

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
July 11, 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 June 27, 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 as presented:

1. An Order to delete from payroll for Angela Witt, Full-Time, Legal Assistant I, Department 405, effective July 10, 2023 as presented by the Commission Secretary
2. An Order to make a payroll change for Jill Hodges-Stepp, Full-Time, Legal Assistant, Department 405, \$19.23/hourly, effective July 3, 2023 as presented by the Commission Secretary
3. An Order to make a payroll change for Marcie Kimberling, Full-Time, Legal Assistant, Department 405, \$19.23/hourly, effective July 3, 2023 as presented by the Commission Secretary

4. An Order to make a payroll change for Angela Witt, Full-Time, Legal Assistant, Department 405, \$17.05/hourly, effective July 3, 2023 as presented by the Commission Secretary
5. An Order to make a payroll change for Tomas Morris, Part-Time, Intern, Department 405, \$13.00/hourly, effective July 5, 2023 as presented by the Commission Secretary
6. An Order to add to payroll for Joy Madore, Full-Time, Deputy Assessor, Department 406, \$13.00/hourly, effective July 10, 2023 as presented by the Commission Secretary
7. An Order to add to payroll for Amanda Watson, Full-Time, Deputy Assessor, Department 406, \$13.00/hourly, effective July 10, 2023 as presented by the Commission Secretary
8. An Order to make a payroll change for Donna Mannion, Full-Time, Office Administrator, Department 700, \$19.29/hourly, effective July 10, 2023 as presented by the Commission Secretary
9. An Order to make a payroll change for Brent Payne, Full-Time, Process Server, Department 701, \$15.00/hourly, effective July 10, 2023 as presented by the Commission Secretary
10. An Order to make a payroll change for Regina Stone, Full-Time, Process Server, Department 701, \$15.00/hourly, effective July 10, 2023 as presented by the Commission Secretary
11. An Order to make a payroll change for Dana Gillespie Plants, Part-Time, Kennel Tech, Department 716, \$13.00/hourly, effective June 25, 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 \$140.00 payable to Reconnect, Inc.
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$1,620.00 payable to Kimberly Sizemore (June Invoice)
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$71.64 payable to Compton Office Machine Company

Commissioner Deweese seconded the motion. The motion carried unanimously.

PUBLIC COMMENT

Kimberly Humphreys spoke on behalf of C & G Auto Parts, a licensed salvage yard, located at 19809 Winfield Road, Fraziers Bottom, WV 25082. Requesting the County Commission to abide by the Putnam County Towing Policy as well as the West Virginia State Salvage Yard Policy, under the West Virginia State Code §17-2-3 17-2-1 thru 17-2-11 repealed by Acts 1995), 610-01 and 610-02 (unable to locate) and for all state and county permits to be in place for any types of these businesses.

Dr. Montalto spoke about Putnam County having the opportunity to select someone to serve on the Regional 5 West Virginia First Foundation Board. Commissioner Skidmore stated that they would talk after the meeting.

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: Fay Carnell Travalee Gentry, Joyce Ann Lincolnogger, Stanley Franklin Luikrt, Arlen O'Neal Roberts, Dolores Jean Stollings, Susan Ann Stutler, James Lee Thompson, Linda Sue Turley

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):
None

An Order to disburse the sum of \$140.00 from the Fiduciary Special Fund made payable to State Tax Department for estate tax administration fees

An Order to disburse the sum of \$96.00 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 June 22, 2023 through July 7, 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 9:04 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 9:13 a.m. Commissioner Ellis made a motion to enter back into regular session. Commissioner Deweese seconded the motion. The motion carried unanimously.

SOJUANA ELLIS/BRUCE MULLIS, REGIONAL INTERGOVERNMENTAL COUNCIL

Commissioner Ellis made a motion to sign all necessary documents for the Jim Ridge Phase II Water Project Payment Requests as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

LISA SPRADLING, OWNER

Commissioner Ellis made a motion to approve the letter that the Commissioners do not object to the Spradling Medical & Treatment Center as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

BOBBY EGGLETON, SHERIFF

Sheriff Eggleton spoke in regard to the Domestic Shelter here in Putnam County needing more space and help from the county and community.

Megan Halstead, Branches Shelter Director in Putnam County & Amanda McComas, Executive Director of Branches spoke about the Domestic Shelter they run and needing more support.

LARRY FRYE, COUNTY ATTORNEY

Tiffany Skaggs spoke about taking Eli to the animal shelter and spoke about the process of taking Eli to the animal shelter.

Teresa Sperandio spoke about volunteering at the animal shelter and the changes that need to be made.

Debbie Deweese spoke about the animal shelter needing a Board of Directors.

Commissioner Skidmore said he would like to take the time between this meeting and the next meeting to iron out details and requirements for the board members, have a seven (7) member Board, a Commissioner or a Commission Representative, a residency requirement of living in Putnam County for a certain number of years, and someone with a background in finance, legal or veterinary.

Commissioner Ellis made a motion to table the discussion to establish a Board of Directors for the Putnam County Animal Shelter. Commissioner Deweese seconded the motion. The motion carried unanimously.

MELISSA SERGANT, COUNTY PLANNER

Commissioner Ellis made a motion to open public hearing regarding Text Amendment 2023-02. Commissioner Deweese seconded the motion. The motion carried unanimously.

There was no public comment.

Commissioner Ellis made a motion to close public hearing. Commissioner Deweese seconded the motion. The motion carried unanimously.

Putnam County Commission made the following FINDINGS OF FACTS:

1. The Text Amendment 2023-02 **WILL** protect and promote public health, safety, convenience, moral and general welfare because: Per Commissioner Ellis, voted yes, the amendment will make it easier to do business in Putnam County and potentially less expensive for developers. Commissioner Ellis voted yes for it will be it better and safer on U.S Route 35 due there being more coverage on Rt. 35, help the Buffalo side of the river, an overall benefit to the citizens of Putnam County. Commissioner Deweese voted yes, agreeing with Commissioner Ellis and will impact greatly the response time of law enforcement.
2. It **IS** consistent with the adopted Comprehensive Plan, the U.S. Corridor 35 Plan, and the Teays Valley Land Use Plan because: Per Commissioner Ellis, voted yes, the amendment will better the lives of the citizens of Putnam County to make life better. Commissioner Deweese voted yes, agreeing with Commissioner Ellis.

Commissioner Ellis made a motion to approve Text Amendment 2023-02 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to open public hearing regarding Text Amendment 2023-03. Commissioner Deweese seconded the motion. The motion carried unanimously.

There was no public comment.

Commissioner Ellis made a motion to close public hearing. Commissioner Deweese seconded the motion. The motion carried unanimously.

Putnam County Commission made the following FINDINGS OF FACTS:

1. The Text Amendment 2023-03 **WILL** protect and promote public health, safety, convenience, moral and general welfare because: Per Commissioner Ellis, voted yes, the amendment will make it easier to do business in Putnam County and potentially less expensive for developers. Commissioner Ellis voted yes and will better the lives of the citizens of Putnam County. Commissioner Deweese voted yes, with the strict guidelines this will be a great opportunity for a lot of workers and temporary residency once Nucor starts within our county.

2. It **IS** consistent with the adopted Comprehensive Plan, the U.S. Corridor 35 Plan, and the Teays Valley Land Use Plan because: Per Commissioner Ellis, voted yes, the amendment will better the lives of the citizens of Putnam County and for the economic development. Commissioner Deweese voted yes, agreeing with Commissioner Ellis.

Commissioner Ellis made a motion to approve Text Amendment 2023-03 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

TIM HANNA, ASSISTANT COUNTY MANAGER

Commissioner Ellis made a motion to approve the Commission President to sign all necessary documents for the FY24 State Budget Revision #1 – Coal Severance Fund as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Commission President to sign all necessary documents for the FY2021 CFIA Request for Reimbursement as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to accept the Orders to transfer from the 911-07 Fund to:

- * Electronic Services for the Radio System Equipment in the amount of \$18,638.28
- * State Electric Supply Company for the 911 Center UPS in the amount of \$111,334.50

as presented by Mr. Hanna. 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 (#024-430-5-67.0) in the amount of \$37,383.20 payable to the Town of Poca for reimbursement out of the Stephen A. Andes Recreation Enhancement Fund as presented by Mr. Hanna. Commissioner Deweese seconded the motion. The motion carried unanimously.

ADJOURN

At 10:20 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, July 25, 2023 at 5:00 p.m.

Respectfully submitted,

Melissa Smith
Secretary