

NOTICE OF SPECIAL SESSION

Notice is hereby given that the **PRESTON COUNTY COMMISSION** will conduct a Special Session on **Tuesday, April 21, 2020**, beginning at **9:00 a. m.** in the County Commission Office, Kingwood, West Virginia, for the following:

Call to order by President and Pledge of Allegiance.

Roll call of Commissioners.

Review of Bills.

Assessor's Office – Consideration and/or action

Tax Correction List – None

County Court Split – None

Recognition

9:03 a.m. Officially Set 2020-2021 Tax Levy Rates

9:04 a.m. Preston County Health Department and County Commissioners Update on COVID-19 Virus

Approval of Minutes – March 17, 26, 2020 and April 1, 2020

Proceedings in Vacation – April 9, 2020 through April 15, 2020

Estate Settlements – None

Quarterly Fiduciary Commissioner Reports – Sheila K. Williams, Attorney at Law – 2020 First Quarter Estate Status Report; dated April 6, 2020

New Business – Consideration and/or action – Reappoint Robert Bailey, PSD #4 board member- 6-year term Retroactive to March 1, 2020 expiring February 28, 2026

Administrator's Report – Consideration and/or action

A. Change Legal Holiday – Primary Election from May 12, 2020 to June 9, 2020

B. Update on Primary Election Center

C. Budget Revisions

D. Miscellaneous Correspondence

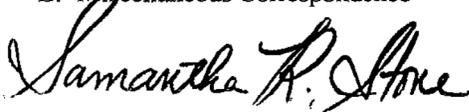
Personnel Matters- Consideration and/or action

Legal Matters- Consideration and/or action

Information

A. Minutes – April 14, 2020

B. Miscellaneous Correspondence



President

4-17-2020
Date



Commissioner

4-17-2020
Date

STATE OF WEST VIRGINIA, COUNTY OF PRESTON, Ss:

The Preston County Commission met in Special Session at 9:00 a.m., April 21, 2020 in the County Commission Meeting Room.

The meeting was streamed via live through the Preston County Commission Facebook page.

The meeting was called to order by President Samantha Stone who invited those present to join in the Pledge of Allegiance.

President Stone then declared the following Commissioners present: Samantha Stone, Dave Price and Don Smith.

Also present was Kathy Mace, Interim Administrator.

The following person registered their attendance during the meeting: V.J. Davis, Director-Preston County Health Department

Commissioner Price moved to review the bills and pay those that are properly presented and approved. Commissioner Smith seconded the motion. A roll call vote was taken with Commissioners Price, Smith and Stone voting yes. Motion carried.

There were no Tax Corrections, Notice of Apportionments, Consolidation of Land or County Court Splits.

Recognition of Scheduled Appointments

9:03 a.m. Officially Set 2020-2021 Tax Levy Rates

President Stone noted that the Levy Rates had not increased.

Commissioner Price moved to approve the Levy Rates as set forth by Commission President Stone. Commissioner Smith seconded the motion. A roll call vote was taken with Commissioners Price, Smith and Stone voting yes. Motion carried. (See attached.)

**PRESTON COUNTY, WEST VIRGINIA
LEVY ORDER AND RATE SHEET
REGULAR CURRENT EXPENSE LEVY
2020 - 2021**

The following is a true copy from the record of orders entered by Preston County Commission
on the 21 day of April, 2020.

Linda C Huggins
Signature: Linda C Huggins, County Clerk

Current Year	Column E Certificate of Valuation Assessed Value for Tax Purposes	Levy Rate/\$100	Taxes Levied
Class I			
Personal Property	\$ _____	14.300	\$ _____
Public Utility	_____		_____
Total Class I	\$ _____		\$ _____
Class II			
Real Estate	\$ 759,427,410	28.600	\$ 2,171,962
Personal Property	9,591,473		27,432
Total Class II	\$ 769,018,883		\$ 2,199,394
Class III			
Real Estate	\$ 190,460,010	57.200	\$ 1,089,431
Personal Property	193,847,755		1,108,809
Public Utility	188,624,669		1,078,933
Total Class III	\$ 572,932,434		\$ 3,277,173
Class IV			
Real Estate	\$ 58,391,100	57.200	\$ 333,997
Personal Property	43,681,894		249,860
Public Utility	43,622,538		249,521
Total Class IV	\$ 145,695,532		\$ 833,378
Total Value & Projected Revenue	\$ 1,487,646,849		\$ 6,309,945
Less Delinquencies, Exonerations & Uncollectable Taxes		7.00%	441,696
Less Tax Discounts		2.00%	117,365
Less Allowance for Tax Increment Financing - see worksheet (Subtracted from regular current expense taxes levied only)		_____
Total Projected Property Tax Collection		5,750,884
Less Assessor Valuation Fund (Subtracted from regular current expense taxes levied only)		2.00%	115,018
Net Amount to be Raised by Levy of Property Taxes For Budget Purposes			\$ 5,635,866

**PRESTON COUNTY, WEST VIRGINIA
LEVY ORDER AND RATE SHEET
EXCESS LEVY PAGE
2020 - 2021**

The following is a true copy from the record of orders entered by Preston County Commission
on the 21 day of April, 2020.

Linda C Huggins
Signature: Linda C Huggins, County Clerk

Current Year	Column E Certificate of Valuation Assessed Value for Tax Purposes	Levy Rate/\$100	Taxes Levied
Class I			
Personal Property	\$ _____	1.180	\$ _____
Public Utility	_____		_____
Total Class I	\$ _____		\$ _____
Class II			
Real Estate	\$ 759,427,410	2.360	\$ 179,225
Personal Property	9,591,473		2,264
Total Class II	\$ 769,018,883		\$ 181,489
Class III			
Real Estate	\$ 190,460,010	4.720	\$ 89,897
Personal Property	193,847,755		91,496
Public Utility	188,624,669		89,031
Total Class III	\$ 572,932,434		\$ 270,424
Class IV			
Real Estate	\$ 58,391,100	4.720	\$ 27,561
Personal Property	43,681,894		20,618
Public Utility	43,622,538		20,590
Total Class IV	\$ 145,695,532		\$ 68,769
Total Value & Projected Revenue	\$ 1,487,646,849		\$ 520,682
Less Delinquencies, Exonerations & Uncollectable Taxes		7.00%	36,448
Less Tax Discounts		2.00%	9,685
Total Projected Property Tax Collection			\$ 474,549

9:04 a.m. Preston County Health Department and County Commissioners Update on COVID-19 Virus

President Stone introduced V. J. Davis with an update on the coronavirus.

Mr. Davis stated that Preston County currently has 12 positive cases. Of those, 3 people have recovered, 7 are isolating at home, one is in the hospital and one has died.

He said this past week they implemented the legislative rule for businesses that was put out on the number of people that are allowed in a business at one time. Two people allowed per 1000 square feet unless it's a grocery store and then 3 people per 1000 square feet.

President Stone inquired as to whether it was mandatory to wear a mask?

Mr. Davis replied there is no county regulation or statewide regulation but it is definitely recommended. He said the State of Maryland does have a requirement and a person can be fined for not wearing one.

Kathy Mace stated in relation to the COVID-19 that she was in receipt of the \$100,000 check from the Governor and it has been put in a separate account by recommendation of the Auditor's Office.

She said it was the Governor's desire to look at supporting first responders as much as possible with the money. She has been working with OEM/911 Director Duane Hamilton, Preston County Health Director V.J. Davis and County Health Officer Dr. Fred Conley on ways to get more bang for their buck and touch every first responder that they can.

Currently they are looking at personal protective equipment (PPE) and automatic ventilators to go on ambulances. They are getting some recommendations on these items to make sure that these things are compatible to everyone.

Ms. Mace noted that the money must cover March 1, 2020 to December 31, 2020.

Kathy also discussed the guidelines that are in place on how to open up businesses, including county government. She said it was important to note that the stay at home order is through April 30th and she will be taking the next 10 days to do some planning so when the doors open things are organized.

Approval of Minutes – March 17, 26, 2020 and April 1, 2020

Commissioner Smith moved to approve the minutes of March 17, 2020, March 26, 2020 and April 1, 2020. Commissioner Price seconded the motion. A roll call vote was taken with Commissioners Smith, Price and Stone voting yes. Motion carried.

Proceedings in Vacation -April 9, 2020 through April 15, 2020

Under **NEW BUSINESS** Commissioner Smith moved to dispense with the reading in open court of the proceedings of the Clerk of this Commission, had in vacation on April 9, 2020 thru April 15, 2020 inclusive, and to approve and confirm the same as presented by the County Clerk, there having been no exception or objections filed thereto. (See attachment)

United States of America



State of West Virginia

County of Preston, ss:

Clerk's Fiduciary Report

Estate from Thursday, April 9, 2020, through Wednesday, April 15, 2020

The County Commission of Preston County this 21st day of April, 2020, proceeded to examine the report of the Clerk of the Commission of the Fiduciary and Probate matters had before her during the vacation of the Commission, and it appearing to the Commission that all of the proceedings had therefore ordered that the said report and matters thereto contained be and the same is hereby ratified and confirmed. Said report is in words and figures as follows, to-wit:

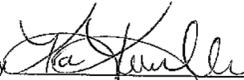
On, Friday, April 10, 2020, the following matters were disposed of in the presence of the Clerk:

The last will and testament of **ELMA LANTZ LEAMAN**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

SANDRA WALTERS, who was named in the last will and testament of **ELMA LANTZ LEAMAN**, deceased, as **EXECUTRIX** thereof, qualified as such. No bond was required.

Subscribed and sworn to before me on 04/16/2020

Linda Huggins
Clerk of the Preston County Commission

By 
Karen Kurilko, Deputy Clerk

FiduciaryReport

Commissioner Price seconded the motion. A roll call vote was taken with Commissioners Smith, Price and Stone voting yes. Motion carried.

Estate Settlements – None

Quarterly Fiduciary Commissioner Reports-Sheila K. Williams, Attorney at Law-2020 Quarter Estate Status Report; dated April 6, 2020 (See attached.)

MOTION FOR QUARTERLY REPORTS – April 21, 2020
(Retain one copy for minutes; return completed copy to Clerk with original settlements)

It was moved by Commissioner Price that the following Quarterly Fiduciary Commissioner Reports be accepted.

Sheila K. Williams, Attorney at Law – 2020 First Quarter Estate Status Report; dated April 6, 2020

Said motion was seconded by Commissioner _____.
Discussion called for. Question called for. A roll call vote was taken with Commissioners _____ voting yes. Motion carried.

Old Business – Consideration and/or action

New Business – Consideration and/or action-Reappoint Robert Bailey, PSD#4 board member-6 year term retroactive to March 1, 2020 expiring February 28, 2026

Commissioner Price moved to reappoint Robert Bailey to the PSD#4 board for a 6 year term retroactive to March 1, 2020 to expire February 28, 2026. Commissioner Smith seconded the motion. A roll call vote was taken with Commissioners Price, Smith and Stone voting yes. Motion carried.

Administrator's Report – Consideration and/or action

Commissioner Stone recognized Kathy Mace for the Administrators Report.

A. Change Legal Holiday-Primary Election from May 12, 2020 to June 9, 2020

Kathy Mace asked for a vote to change the legal holiday for the Primary Election from May 12, 2020 to June 9, 2020.

Commissioner Price moved to change the legal holiday for the Primary Election from May 12, 2020 to June 9, 2020. Commissioner Smith seconded the motion. A roll call vote was taken with Commissioners Price, Smith and Stone voting yes. Motion carried.

B. Update on Primary Election Center

Ms. Mace presented an update on the Primary Election Center and a lease agreement for space in the corner mall at the Kingwood Plaza to be used for poll worker training and early voting for the 2020 June Primary Election and the 2020 November General Election. The space will be rented for the period of May 1, 2020 thru December 31, 2020 for \$600.00 per month and includes utilities.

Commissioner Smith moved to authorize the Commission President to sign the lease agreement between the Preston County Commission and CGP Development for the Early Voting Center. Commissioner Price seconded the motion. A roll call vote was taken with Commissioners Smith, Price and Stone voting yes. Motion carried. (See attached.)

Commissioner Price thanked the operators of the Kingwood Plaza for the upgrades and their cooperation with the county to make this agreement happen.

LEASE AGREEMENT
BETWEEN
PRESTON COUNTY COMMISSION
106 W. Main Street, Suite 202, Kingwood, West Virginia 26537
AND
CGP DEVELOPMENT
1513 Harrison Avenue, Suite A3, Elkins, West Virginia 26241

The Preston County Commission, is entering into a lease agreement with CGP Development for the following term: May 1, 2020 thru December 31, 2020 to lease 1200 Plus square feet at 157 Plaza Court, Suite K, Kingwood, West Virginia for the purpose of holding Early Voting for the June 9, 2020 Election and for the November 3, 2020 General Election.

A lease payment of \$600.00 per month is due to CGP Development on the first day of each month for the duration of the lease. No other costs are associated with this lease.

The Preston County Commission will include CGP Development as an additional insured for the leased property for the term of the lease.

<u>Craig G. Phillips</u> CGP Development Craig Guy Phillips, Owner	<u>4/17/20</u> Date
<u>Samantha Stone</u> Samantha Stone, President Preston County Commission	<u>04/21/2020</u> Date

C. Budget Revisions

Kathy Mace presented budget revisions for OEM/911 and the Sheriff's Department.

Commissioner Smith moved to approve the budget revisions for the Sheriff's Department and OEM/911 as presented by Kathy Mace. Commissioner Price seconded the

motion. A roll call vote was taken with Commissioners Smith, Price and Stone voting yes.
Motion carried. (See attached.)



PRESTON COUNTY

E-911 Communication Center

300 Rich Wolfe Dr.
Kingwood, WV 26537
Phone: 1-304-329-1855
Fax: 1-304-329-2530

Director: Duane Hamilton

Deputy Director: Justin Wolfe

April 20, 2020

To: Preston County Commission
106 W Main St, Suite 202
Kingwood, WV 26537

Re: Budget Revision

Decrease: 001-711-211-01 \$500.00
Increase: 001-711-211-03 \$500.00

Reason: Payment of Bills

Thank You,

Duane Hamilton



PRESTON COUNTY SHERIFF'S DEPARTMENT

SHERIFF DANIEL R. LOUGHRIE

103 West Main Street Kingwood, West Virginia 26537
Law Enforcement: 304-329-1611 FAX: 304-329-2794 TDD: 304-329-0652 Tax Office: 304-329-0105

Date: 04/20/20
To: Bookkeeping
From: Sheriff's Department
Subject: Budget Revisions

Sheriff's Department

Expenditures DECREASE	001-736-341 (K9 Supplies)	\$1140.00
Expenditures INCREASE	001-700-353 (Law Enforcement Computer Software)	\$1140.00
Expenditures DECREASE	001-736-223 (K9 Professional Services)	\$ 500.00
Expenditures INCREASE	001-700-221 (Law Enforcement Training)	\$ 500.00

RESOLUTION

At a Regular Session of the County Commission, held on April 21, 2020 the following order was made and entered.

SUBJECT: The revision of the Levy Estimate (Budget) for the County of Preston. The following resolution was offered.

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the County Commission does hereby direct the budget be revised PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on budget revision number 24 of the General County Fund, a copy of which is entered as part of this record.

The adoption of the forgoing resolution having been moved by Commissioner Smith and duly seconded by Commissioner Price, the vote thereon was as follows:

Commissioner		<input checked="" type="radio"/> Yes	<input type="radio"/> No
Commissioner		<input checked="" type="radio"/> Yes	<input type="radio"/> No
Commissioner		<input checked="" type="radio"/> Yes	<input type="radio"/> No

WHEREUPON, President Stone declared said resolution duly adopted, and it is therefore **ADJUDGED and ORDERED** that said resolution be, and the same is, hereby adopted as so stated above, and the County Clerk is authorized to fix her signature on the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

D. Miscellaneous Correspondence

- Applying for a grant to purchase a new x-ray inspection system for court house.
- Meeting with Duane Hamilton, V.J. Davis and Dr. Fred Conley to go over procedures for reopening the county for business.
- Met with hospital re: squaring up the property and the dirt project
- Looking at committees, appointments and vacancies
- Public signage-updating
- Checking on the delivery of a vehicle for the Sheriff's Department
- Spring Projects-stagger vendors for projects at Animal Shelter, door work and landscaping
- April 30, 2020 – 10:00 a.m. phone conference with Risk Pool
- April 30, 2020 – 12:00 p.m. phone conference with the courthouse security management team

Personnel Matters-Consideration and/or action

Legal Matters-Consideration and/or action

Information

- A. Minutes – April 14, 2020
- B. Miscellaneous Correspondence

Commissioners Comments

Commissioner Smith reminds everyone to complete the 2020 Census. This impacts funds for education, roads, law enforcement, highways, senior citizens and numerous other things.

Commissioner Stone reminds everyone that April is clean-up month in Preston County.

Commissioner Stone mentioned the National Day of Prayer, which is not sponsored by the Preston County Commission, originally scheduled for May 7, 2020 on the courthouse lawn has been canceled and will now be a virtual day of prayer. New information on this will be posted on the County Commission website page.

Also, Commissioner Stone noted if any Fire Departments or first responders need any additional personal protective equipment or (PPE) they are to contact Duane Hamilton at OEM/911.

At 9:53 a.m., there being no further business to come before the Commission, President Stone declared the Special Session adjourned.

Commissioner

Commissioner

Commissioner

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04/21/2020