

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
February 14, 2023**

OPENING

Commissioners Steve Deweese, C. Brian Ellis, and R. Andrew Skidmore were present when the 9:00 a.m. meeting convened in the old courtroom. The Pledge of Allegiance followed.

BRIAN WOOD, COUNTY CLERK

1. Edit registers and checks

Commissioner Ellis made a motion to approve invoices as reflected in the edit registers. Commissioner Deweese seconded the motion. The motion carried unanimously.

GENERAL BUSINESS

Commissioner Ellis made a motion to approve the January 31, 2023 minutes. Commissioner Deweese seconded the motion. The motion carried unanimously.

ERRONEOUS ASSESSMENTS

None

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 for Ricky Rose, Part-time, Maintenance, Department 425, \$12.00/hourly, effective February 7, 2023 as presented by the Commission Secretary
2. An Order to make a payroll change for Michael May, Full-time, Maintenance, Department 425, \$18.50/hourly, effective February 5, 2023 as presented by the Commission Secretary
3. An Order to make a payroll change for Gregory Delbart, Full-time, Janitor, Department 424, \$12.50/hourly, effective February 6, 2023 as presented by the Commission Secretary

4. An Order to delete from payroll for Christa Miller, Part-Time, Department 715, effective February 13, 2023 as presented by the Commission Secretary

Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve payment of invoices and orders as presented.

1. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$1,050.00 payable to Henning Counseling and Consultation, LLC (2/7/23-2/9/23 invoice)
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$1,470.00 payable to Henning Counseling and Consultation, LLC (1/29/23-2/3/23 invoice)
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$2,000.00 payable to EBE Investments (March invoice)
4. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$160.00 payable to Reconnect, Inc
5. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$173.90 payable to Earl's Auto Parts, Inc. (for the van)

Commissioner Deweese seconded the motion. The motion carried unanimously.

PUBLIC COMMENT

Jim Crewdson, 2780 Fisher Ridge Road, Liberty, spoke about getting water installed out Fisher Ridge. Commissioner Skidmore explained the process of water projects.

Christine Cochran, 4630 Jim Ridge Road, Liberty asked for an update on the Jim Ridge Phase 2 Water Project. Commissioner Skidmore explained the update that it is scheduled to go out for bid in March 2023.

Thomas Thurman, 137 Wilson Lane, Liberty, spoke about requesting water to be installed out Fisher Ridge, Red House. Commissioner Skidmore explained the cost of the water projects and the amount the water project would be for Fisher Ridge and would need grants to help pay for the project.

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: Johnny Allen Caruthers, Diana Lynn Harkins, Margaret Elizabeth Lake, Molly Faye Pauley, Eddie Lanche Thomas

Long Form Settlements: None

Certificates of Completion: None

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

Luther Lee Buzzard, Jr., Thomas Maryl Byrd, Shirley Diana Frazier, Alberta L. Lovejoy-Page, Timothy Damon Mitchell, Walter Roland Shott, Martha Jean Toney

An Order to disburse the sum of \$135.00 from the Fiduciary Special Fund made payable to State Tax Department for estate tax administration fees

An Order to disburse the sum of \$60.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements

A General Order to Show Cause for the Estates of Wanda O'Neal Bowen, Terry William Boylen, James Leroy Bragg, Heather Ashley Brooks, Donna Jean Cardwell, James Edward Hammock, Jr., Robert Lawrence Peters, and Woodrow Pullen, Jr.

An Order of "Appointment List" of Actions of Fiduciary Supervisor from January 28, 2023 through February 10, 2023

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

EXECUTIVE SESSION

At 9:13 a.m. Commissioner Ellis made a motion to enter into executive session for the purpose of board interviews. Commissioner Deweese seconded the motion. The motion carried unanimously.

At 9:32 a.m., Commissioner Ellis made a motion to enter back into regular session. Commissioner Deweese seconded the motion. The motion carried unanimously.

BOARD APPOINTMENT

Commissioner Ellis made a motion to appoint Charity Fellure to serve on the Putnam County Dilapidated & Abandoned Enforcement Agency, effective February 14, 2023, with a term to expire on May 10, 2023. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to appoint Jeffrey Losh to serve on the Putnam County Community Criminal Justice Board/Day Report, effective February 14, 2023. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to appoint William Craver to serve on the Putnam County Development Authority Board, effective February 14, 2023, with a term to expire on February 15, 2026. Commissioner Deweese seconded the motion. The motion carried unanimously.

JEREMY YOUNG, COUNTY MANAGER, for BRIAN ESTEP, SILLING ASSOCIATES

Bid #1 Capitol Business Interiors, Charleston, WV - Base Quote \$410,355.09, Alternate #1 – Day Report \$17,473.53.

Bid #2 – Tri-State Office Furniture, Charleston, WV – Base Quote \$291,827.86, Alternate #1 – Day Report \$20,326.74

Commissioner Ellis made a motion to approve the Tri-State Office Furniture bid subject to review by staff. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Skidmore stated the bid award is to Tri-State Office Furniture.

MICHAEL THOMPSON, PUTNAM COUNTY GUN CLUB PRESIDENT

Mr. Thompson spoke about projects within the gun club and requesting \$30,000.00 from the County Commission to go towards the berm work to improve the safety at the gun club.

Commissioner Ellis made a motion to approve the \$30,000.00 request from the Gun Club Land Restoration Fund. Commissioner Deweese seconded the motion. The motion carried unanimously.

KELLI STEELE, PCCVB

Kelli Steele with Putnam County Convention Visitors Bureau spoke about their budget for Fiscal Year 2024. Ms. Steele stated a lot of income comes from the Hotel/Motel tax with additional revenue coming from short term rentals such as Air BNB's and VERBO rentals. Collections for this current fiscal year is up approximately fifteen percent (15%), over fiscal year 2022. Visitors spending in Putnam County is up more than thirteen percent (13%) from last fiscal year. CVB works with neighboring CVB's on local events to bring visitors into town and regionally.

TIM HANNA, PROJECT COORDINATOR

Commissioner Ellis made a motion to take the CFIA Courtroom Exterior Bid Process off the table. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the bid for Buckeye Construction on the CFIA Courtroom Exterior Project. Commissioner Deweese seconded the motion. The motion carried unanimously.

JONATHAN SMITH, COUNTY PLANNER

Commissioner Ellis made a motion to Dismiss DAEA Case 2022-56. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to Accept and File the Complaint on DAEA Case 2022-54 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to File the Order on DAEA Case 2022-54 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to Accept and File the Complaint on DAEA Case 2022-67. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to File the Order on DAEA Case 2022-67 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

ALAN PRITT, PRITT & SPANO, PLLC

Commissioner Ellis made a motion for Commission President to sign all necessary documents pertaining to the Opioid Litigation. Commissioner Deweese seconded the motion. The motion carried unanimously.

JEREMY YOUNG, COUNTY MANAGER

Commissioner Ellis made a motion to accept the Budget Revision Form for the Sheriff's Department #700 as presented by Mr. Young. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to accept the Budget Revision Form for the Animal Shelter, Department #716 as presented by Mr. Young. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to accept the Order to issue a check from the Dog Fund in the amount of \$1,695.52 (003-716-3-41.0) payable to Casto & Harris, Inc. for 10,800 rabies tags for FY 2023 as presented by Mr. Young. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to accept the Order to issue a check from the General County fund (#001-401-2-23.0) in the amount of \$2,050.00 payable to WesBanco for Trustee Fees (invoice number 7204) as presented by Mr. Young. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to accept the Order to transfer from the 911-07 Fund to Electronic Specialty Company in the amount of \$12,654.77 for the Confidence 911 Tower Cameras as presented by Mr. Young. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to accept the Order to issue a check from the TIF Fund (273-430-5-66.0) in the amount of \$30,617.75 payable to WesBanco Bank, Inc, Trustee for January 2023 TIF Revenue (Acct #108507771 Revenue Fund) – Trustee is to issue debt service payments for Putnam Bonds 2017AB as presented by Mr. Young. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to accept the Order to issue a check from the Spay and Neuter Fund in the amount of \$384.00 payable to Help for Animals for services provided as presented by Mr. Young. Commissioner Deweese seconded the motion. The motion carried unanimously.

ADJOURN

At 10:03 a.m., having no further business, Commissioner Ellis made a motion and Commissioner Deweese seconded to adjourn the regular session of the County Commission until Thursday, February 28, 2023 at 5:00 p.m.

Respectfully submitted,

Melissa Smith
Secretary