

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
August 8, 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 July 25, 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 add to payroll for Ricky Rose, Full-Time, Maintenance, Department 425, \$14.00/hourly, effective August 7, 2023 as presented by the Commission Secretary
2. An Order to delete from payroll for John Young, Full-Time, Humane Officer, Department 716, effective July 28, 2023 as presented by the Commission Secretary
4. An Order to delete from payroll for Jon Davis, Full-Time, Chief Humane Officer/CAET, Department 716, effective July 25, 2023 as presented by the Commission Secretary

5. An Order to add to payroll for Jon Rutherford, Full-Time, Chief Humane Officer, Department 716, \$48,500.00/salary, effective August 21, 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 \$130.00 payable to Reconnect, Inc.(July Invoice)
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$56.00 payable to Multi-Health Systems, Inc
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$3,201.50 payable to Track Group

Commissioner Deweese seconded the motion. The motion carried unanimously.

PUBLIC COMMENT

Stephanie Whaler spoke about volunteering at the animal shelter.

Wesley Landers spoke about the Jim Ridge Water Project.

Don Fraley spoke thanking the First Responders out by Poca River Road and Harmons Creek. Spoke about the poor quality of Poca River Road North & South. Spoke about the poor conditions of the animal shelter.

Josie Kroeger spoke about the animal shelter, the conditions of the shelter, and staffing.

Debbie Deweese spoke regarding the animal shelter. October 7, 2023 The Republic Women Group will be holding First Responder Day at Valley Park, Hurricane, WV.

Tami Williams spoke regarding the animal shelter.

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: Linda Lou Boggess, Donnie Lee Daniel, Bobby Gene Deal, Janice Mercedes Eads, Leeta Jean Hall, William David Jenkins, Wendella Gale Jones, Alma Jean Joyce, Phyllis Jean Manley, Martin Allan Nash, Joan Lee Reed

Long Form Settlements: Viola Irene Wargo

Certificates of Completion: Bobby Joe Ellis

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

Wanda O'Neal Bowen, Terry William Boylen, James Leroy Bragg, Heather Ashley Brooks, Donna Jean Cardwell, Charles Lloyd Hale, James Edward Hammock, Jr., Edsel L. Hartley, Vijay K. Hasija, Florence M. Haskins, Donald L. Mynes, Sr., Ronald Gregory Nye, Robert Lawrence Peters, Woodrow Pullen Jr., Phyllis P. Rhule, Thomas M. Rhule, Charma Leah Sheltz, Jeanete Marie Simmons, Beulah I. Sovine, Eula Marie Sovine, Roy Sovine, William Sovine

An Order to disburse the sum of \$110.00 from the Fiduciary Special Fund made payable to the State Auditor – The Inheritance Tax Administration Fund for estate tax administration fees

An Order to disburse the sum of \$12.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements

An Order admitting the Last Will and Testament of Gladys Holland Moran to probate; reappointing her son, Randal L. Harris, as Executor, without bond; and releasing the bond previously posted by Western Surety Company

An Order admitting the Last Will and Testament of John Edward Moran, Sr., to probate; reappointing his stepson, Randal L. Harris, as Executor, without bond; and releasing the bond previously posted by Travelers Casualty & Surety Company of America

An Order admitting the Last Will and Testament of Peter R. O'Dell, Sr., to probate; reappointing his daughter, Suzanne O'Dell, as Executrix, without bond; and releasing the bond previously posted by Suzanne O'Dell

An Order rescinding the Referral Order issued July 25, 2023 in the Estate of Sandra Denise Mundy to Harvey D. Peyton, as Fiduciary Commissioner, to resolve a dispute

An Order of "Appointment List" of Actions of Fiduciary Supervisor from July 22, 2023 through August 4, 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.

DAVE MATTOCKS, CHAIRMAN, CITY OF WINFIELD

Dave Mattocks spoke about the 94th Putnam County Homecoming festivities that will take place September 9-10, 2023. The City of Winfield is requesting money from the county to help with handicap/ADA restrooms, shuttle buses running from the parking area at Winfield High School to the car show and festivities area, and the electrical cords.

Commissioner Ellis made a motion to approve the Homecoming Budget as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

TERRY MARTIN, REGIONAL INTERGOVERNMENTAL COUNCIL

Commissioner Ellis made a motion to approve the Resolution involving the Jim Ridge Phase II Water Project as presented.

Invoices: 1. Chojnacki Construction \$882,723.24, paid by the Hud Community Development Block Grant
2. Terradon Engineer \$6,000.00, paid by WV American Water's Contribution
3. Regional Council \$1,337.69, paid by WV American Water's Contribution

Invoices submitted in July – moving funds that was set aside in HUD to WV American Water Company increasing the balance and moving more money into HUD for construction, two invoices: 1. \$17,224.43
2. \$10,918.41

Commissioner Deweese seconded the motion. The motion carried unanimously.

PROGRAM UPDATES

Megan Targett – Putnam County Library – spoke about having over 63,000 visitors in the five locations throughout the state. The library has circulated over 160,000 items – books, digital books, magazines, movies, and such and had over 10,000 public service hours with buildings being open to the public at the five public libraries, this does not count the hours they are out in the community. The mobile library has been a huge success. The mobile library is being used as the sixth branch and is currently giving books away but very soon books will be available to be checked out. They have hired an Outreach Coordinator and spoke about things the coordinator will be doing, such as: getting out to the senior centers with the elderly, working on a partnership with Read Aloud WV to get readers back into the schools. They have either attended or hosted over sixty-four community events thought the year. The summer reading program, they had over 1,200 people to come in and get reading logs to participate. The library supplied the hotspots and ipads for the Putnam County Fair to allow them to do electronic ticketing. Last year, the library received a Nationally Competitive Grant from the Public Library Association, the Digital Learn Grant, that supplemented for the basic computer classes and to be able to take that out on the road. This year the library was invited to apply for the Digital Learn Grant again and were chosen to be recipients of the grant. Working on a project with The Putnam County Chamber of Commerce, taking job skills out to the people who need them, through the mobile library unit, laptop labs, and wifi hotspots.

Morganne Tenney – PCDA – spoke about refinanced loans at the Putnam Business Park that has closed; in purchase agreement on two parcels in the Putnam Business Park and both are set to close in August- this is the first sale in the Business Park in over ten years; purchased the former Kanawha Manufacturing Building in Red House and have secured a tenant, Nucor Steele; Putnam County has been identified as one of the first five Build WV District's- a State Legislature Tax Credit to incentivize housing development throughout the State of West Virginia. PCDA won a US Economic Development Authority Grant for a complete strategic plan of the Putnam County Development Authority along with a donation from AEP to match the grant amount. Jacobson & Harris Drive in Rock Branch Industrial Park and Plant Road to the beginning of Par Industrial Park will be receiving full repaved updates to the roads by the end of September. PCDA started an apprenticeship thru Bridge Valley Community and Technical College for skilled maintenance technicians. Toyota, Nucor Steele, and Kanawha Scales & Systems are accepting apprentices starting in two weeks.

Kelli Steele – CVB – spoke about revenue up about 10% from previous fiscal year; hotel occupancy is up; launched the Holidays in Putnam WV campaign to encourage visitors to come and visit local restaurants and shops in. To better serve the community and visitors, CVB has launched a couple of kaisos in the county, one in a hotel and the other in Valley Park along with having QR codes for the public to scan to see events that are taking place, local restaurants and shops. 74% of budget was spent towards marketing and visiting services, according to state code, they are required to spend a maximum of 20% on overhead, a maximum of 40% on personnel and a minimum of 40% on marketing.

Jamey Hunt – Day Report – spoke about the budget being same as last year, have hired a full-time therapist, which has decreased their budget by about \$20,000.00. They have dealt with 180 individuals over the last fiscal year, thru Drug Court cases, Day Report cases. Working on getting more out than ones coming in. Working on in-house programs and services they can offer. Having Outside agencies coming in, one on one helping – working on getting their license back, getting a job, etc.

Tim Sayre – WVU Extension – spoke about the support from the county and community, programs focus on empowering and bettering the people of Putnam County; works with Workforce and placement; works with apprenticeship for childhood development specialist which trains childhood specialist mainly in daycare. Also works with Child Protection, focusing on mandate reporting and darkness to light, which is dealing with darker parts of society, neglect, abuse, and how to take action.

Rachel Neal – 4H Program & Youth Development Agent – Wants to increase number of kids involved in the 4H Program and make more places for meetings. Teen Leader program is growing, done project book workshops to increase projects exhibits for the county fair. Current enrollment in the 4H Program is 290 kids.

LARRY FRYE, COUNTY ATTORNEY

Commissioner Ellis made a motion to Modify the Noise Ordinance from 80 decibels to 99 decibels and from 100 feet to 250 feet as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

At 10:41a.m. Commissioner Ellis made a motion to go into executive session for the purpose of interviews. Commissioner Deweese seconded the motion. The motion carried unanimously.

At 11:26 a.m. Commissioner Ellis made a motion to come out of executive session. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to appoint Kristina Raynes to fulfill the unexpired term of the prosecuting attorney to be effective August 31, but to be sworn in at the commission meeting on August 29. 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 on the 2023 FOHO WV – Stanton Foundation Grant Application 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 on the 2023 Edward Byrne Memorial JAG Grant Application as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

JEREMY YOUNG, COUNTY MANAGER

Commissioner Ellis made a motion to approve Centurion Insurance as Agent of Record for Dental and Vision Insurance for County Employees 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 order to issue a check from the General County Fund (#001-443-5-67.H) in the amount of \$122,744.00 payable to Buckeye Construction and Restoration for work completed on the Putnam County Courthouse Masonry Restoration Project, out of the Courthouse Facilities Improvement Authority Grant, Project Number 20cycPutna2023 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 transfer from the 911-07 Fund to Carolina Recording Systems, LLC, in the amount of \$6,870.00 for Equipment Cost for Recorder Upgrade
2. An order to transfer from the 911-07 Fund to Zetron Inc, in the amount of \$510,410.40 for Zetron Radio Console – Lightning Strike

Commissioner Deweese seconded the motion. The motion carried unanimously.

BOARD APPOINTMENT

Commissioner Ellis made a motion to re-appoint J.P. Owens to serve on the Putnam County Building Commission Board, effective August 28, 2023, with a term to expire on August 27, 2028. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to re-appoint Mark Smith to serve on the Putnam Public Service District Board, effective September 1, 2023, with a term to expire on August 31, 2026. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to re-appoint James Bowyer to serve on the Putnam County Parks & Recreation Board, effective September 1, 2023, with a term to expire on August 31, 2026. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to re-appoint Allison Jones to serve on the Putnam County Parks & Recreation Board, effective September 1, 2023, with a term to expire on August 31, 2026. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to re-appoint James Vanoy to serve on the Putnam County Parks & Recreation Board, effective September 1, 2023, with a term to expire on August 31, 2026. Commissioner Deweese seconded the motion. The motion carried unanimously.

ADJOURN

At 11:33 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 Tuesday, August 29, 2023 at 5:00 p.m.

Respectfully submitted,

Melissa Smith
Secretary