

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
August 29, 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.

COUNTY COMMISSION

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 August 8, 2023 minutes as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

ERRONEOUS ASSESSMENTS

Commissioner Ellis made a motion to approve the Erroneous Assessments as presented:

Charles L. Baire, Michael &/or Krista Burger, Annetta J. Dunlap, Cain & Irma Flores, Christy Glenn, Derrick K. Griffith, Timothy Scott &/or Angela D. Johnston, Joshua B. Lewis, Bobby G. Rupe, Jr., Raymond L. Scarberry, Jennifer L. Taylor, Judith A. Vickers, Michael &/or Angela Walker, Anthony or Jodi Watson, James F. &/or Diana L. Wright, Kester Williams, Woodys Auto Quick Lube, Heather D. Vance, Jacob A. Slack, Christopher &/or Andrea Shaffer, Two (2) for Putnam County Development Authority L/A Tasty Blend Foods Inc., Ashely (Lucas) Panaro, Two (2) for Next Generation Graphics, Travis Robert McKown, Michael L. Linkous, Wesley & Barbara Landers, Kyle Lewis Cronlund, Judy Kirk, Two (2) for Johny L. Hurley Jr., Two (2) for Vernon &/or Emma Hines, William D. &/or Judy P. Henard, Two (2) for Dennis Leroy &/or Vanessa Hayes, Jessica & Steven Fry, Two (2) for Eric Donahue, Two (2) for John W. Dennis & Linda L. Lacinski, Timothy Debord, Jason M. Craig, Anna Mae, Craig, John & James Crist, Two (2) for Nancy Craddock, Two (2) for Charles Cecil, Charles L. Balire, Five (5) for Builders First Source, Teresa M. Absten, Joshua M. &/or Natalie Addesa, Nesia N. &/or Chad Arthur, Three (3) for Frank J. Baird, Cody Burks, Ryan &/or Kaitlin Chambers, Norman B. Cohen, Joshua Shannon Cyrus, Doris A. Davis, Two (2) for Kimberly A. Davis, Danny Dizon, Kristen Kay Ferguson, Ronald D. &/or Ellen E. Fuller, Elizabeth Gilfilen, Sharon Gillispie, Jeramie S. or Amanda Gibson, Revecca Goddard, Joey Gore, Timothy Scott Grigsby, Ginger L. or Wyatt Grose, Brenton R. &/or

Rachel M. (Karson) Hale, Eric Groves, Randy Harper, John Arley or Patricia Ann Harpold, Leah G Higginbotham, ET AL, Keith Hill, David L &/or Cynthia A. Honaker, Matthew W. Hudson, Stephanie N. or Richard N. Jividen, Carolyn D. Johnson, ET AL, Just Dream Investments ET AL, Danny R. &/or Annie Knight, Michelle Livingstone, Angela Maynor, Eunice R. Ranson, Chris &/or Doreen Moroney, Two (2) for Putnam Natural Gas Co., Victoria Reed, Nikie J. &/or Matthew E. Rider, Robert E. or Ada Sue Sang, Martin H. or Nondra Scharf, Kelly or Chris Shearer, Stephen L. Shumaker, Keith A. &/or Danielle L. Sigman, Philip Skeen, Lauren C. Smith, Cory S. Sovine, Manoli or Tawny Stilianoudakis, Thomas Fredrick, Tolleys Amish Country Direct, Thomas E. Tucker, Gary A. Vineyard, Michael &/or Angela Walker, Kyleen or Lacy J. Whipp, Charlotte Withrow, Albert P. &/or Charlene S. Whittington, Brianna or Matthew Wright, Brianna E. (Desure) Wright, Two (2) for William D. &/or Frances E. Young, Greg Shamblin

121 Erroneous Assessments were approved totaling \$76,392.55 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 as presented:

1. An Order to add to payroll for Thomas Kirk, Full-Time, Prosecuting Attorney, Department 405, \$119,011.00/salary, effective August 1, 2023 as presented by the Commission Secretary
2. An Order to delete from payroll for Thomas Kirk, Full-Time, Prosecuting Attorney, Department 405, effective August 30, 2023 as presented by the Commission Secretary
3. An Order to add to payroll for Kristina Raynes, Full-Time, Prosecuting Attorney, Department 405, \$119,011/salary, effective August 31, 2023 as presented by the Commission Secretary
4. An Order to make a payroll change for Susan Higginbotham, Full-Time, Deputy Assessor, Department 406, \$17.55/hourly, effective August 7, 2023 as presented by the Commission Secretary
5. An Order to make a payroll change for Ryan Delbart, Full-Time, Janitor, Department 425, \$12.50/hourly, effective August 15, 2023 as presented by the Commission Secretary
6. An Order to add to payroll for Jordan Chapman, Full-Time, Planner, Department 439, \$36,000.00/salary, effective August 24, 2023 as presented by the Commission Secretary
7. An Order to delete from payroll for Donna Mannion, Full-Time, Office Administrator, Department 700, effective August 18, 2023 as presented by the Commission Secretary

8. An Order to add to payroll for Abigail Adkins, Full-Time, Office Administrator, Department 700, \$38,480.00/salary, effective August 20, 2023 as presented by the Commission Secretary
9. An Order to add to payroll for Donna Mannion, Part-Time, Office Assistant, Department 700, \$19.29/hourly, effective August 20, 2023 as presented by the Commission Secretary
10. An Order to delete from payroll for David Dolin, Full-Time, Deputy Sheriff, Department 700, effective August 17, 2023 as presented by the Commission Secretary
11. An Order to make a payroll change for Destiny Reese, Full-Time, Office Administrator, Department 700, \$16.00/hourly, effective August 20, 2023 as presented by the Commission Secretary
12. An Order to add to payroll for David Kiefer, Part-Time, Paramedic, Department 715, \$16.50/hourly, effective August 21, 2023 as presented by the Commission Secretary
13. An Order to add to payroll for Ryan Hale, Part-Time, Paramedic, Department 715, \$16.50/hourly, effective August 21, 2023 as presented by the Commission Secretary
14. An Order to add to payroll for Sean McManus, Part-Time, Paramedic, Department 715, \$16.50/hourly, effective August 21, 2023 as presented by the Commission Secretary
15. An Order to add to payroll for Christian Higginbotham, Part-Time, EMT, Department 715, \$13.00/hourly, effective August 21, 2023 as presented by the Commission Secretary
16. An Order to add to payroll for Jon Rutherford, Part-Time, Chief Humane Officer, Department 716, \$25.00/hourly, effective August 8, 2023 as presented by the Commission Secretary
17. An Order to delete from payroll for Jon Rutherford, Part-Time, Chief Humane Officer, Department 716, effective August 21, 2023 as presented by the Commission Secretary
18. An Order to delete from payroll for Dana Gillispie-Plants, Part-Time, Kennel Tech, Department 716, effective August 14, 2023 as presented by the Commission Secretary
19. An Order to delete from payroll for Mary Kate Dalton, Part-Time, Kennel Tech, Department 716, effective August 14, 2023 as presented by the Commission Secretary
20. An Order to delete from payroll for Jamie Bandy, Full-Time, Humane Officer, Department 716, effective August 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 \$1,396.00 payable to State of WV BD of Risk and Insurance MGMT (September Invoice)
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$852.50 payable to Track Group
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$243.00 payable to QLABS
4. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$1,372.50 payable to Kimberly Sizemore (July Invoice)
5. 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 (September Invoice)

Commissioner Deweese seconded the motion. The motion carried unanimously.

LARRY FRYE, COUNTY ATTORNEY

Judge Joseph K. Reeder swore in Kristina Raynes as the new Prosecuting Attorney.

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 W. Atkinson, Barbara Jean Chase, George William Eddy, Walter Vincent Filipek, Marian Virginia Frazier, Wanda Elaine Harrison, William Brent Hill, William Bernard Isner, Sr., Randall Lee Lilly, Robert Eugene Maddox, Bety Lou McCoy, Joe Leon McCoy, Robert Marlow Pedley, Joyce G. Price, James Leroy Roat, Forest Dale Sturgeon, Hazel Esther Sturgeon

Long Form Settlements: Eleanor Rose Garrett (\$30)

Certificates of Completion: Eddy Ray Peyton (\$12), Otto Marmet Reemelin (\$12)

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 \$66.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements.

An Order to appoint Daryl A. Hammonds, Fiduciary Commissioner of Putnam County and Affirming Timothy J. LaFon and Harvey Peyton as Fiduciary Commissioners.

An Order to approve the Annual Accounting Report of Donnie Ennis, Executor of the Estate of Patricia Fae Arthur, deceased.

An Order referring the Estate of Anna L. King to Harvey Peyton as Fiduciary Commissioner to resolve disputes.

An Order referring the Estate of Garlet Thomas Rhodes, Jr., to Daryl A. Hammonds as Fiduciary Commissioner to resolve a dispute.

An Order confirming the appointment of Dana L. Mundy, administrator DBN for the Estate of Rebecca Alice Nickerson, due to the death of former Administratrix, Sanda Denise Mundy.

An Order confirming the appointment of Alison Hawkins, Administratrix DBN of the Estate of Lisa Lea Williams, due to the death of former Administrator, James S. Williams.

An Order of "Appointment List" of Actions of Fiduciary Supervisor from August 5, 2023 through August 25, 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.

PROGRAM UPDATES

Crystal Moberly – Putnam County Health Department – gave a program update.

Justin Williams – Putnam County Parks & Recreation – gave a program update.

DAVID COLL, COUNTY PLANNER

Commissioner Ellis made a motion to approve the order to pursue the lean on DAEA Case 2021-46 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to accept the complaint on DAEA Case 2023-19 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the order to file the complaint on DAEA Case 2023-19 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to accept and serve the order on the complaint on DAEA Case 2023-19 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

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

Commissioner Ellis made a motion to dismiss DAEA Case 2023-13 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to give a ninety (90) day extension on time on DAEA Case 2022-16 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

LARRY FRYE, COUNTY ATTORNEY

Commissioner Ellis made a motion to Amend the Putnam County Animal Shelter By-Laws to provide for staggered terms for the Board Members as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to table the Levy for the Fire and Ambulance Authority as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to affirm the affirmation of the approval of the extension of the floor plan for EZ Street as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to appoint Ryan Rimmey and have the bond set for the estate of Justin David Tate as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis amended his motion for the bond to be set at \$1,000.00. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis amended his motion for the bond to be set within ten (10) days. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to appoint Joseph Hunter over the Estate of Jessica Searls, the bond to be set at \$1,000.00 and to be set within ten (10) days. Commissioner Deweese seconded the motion. The motion carried unanimously.

JEREMY YOUNG, COUNTY MANAGER

Commissioner Ellis made a motion to approve the Budget Revision for Department 411 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Budget Revision for Department 711 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 Fiduciary Special Fund in the amount of \$12.00, payable to Brian Wood, Clerk for recording fees deposited into incorrect account 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 Water and Sewer Fund (#045-809-5660) in the amount of \$37,854.75, payable to WV Division of Highways for waterline inspection fees associated with the Jim Ridge Waterline Extension Phase II Project 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 \$177,126.07, payable to WesBanco Bank, Inc, Trustee for July 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 Spay and Neuter Fund in the amount of \$138.00, 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 PCC Jim Ridge Phase II Waterline Ext account (# 047-809-4580) in the amount of \$10,350.00, payable to Terradon for work completed on the Jim Ridge Phase II Waterline Extension Project (invoices 40692 and 40713-1) 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 PCC Jim Ridge Phase II Waterline Ext account (# 047-809-4580) in the amount of \$29,480.53, payable to Regional Intergovernmental Council, Region 3 for Project Administration 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 to approve the order to issue a check from the General School Fund (#004-415-2-24.0) in the amount of \$15,480.00, payable to WV State Auditor's Office for the Magistrate Court audit costs as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the order that the Deputy Sheriff's increment pay will be paid and calculated by the County Clerk on each Deputy Sheriff's anniversary date based on Senate Bill 294 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Orders as presented by Mr. Young:

1. An Order to transfer from the 911-07 Fund to Electronic Specialty Company, in the amount of \$15,613.52 for AV and Security Work

2. An Order to transfer from the 911-07 Fund to Bossie Electric, in the amount of \$27,007.40 for Winfield Tower Work
3. An Order to transfer from the 911-07 Fund to State Electric Supply Co., in the amount of \$9,543.50 for 911 Center UPS Part II

Commissioner Deweese seconded the motion. The motion carried unanimously.

PUBLIC COMMENT

Wesley Landers spoke about the Jim Ridge Water Project.

Tara McKown spoke about the Animal Shelter.

BOARD APPOINTMENT

Commissioner Ellis made a motion to appoint Andy Skidmore to serve on the Putnam County Animal Shelter 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 appoint J. Robert Leslie to serve on the Putnam County Animal Shelter 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 appoint Lisa D. Copley to serve on the Putnam County Animal Shelter 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 appoint Jamie Totten to serve on the Putnam County Animal Shelter Board, effective September 1, 2023, with a term to expire on August 31, 2025. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to appoint Tiffany Skaggs to serve on the Putnam County Animal Shelter Board, effective September 1, 2023, with a term to expire on August 31, 2025. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to appoint Judith B. Pauley to serve on the Putnam County Animal Shelter Board, effective September 1, 2023, with a term to expire on August 31, 2024. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to appoint Sherry Hayes to serve on the Putnam County Animal Shelter Board, effective September 1, 2023, with a term to expire on August 31, 2024. Commissioner Deweese seconded the motion. The motion carried unanimously.

ADJOURN

At 6:47 p.m., having no further business, Commissioner Ellis made a motion and Commissioner Dewese seconded to adjourn the regular session of the County Commission until Tuesday, September 12, 2023 at 9:00 a.m.

Respectfully submitted,

Melissa Smith
Secretary