

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
March 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
2. An Order to transfer from the General County Fund to the Putnam County Employee Benefit Fund, the sum of \$9,211.50 for the month of November 2022
3. An Order to transfer from the General County Fund to the Putnam County Employee Benefit Fund, the sum of \$9,141.00 for the month of December 2022

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

Commissioner Ellis made a motion to approve the orders as presented by Mr. Wood. Commissioner Deweese seconded the motion. The motion carried unanimously.

GENERAL BUSINESS

Commissioner Ellis made a motion to approve the February 28, 2023 minutes. Commissioner Deweese seconded the motion. The motion carried unanimously.

ERRONEOUS ASSESSMENTS

Commissioner Ellis made a motion to deny two Erroneous Assessments as presented for Roy Lee Taylor ET UX. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Erroneous Assessments as presented: Gregory & Christy Sowards, Beans N Cream Café, Two (2) for BRG LLC, Anna Mae Craig, John C. &/or Cynthia C. Cummings, Jerald Harrison, Jess & Virginia Kanniard, Leslie B. &/or Jacquelyn Payne, Ronnie L. Poindexter II, Paul D. &/or Judith L. Smith, Two (2) for Shane M. Sowards, Steven C. &/or Cassaundra M. Stotts, John E. Thurman, Trinity Rebar & Concrete

Supplies LLC, Joseph Matthew Gabehart, Two (2) for Melissa Dawn Taylor, Michael or Jessica Lindsey

20 Erroneous Assessments were approved totaling \$16,101.15 in deduction of taxes.

Commissioner Deweese 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 delete from payroll for Noah A. Miller, Full-Time, Deputy Sheriff, Department 700, effective March 10, 2023 as presented by the Commission Secretary
2. An Order to add to payroll for Brooke Barnes, Full-time, Deputy Clerk, Department 403, \$14.00/hourly, effective March 13, 2023 as presented by the Commission Secretary
3. An Order to add to payroll for Jennifer O'Quinn, Full-time, Deputy Clerk, Department 403, \$14.00/hourly, effective March 6, 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 \$2,000.00 payable to EBE Investments (April Invoice)
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$134.00 payable to QLABS
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$1,125.00 payable to QLABE
4. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$150.00 payable to Reconnect, Inc.
5. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$1,777.50 payable to Kimberly Sizemore (February Invoice)
6. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$2,347.50 payable to Kimberly Sizemore (January Invoice)
7. An Order to issues 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 (2/27/23-2/28/23)

Commissioner Deweese seconded the motion. The motion carried unanimously.

PUBLIC COMMENT

Tyler Orhn with Congresswomen Carol Miller (WV-01) introduced himself to the Commissioners and spoke about their upcoming meeting in April.

Christine Cochran, Liberty, WV had questions regarding the Jim Ridge Water Project. Mr. Young gave her an update.

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: William Jerry Bird, Patricia Ann Davis, Larry Allen Harris, Leona Myrtle Harris, Wilhelmina Hinzman, Linda Joyce Humphrey, Donnie Joe Matthews, Sr., Donald E. McIntyre, Madeline Mae Smith

Long Form Settlements: Karen Ethel Taylor

Certificates of Completion: None

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

Barbara Ethel Eggleton, Dennis E. Raines, Michael Stephen Raines, Debra A. Rosiek, Richard Louis Smith, Charma Leah Sheltz, Mildred Thornton, Ottie Lee Treadway, Remyall J. Wade

An Order to disburse the sum of \$100.00 from the Fiduciary Special Fund made payable to State Tax Department for estate tax administration fees

An Order to disburse the sum of \$122.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements

A General Order to Show Cause for the Estates of Kenneth Uel Bess, Sr.; Charles Lloyd Hale; Edsel L. Hartley; Vijay K. Hasija; Florence M. Haskins; Donald L Mynes, Sr.; and Ronald Gregory Nye

An Order referring the Estate of Anna Leoda King to Fiduciary Commissioner, Michael J. Bell, for recommendation

An Order of "Appointment List" of Actions of Fiduciary Supervisor from February 25, 2023 through March 10, 2023

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

BOBBY EGGLETON, SHERIFF

Sheriff Eggleton presented the Sheriff's Department Budget Request for FY 2024

JUDITH PAULEY

Ms. Pauley presented a proposal regarding the Animal Shelter hiring a veterinarian. Amy Sadler also spoke in regard to the proposal of hiring a veterinarian for the animal shelter.

ELECTED OFFICIALS BUDGET PRESENTATIONS

The following Elected Officials presented their Budget Request for FY2024:

Brian Wood – County Clerk
Gary Warner – Assessor
Mark Sorsaia, Prosecuting Attorney

JONATHAN SMITH, COUNTY PLANNER

Commissioner Ellis made a motion to dismiss DAEA Case 2023-02 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to dismiss DAEA Case 2023-01 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to dismiss DAEA Case 2022-68 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion for County Manager Jeremy Young to sign all necessary documents for DAEA Case 2022-16 for demolition as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

JEREMY YOUNG, COUNTY MANAGER

Commissioner Ellis made a motion to accept the Change Order #6 – Swope Construction (Putnam County Sheriff Facility Project) as presented by Mr. Young. Commissioner Ellis amended his motion to authorize Commission President to sign all necessary documents. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to accept the Budget Revision Form for Circuit Clerk, Department #403 for Office Furniture 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 Prosecutor's Office, Department #405 for Professional Services as presented by Mr. Young. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Order to issue a check from the TIF Fund (273-430-5-66.0), in the amount of \$311,769.60 payable to WesBanco Bank, Inc, Trustee for February 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 approve the Order to issue a check from the Spay and Neuter Fund in the amount of \$666.00 payable to Help for Animals for services provided as presented by Mr. Young. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Order to issue a check from the Water and Sewer Fund (#045-809-5660) in the amount of \$275.00 payable to Tyree, Embree & Associates for File review and Final Title Opinion on the Jim Ridge Waterline Extension Phase II Project as presented by Mr. Young. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the following orders as presented by Mr. young.

1. An Order to transfer from the 911-07 Fund to Electronic Services Inc, in the amount of \$5,953.28 for Confidence Tower Equipment
2. An Order to transfer from the 911-07 Fund to US Bank in the amount of \$924.05 for 911 Center Time Clocks

Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Order to issue a check from the Putnam County American rescue Plan Fund (#207-435-3-41.0) in the amount of \$558,193.28 payable to Mountain State Fiber, LLC for materials on the Putnam County Fiber Optic Broadband Project as presented by Mr. Young. Commissioner Deweese seconded the motion. The motion carried unanimously.

LARRY FRYE, COUNTY ATTORNEY

Commissioner Skidmore stated they have reviewed and discussed revising the "Towing Policy" for Putnam County and there is no decision to be made.

BOARD APPOINTMENT

Commissioner Ellis made a motion to re-appoint Jacob Pack to serve on the Putnam County Planning Commission, effective March 14, 2023, with a term to expire on February 6, 2026. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to re-appoint Heather Davis to serve on the Putnam County Planning Commission, effective March 14, 2023, with a term to expire on February 6, 2026. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to re-appoint Jason Asbury to serve on the Putnam County Planning Commission. Commissioner Skidmore stated motion dies for lack of second.

Commissioner Ellis made a motion to re-appoint Bryan Hoylman to serve on the Putnam County Planning Commission, effective March 14, 2023, with a term to expire on February 6, 2026. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to re-appoint Dave Hobba to serve on the Putnam County Planning Commission, effective March 14, 2023, with a term to expire on February 6, 2026. Commissioner Skidmore seconded the motion. Commissioner Deweese voted Nay.

ADJOURN

At 10:25 a.m., having no further business, Commissioner Ellis made a motion and Commissioner Deweese seconded to recess until the Budget Work Session at 1:00 p.m.

Respectfully submitted,

Melissa Smith
Secretary