

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
May 30, 2023**

OPENING

Commissioners Steve Deweese, C. Brian Ellis, and R. Andrew Skidmore were present when the 5:00 p.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 May 9, 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 delete from payroll for Elissa Shell, Full-Time, Deputy Circuit Clerk, Department 403, effective May 26, 2023 as presented by the Commission Secretary
2. An Order to delete from payroll for Krista Conrad, Full-Time, Deputy Circuit Clerk, Department 403, effective March 10, 2023 as presented by the Commission Secretary
3. An Order to delete from payroll for Destiny Reese, Full-Time, Deputy Circuit Clerk, Department 403, effective June 9, 2023 as presented by the Commission Secretary
4. An Order to add to payroll for Greg Delbart, Full-Time, Teller, Department 404, \$14.00/hourly, effective May 15, 2023 as presented by the Commission Secretary

5. An Order to delete from payroll for Katelyn Barr, Full-Time, Legal Assistant I, Department 405, effective May 15, 2023 as presented by the Commission Secretary
6. An Order to add to payroll for Elissa Shell, Full-Time, Legal Assistant, Department 405, \$18.75/hourly, effective May 29, 2023 as presented by the Commission Secretary
7. An Order to add to payroll for Sonia Boggess, Full-Time, Field Deputy, Department 407, \$11.50/hourly, effective May 22, 2023 as presented by the Commission Secretary
8. An Order to delete from payroll for Gregory Delbart, Full-Time, Janitor, Department 424, effective May 12, 2023 as presented by the Commission Secretary
9. An Order to add to payroll for Ryan Delbart, Full-Time, Janitor, Department 424, \$12.00/hourly, effective May 15, 2023 as presented by the Commission Secretary
10. An Order to make a payroll change for Devin Conliffe, Full-Time, Deputy Sheriff, Department 700, \$22.75/hourly, effective May 14, 2023 as presented by the Commission Secretary
11. An Order to make a payroll change for Austin Mckeown, Full-Time, Deputy Sheriff, Department 700, \$22.75/hourly, effective May 14, 2023 as presented by the Commission Secretary
12. An Order to delete from payroll for Lesli Forbis, Full-Time, Victim Liaison, Department 700, effective June 2, 2023 as presented by the Commission Secretary
13. An Order to make a payroll change for Sheyenne Jividen, Full-Time, Victim Liaison, Department 700, \$18.50/hourly, effective May 28, 2023 as presented by the Commission Secretary
14. An Order to add to payroll for Destiny Reese, Full-Time, Office Assistant/Receptionist, Department 700, \$15.50/hourly, effective June 12, 2023 as presented by the Commission Secretary
15. An Order to delete from payroll for Mark Bledsoe, Full-Time, Home Confinement Officer, Department 705, effective May 17, 2023 as presented by the Commission Secretary
16. An Order to add to payroll for Aimee Dillon, Full-Time, Home Confinement Officer, Department 705, \$15.50/hourly, effective June 4, 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 Investment (June Invoice)

2. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$1,396.00 payable to State of WV BD of Risk and Insurance MGMT
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$189.95 payable to Earl's Auto Parts, Inc.
4. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$165.06 payable to ODP Business Solutions, LLC

Commissioner Deweese seconded the motion. The motion carried unanimously.

PUBLIC COMMENT

Wesley Landers, 1082 Mudlick Road, Given, spoke about getting water out Mudlick Road.

Jessica Davis, 464 Hamon Drive, Scott Depot and Ashley Holt, 479 Hamon Drive, Scott Depot both spoke about getting a county wide Leash and Licensing Ordinance for Non-Incorporated areas in Putnam County for dogs and cats to help with control of animals running loose.

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: Brenda Carol Aldrich, Harold Eugene Bolin, Susannah Lee Myers Bolin, Geneva Lee Brabbin, Evangelene G. Cain, Reba Mae Casto, Emory Cecil Childress, Roger Harold Clagg, Sharon Sue Cochran, Jimmy Douglas Edwards, Stanley Dale Eggleton, Jason Benjamin Flick, James Christopher Frazier, Laben Frank Tex Frye, Betty M. Litton, Jeffrey Dare McCallister, Jackie Lee McCracken, Glen Dale Morton, Richard Wayne Persinger, Thomas Philip Scarlato, James Michael Shock, Kenneth Dean Smith, Michael Allen Smith, Sr., Barbara Jean Terry, Betty Lou Woods, William Curtis Woods

Long Form Settlements: David Wayne Lambert

Certificates of Completion: None

An Order to disburse the sum of \$324.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements

An Order of "Appointment List" of Actions of Fiduciary Supervisor from May 6, 2023 through May 26, 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.

RESOLUTION

Commissioner Deweese read the Resolution for Kawner Cusack, second place winner of the CCAWV Essay Contest. Kawner was presented with a certificate and a \$300.00 check from the County Commissioners' Association of WV.

MARIAN SMITH, PROSECUTOR'S OFFICE

Commissioner Ellis made a motion to accept and approve the VOCA Grant Application and the WV Supplemental VOCA Funds Grant Application and for the Commission President to sign all necessary documents as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

JOHN STUMP, STEPTOE & JOHNSON

Commissioner Ellis made a motion to approve the First Reading of the Building Ordinance as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

JEREMY YOUNG, COUNTY MANAGER

Mr. Young read the Bid Openings – Workers Compensation and P&C (Liability) Insurance Quotes for Fiscal Year 2024

<u>Company</u>	<u>Workers Comp Total</u>	<u>Liability Total</u>	<u>Combined Total</u>
* Centurien Insurance	\$181,537.00		
* Arthur, Krenzel, Lett	\$105,060.00	\$347,004.00	\$452,064.00
* WV County Risk Pool	\$240,280.00	\$253,488.00	\$493,768.00

Commissioner Ellis made a motion to award the Bid to Arthur, Krenzel, and Lett for the Workers Compensation and P&C (Liability) Insurance for Fiscal Year 2024. Commissioner Deweese seconded the motion. The motion carried unanimously.

LARRY FRYE, COUNTY ATTORNEY

Larry Frye, County Attorney stated that the County received an application from Camp Appalachia, Scott Depot, WV asking for a Special Permit for Consumer or Display Fireworks on July 13 and July 20, 2023. No one from Camp Appalachia was in attendance of the meeting. Tami Williams, 29 Augusta Lane, Hurricane, spoke in opposition of the fireworks. Commissioner

Ellis sees no reason to take action on this item at this time. Commissioner Deweese seconded the motion. The motion carried unanimously.

TERRELL ELLIS, PRESIDENT OF ADVANTAGE VALLEY

Terrell Ellis, President & CEO of Advantage Valley, a Regional Economic Development Organization that promotes the Charleston and Huntington Metro areas combined. Advantage Valley is requesting funding to assist with the renovations of the Vossloh Track Building in Black Betsy. Commissioner Skidmore stated that once fiscal year 2022-2023 is over, they will look at the carry over amount and see if the county can participate.

TERRY MARTIN, REGIONAL INTERGOVERNMENTAL COUNCIL

Commissioner Ellis made a motion to approve the Operations and Maintenance Agreement between the Putnam County Commission, the Putnam County Building Commission, and the West Virginia American Water Company for the Jim Ridge Phase II Waterline Extension as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the WV Water Development Authority Economic Enhancement Grant Agreement for Jim Ridge Phase II Water Project and authorize the Commission President to sign all necessary documents as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the WV Water Development Authority WV Infrastructure and Jobs Development Council Grant Agreement for Jim Ridge Phase II Water Project and authorize the Commission President to sign all necessary documents as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

JEREMY YOUNG, COUNTY MANAGER

Commissioner Ellis made a motion for the Affirmation of Decision to sign contract with Chojnacki Construction for the Jim Ridge Phase II Waterline Extension Project as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion for the Commission President to sign all necessary documents in the Jim Ridge Phase II Waterline Extension Project – Issuing a Notice to Proceed to Chojnacki Construction as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

EXECUTIVE SESSION

At 5:50 p.m. Commissioner Ellis made a motion to enter into executive session for the purpose of a board interview. Commissioner Deweese seconded the motion. The motion carried unanimously.

At 6:01 p.m. Commissioner Ellis made a motion to enter back into regular session. Commissioner Deweese seconded the motion. The motion carried unanimously.

JUDY GRALEY, COUNTY PLANNER

Commissioner Ellis made a motion to accept the order on DAEA Case 2023-08 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to file the order on DAEA Case 2023-08 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

LARRY FRYE, COUNTY ATTORNEY

Commissioner Ellis made a motion to accept the order designating all the banking institutions situate in the county and duly incorporated under the laws of this State, or organized under the laws of the United States, as depositories of public moneys. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to open a public hearing in regard to the estate of Zachary J. Thompson. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to close public hearing in regard to the estate of Zachary J. Thompson. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to appoint Sheriff Bobby Eggleton over the estate of Zachary J. Thompson as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion for the Commission President to sign all necessary documents for Sheriff Bobby Eggleton to be appointed over the estate of Zachary J. Thompson. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to accept the order for Joseph Hunter to be appointed over the estate of Amber Rose Garrett as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to amend his previous motion and set the bond at \$1,000.00 and require the bond be posted with the Clerk of the County Commission within fourteen (14) days. Commissioner Deweese seconded the motion. The motion carried unanimously.

TIM HANNA, ASSISTANT COUNTY MANAGER

Commissioner Ellis made a motion for the Commission President to sign all necessary documents for the RMPB Grant Contract as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion for the Commission President to sign all necessary documents for the FY24 VOCA Grant for the Sheriff's Department as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to accept the order and allow the Commission President to sign all necessary documents for the FY24 WV Supplemental VOCA Grant for the Sheriff's Department as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion for the Commission President to sign all necessary documents for the 2023 VAWA Grant as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

JEREMY YOUNG, COUNTY MANAGER

Commissioner Ellis made a motion to approve the Change Order #9 – Swope Construction (Putnam County Sheriff Facility Project) as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to accept the Budget Revision for the Sheriff's Tax Office, Department #404 as presented by Mr. Young. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to accept the Budget Revision for the Prosecutor's Office, Department #405 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 Grant Fund in the amount of \$41,027.00, payable to the WV Emergency Management Division for unexpended Disaster Relief Grant funds, 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 Mount Tech Communications, LLC, in the amount of \$3,780.00 for Tower Work from Windstorms
2. An Order to transfer from the 911-07 Fund to Bossie Electric, in the amount of \$1,560.00 for Office Electrical Work

Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to accept the order to issue a check from the Water and Sewer Fund (045-809-5-66) in the amount of \$3,750.00 (invoice #40183) payable to Terradon Corporation for engineering services for the Jim Ridge Phase 2 Water Project as presented. 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 issue a check from the Putnam County Building Fund (#044-425-2-23.0) in the amount of \$5,560.00 payable to Fish Window Cleaning for exterior and interior windows on the Courthouse and Judicial Annex.
2. An Order to issue a check from the Building Fund (#044-425-2-23.0) in the amount of \$4,800.00 payable to Bolts Lawn Care LTD Co. for a deposit on the Judicial Annex Landscape Project

Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the order to issue a check from the General County Fund (#001-902-5-67.0) in the amount of \$10,000.00 payable to the Putnam County 4-H Leaders Association as contribution towards the 2023 Putnam County 4-H camp as presented. 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 \$264.00 payable to Help for Animals for services provided as presented. 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 \$44,517.91 payable to WesBanco Bank, Inc, Trustee for April 2023 TIF Revenue (Acct #108507771 Revenue Fund) – Trustee is to issue debt service payments for Putnam Bonds 2017AB as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the order to issue a check from the General County Fund (001-425-5-66.0) in the amount of \$250,000.00 payable to the Putnam County Building Fund (#044) as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

ADJOURN

At 6:30 p.m., having no further business, Commissioner Ellis made a motion and Commissioner Deweese seconded to adjourn the regular session of the County Commission until Tuesday June 13, 2023 at 9:00 a.m.

Respectfully submitted,

Melissa Smith
Secretary