

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
December 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
2. An Order to transfer from the General County Fund to the Putnam County Employee Benefit Fund, the sum of \$8,426.00 for November 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 November 30, 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 Melissa McComas, Part-Time, Telecommunicator, Department 712, effective December 2, 2021 as presented by the Commission Secretary
2. An Order to add to payroll Vanessa Boggess, Part-time, EMT, Department 715, \$10.25/hourly, effective December 7, 2021 as presented by the Commission Secretary
3. An Order to delete from payroll Anthony Runyon, Full-Time, Paramedic, Department 715, effective December 1, 2021 as presented by the Commission Secretary
4. An Order to delete from payroll Tina Skaggs, Part-Time, Paramedic, Department 715, effective December 6, 2021 as presented by the Commission Secretary

5. An Order to delete from payroll Lindsay Harmon, Part-Time, Paramedic, Department 715, effective December 6, 2021 as presented by the Commission Secretary
6. An Order to delete from payroll Michael Wiedeman, Part-Time, Paramedic, Department 715, effective December 6, 2021 as presented by the Commission Secretary
7. An Order to delete from payroll James Ferguson, Part-Time, Paramedic, Department 715, effective December 6, 2021 as presented by the Commission Secretary
8. An Order to delete from payroll Bruce Barber, Part-Time, Paramedic, Department 715, effective December 6, 2021 as presented by the Commission Secretary
9. An Order to delete from payroll Amber Blake, Part-Time, EMT, Department 715, effective December 6, 2021 as presented by the Commission Secretary
10. An Order to delete from payroll Jessica Dalton, Part-Time, EMT, Department 715, effective December 6, 2021 as presented by the Commission Secretary
11. An Order to delete from payroll Chad Weaver, Full-Time, Lieutenant, Department 700, effective December 10, 2021 as presented by the Commission Secretary
12. An Order to make a payroll change for Derek Miller, Full-time, 1st Lieutenant, Department 700, \$25.27/hourly, effective January 2, 2022 as presented by the Commission Secretary
13. An Order to make a payroll change for John Hedrick, Full-time, Sergeant, Department 700, \$23.43/hourly, effective January 2, 2022 as presented by the Commission Secretary
14. An Order to delete from payroll Cathy Gawthrop, Full-Time, Office Assistant, Department 403, effective December 6, 2021 as presented by the Commission Secretary
15. An Order to add to payroll Krista Conrad, Full-time, Office Assistant, Department 403, \$14.00/hourly, effective January 3, 2022 as presented by the Commission Secretary
16. An Order to make a payroll change for Lisa Debord, Full-time, Office Assistant, Department 403, \$15.93/hourly, effective December 12, 2021 as presented by the Commission Secretary
17. An Order to make a payroll change for Michelle Garrison, Full-time, Office Assistant, Department 403, \$19.20/hourly, effective December 12, 2021 as presented by the Commission Secretary
18. An Order to make a payroll change for Shayla Garrison, Full-time, Deputy Clerk, Department 403, \$15.48/hourly, effective December 12, 2021 as presented by the Commission Secretary
19. An Order to make a payroll change for Destiny Huttenstine, Full-time, Office Assistant, Department 403, \$15.48/hourly, effective December 12, 2021 as presented by the Commission Secretary

20. An Order to make a payroll change for Elissa Shell, Full-time, Office Assistant, Department 403, \$15.93/hourly, effective December 12, 2021 as presented by the Commission Secretary
21. An Order to make a payroll change for Christina Sibold, Full-time, Deputy Clerk, Department 403, \$15.48/hourly, effective December 12, 2021 as presented by the Commission Secretary
22. An Order to make a payroll change for Stephanie Smith, Full-time, Chief Deputy Clerk, Department 403, \$25.15/hourly, effective December 12, 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.

23. 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 January 2022 invoice for Unit #4 and Unit #3
24. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$3,000.00 payable to New Horizons Therapy Services for November 2021 invoice
25. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$140.00 payable to Reconnect, Inc. for November 2021 invoice
26. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$112.00 payable to Swana Lovejoy mileage reimbursement
27. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$171.00 payable to QLABS for October 2021 invoice
28. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1,466.00 payable to West Virginia Board of Risk and Insurance Management for quarterly premium
29. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$2,475.00 payable to New Horizons Therapy Services for December 2021 invoice
30. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$32.55 payable to Compton Office Machine Company
31. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$51.24 payable to WV Correctional Industries (T. Ward business cards)

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: Bonnie Pearl Hubbard, Mary Frances Lane, James Franklin McCallister, Helen Pauline Reed, Gloria Jean "Gene" Smith, Richard Doyle Smith, Tosha Danielle Thomas

Long Form Settlements: Jennifer Lee Baldwin, Garland Miller Morris, Judith Kay Simpson

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

Ernest Eugene Hissom, Jr., Joseph M. Hodges, Roy Lee Hodges, Fannie Annette Hudson

Report and Notice on Order to Show Cause Against Delinquent or Unprogressed Estate (Good Cause Shown):

William Zachary Hudnall, Bonnie Pearl Hubbard

An Order to disburse the sum of \$170.00 from the Fiduciary Special Fund made payable to State Tax Department for estate tax administration fees.

An Order to disburse the sum of \$133.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements.

A General Order to Show Cause for the Estates of John Kenneth Clark, Richard Eugene Clark, Oredo Lee Cutlip, Samuel Kenneth Cutlip, Albert Lee Davis, Terry Warren Durhammer, Larry Clayton Spence, and Deloris Jean Wheeler Spence.

An Order approving the Partial Settlement Report of Virgil R. Hall, Administrator, of the Estate of Laurie Ann Hall.

An Order approving the Partial Settlement Report of Beverly Hope Hinrichs, Executrix of the Estate of Billy R. Beckett.

An Order approving the Partial Settlement Report of Beverly Hope Hinrichs, Executrix of the Estate of Helen Louise Beckett.

An Order approving the appointment of Paul Hubbard, Jr., as Administrator DBN of the Estate of Bonnie Pearl Hubbard.

An Order of "Estate Listing" of Actions of Fiduciary Supervisor from November 27, 2021 through December 10, 2021.

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

BOARD APPOINTMENTS

Commissioner Skidmore made a motion to appoint Sheriff Bobby Eggleton to serve on the Putnam County Dilapidated and Abandoned Enforcement Agency Board, effective December 14, 2021 with a term to expire on May 10, 2024. Commissioner Ellis seconded the motion. The motion carried unanimously.

DREW DUNLAP, PCDA DIRECTOR

Commissioner Skidmore made a motion to approve the Resolution designating Putnam County Development Authority as the authorized development authority of Putnam County as presented by Mr. Dunlap. Commissioner Ellis seconded the motion. The motion carried unanimously.

VIVIAN PARSONS, PUBLIC ENTITY SPECIALIST

Vivian Parsons appeared before the Commission to provide an update on the WV County Risk Pool. Ms. Parsons stated in 2019 they opened their doors to accommodate municipalities. WV County Risk Pool has staff available to help with cyber-attacks.

TIM HANNA, PROJECT COORDINATOR

Commissioner Skidmore made a motion to approve and authorize the President to sign the Courthouse Facilities Improvement Authority (CFIA) Grant Contract as presented by Mr. Hanna. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to award City of Winfield \$3,536.79, Putnam County Fair Board \$7,899.08, Town of Eleanor \$9,200.00, Town of Poca \$17,976.27, Town of Buffalo \$24,480.00 for the 2021 Putnam County Recreation Enhancement Fund Grant as presented by Mr. Hanna. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioners asked the Winfield Little League to request funds from the Putnam County School Board and to hold fund raisers for the playground equipment, then come back to the Commission if necessary.

TINA PECK, DAEA PROGRAM DIRECTOR

Commissioner Skidmore made a motion to dismiss DAEA Case 2019-10, 2020-02, 2020-11, 2020-14, 2020-16, 2020-18, 2021-04, 2021-05, and 2021-11 as presented by Ms. Peck. Commissioner Ellis seconded the motion. The motion carried unanimously.

Tina Peck reviewed the Mary F. McClung DAEA Case 2021-44 regarding correspondence from Ms. McClung's Attorney Walton Shepard to the County Commission and the clarified the facts as they occurred.

Commissioner Skidmore made a motion regarding DAEA Case 2021-44 for a 90-day extension to demolish the one structure, secure the other structures, and for Ms. Peck to report back to the Commission on the progress for another possible extension. Commissioner Foster added that Ms. McClung have a contractor in place and a plan to make the other buildings structurally sound. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion for DAEA Case 2021-30 to issue fines of \$100.00 a week for the first two weeks after he receives notice and after the two-week period it is \$100.00 per day until the work is completed as presented by Ms. Peck. Commissioner Ellis seconded the motion. The motion carried unanimously.

LARRY FRYE, COUNTY ATTORNEY

Commissioner Foster has no problem with the Resolution declaring that the distribution of Juul's e-cigarette product has created a public nuisance for the citizens of Putnam County, West Virginia, but if we do an agreement for legal services we need to advertise, interview, and determine which attorney to hire. Mr. Young stated that is part of the 5G process. Mr. Young said we can advertise and set up interviews for a meeting in January.

Commissioner Skidmore made a motion to approve the Resolution declaring that the distribution of Juul's e-cigarette product has created a public nuisance for the citizens of Putnam County, West Virginia as presented by Mr. Frye. 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.

EXECUTIVE SESSION

At 10:37 a.m., Commissioner Skidmore made a motion to enter into executive session for the purpose of personnel. Commissioner Ellis seconded the motion. The motion carried unanimously.

At 10:45 a.m., Commissioner Skidmore made a motion to enter back into regular session. Commissioner Ellis seconded the motion. The motion carried unanimously.

JEREMY YOUNG, COUNTY MANAGER

Commissioner Skidmore made a motion to increase 911 Telecommunicator hourly rate of pay on Proposal 1 because these are within their current year budget as presented by Mr. Young. Commissioner Ellis seconded the motion. Commissioner Foster wanted the record to show that they selected one of the lowest proposals and the reason for the increase is because we are losing staff to higher paying counties. The motion carried unanimously.

MARCIE KIMBERLING, EXECUTIVE ASSISTANT

Commissioner Ellis made a motion to approve the public notice that the Commission shall sit as a Board of Review and Equalization regarding all taxes assessed (personal and real) for the taxable year 2022 as follows:

Tuesday, February 1, 2022 at 10:00 a.m.
Monday, February 7, 2022 at 1:00 p.m.
Friday, February 11, 2022 at 1:00 p.m.
Thursday, February 17, 2022 at 5:30 p.m.

Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve the 2022 Legal Holiday schedule as presented by Ms. Kimberling. Commissioner Ellis seconded the motion. The motion carried unanimously.

JEREMY YOUNG, COUNTY MANAGER

Commissioner Skidmore made a motion to approve closing the Putnam County Courthouse for the last half of the workday on Thursday, December 23, 2021 in observance of the Christmas Eve holiday and the last half of the workday on Thursday, December 30, 2021 in observance of the New Year's Eve holiday based on the Governors Proclamation signed on December 7, 2021 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 Putnam County 911 Fund #712 for uniforms, training/education, and advertising/legal ads 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 School Fund (#004-704-3-48.0) in the amount of \$118,961.66 payable to the General County Fund (#01) for reimbursement of jail costs 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 (#001-442-5-67.P) in the amount of \$32,333 payable to Baxters Harley Davidson LLC for 2, 2021 Harley Davidson Police Motorcycles out of the Edward Byrne Memorial JAG grant 15PBJA-21-GG-02000-JAGX 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 \$5,950.00 (invoice #37030) 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 Water and Sewer Fund (#045-809-5-66) in the amount of \$1,600.00 (invoice #37031) payable to Terradon Corporation to update cost estimates to the Water Feasibility Report 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 \$39,558.34 payable to WesBanco Bank, Inc. Trustee for November 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 Spay and Neuter Fund in the amount of \$215.00 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 \$63,241.50 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 raises to 911 Telecommunicators, effective January 1, 2022, as follows: Telecommunicator \$19.00 per hour, Supervisor \$21.00 per hour as presented by Mr. Young. Commissioner Ellis seconded the motion. The motion carried unanimously.

ELECT COMMISSION PRESIDENT

Commissioner Ellis made a motion to elect Commissioner R. Andrew Skidmore as Commission President for the period of January 1, 2022 to December 31, 2022. Commissioner Foster seconded the motion. The motion carried unanimously.

ADJOURN

At 10:53 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 Tuesday, January 11, 2022 at 9:00 a.m.

Respectfully submitted,

Marcie Kimberling
Secretary