate Listing" of Actions of Fiduciary Supervisor from October 23, 2021 through November 5, 2021.

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

JEREMY YOUNG, COUNTY MANAGER

Commissioner Ellis made a motion to issue a check from the TIF Fund (#273-430-5-66.0) in the amount of \$37,927.18 payable to WesBanco Bank, Inc. Trustee for October 2021 TIF Revenue (Acct #108507771 Revenue Fund) – Trustee is to issue debt service payments for Putnam Bonds 2017AB 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 TIF Fund, Devonshire Account (#274-430-2-35.0) in the amount of \$247,543.92 payable to United Bank, Inc. – Trustee to transfer Devonshire tax increment revenues to the trustee 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 TIF Fund (#273-430-5-66.0) in the amount of \$247,543.92 payable to Devonshire TIF Account to reflect increments to be collected in fiscal year 2022 as presented by Mr. Young. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to issue a check from the General County Fund in the amount of \$3,185.00 (#001-442-567V) payable to Violent Crime Drug Task Force West for purchase of evidence/information as presented by Mr. Young. Commissioner Ellis seconded the motion. The motion carried unanimously.

SHERIFF EGGLETON

Commissioner Ellis made a motion to approve a \$39,000.00 budget increase for rental expenses during construction of the new Sheriff's facility as presented by Sheriff Eggleton. Commissioner Skidmore seconded the motion. The motion carried unanimously.

DAVID COLL, PLANNING DIRECTOR

Planning Director David Coll appeared before the Commission to present one (1) bid for the Software Program for the Planning Office as follows: 1) Komax provided two bids: \$13,100.00 for software, \$3,500.00 one-year maintenance agreement, total service fees \$16,600.00 with onsite server and \$12,700.00 for software, \$5,100.00 one-year maintenance agreement, total service fees \$17,800.00 with offset server.

Commissioner Ellis made a motion to award the bid for the Software Program for the Planning Office to Komax contingent on the bid meeting the requirements as presented by Mr. Coll. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to impose a lien on DAEA Case 2019-03 for accumulated fines that have been imposed for failure to comply with the final order as presented by Mr. Coll. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to amend the formal complaint for DAEA Case 2021-44 to require both structures on the property to be demolished and clean-up demolition debris as presented by Mr. Coll. Commissioner Skidmore seconded the motion. The motion carried unanimously.

TIM HANNA PROJECT COORDINATOR

Commissioner Ellis made a motion to approve and authorize the President to sign the VOCA Grant Contracts for the Sheriff's Department and the Prosecutor's Office as presented by Mr. Hanna. Commissioner Skidmore seconded the motion. The motion carried unanimously.

JEREMY YOUNG, COUNTY MANAGER

Jeremy Young stated three demolition contractors recommended asbestos testing for 382 Scott Lane and Pinnacle Environmental Consultants confirmed a significant amount of asbestos in the building. Mr. Young said Prime, Inc. provided an abatement removal quote for \$18,800.00; however, they felt it would be difficult to access the collapsed second floor of the structure. The demolition contractors could not do the abatement therefore they did not submit bids. Mr. Young recommended to re-advertise with the requirement that one company do both the abatement and demolition.

Commissioner Ellis made a motion to advertise for abatement and demolition on 382 Scott Lane as presented by Mr. Young. Commissioner Skidmore seconded the motion. The motion carried unanimously.

ADJOURN

At 9:30 a.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, November 30, 2021 at 9:00 a.m.

Respectfully submitted,

Marcie Kimberling
Secretary