

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
September 12, 2023**

OPENING

Commissioners Steve Deweese and C. Brian Ellis were present when the 9:00 a.m. meeting convened in the old courtroom. The Pledge of Allegiance followed.

Commissioner Deweese made a motion to appoint Commissioner Ellis as Temporary Commission President. Commissioner Ellis seconded the motion. The motion carried unanimously.

BRIAN WOOD, COUNTY CLERK

1. Edit registers and checks

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

GENERAL BUSINESS

Commissioner Deweese made a motion to approve the August 29, 2023 minutes as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

ERRONEOUS ASSESSMENTS

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

Bela Star Creative, Chad G. Bowles, Tamara G (Meeks) Brewster, BRG LLC, Kristopher D. Brooks, Mary Brown, CMH Homes Inc. Clayton Homes #1030, CMH Homes Inc. DBA Oakwood Homes #737, Darrick L. &/or Samantha M. Cobern, Clyde W. &/or Connie S. Ellis, Kaitlyn Legg, Brenda K. & Michael Bryant Halstead, Cathy Hurd, Janet McCoy, Nathan &/or Melissa Meadows, Martin Meza, Jerry H. &/or Linda Diane Wolfe, Andrew &/or Amy Pauley, Daniel Wayne Payne, William F. Persinger Jr., Duane L. &/or Phyllis Plants, Charles &/or Catherine Poundstone, REO Processing Inc., Jason &/or Melissa Schubert, Stephen L. Shumaker, Gary L. &/or Joyce Smith, Aaron &/or Dawn Renee Stuter, Locie L. &/or Shirley Call Taylor Jr., Robert L. &/or Sally D. Totten Jr., Two (2) for William A. Youse, Two (2) for Arthur C. Youse, Eighty-seven (87) for WV Department of Transportation Division of Highways, Putnam County Board of Education, Bridge of Faith Fellowship Inc., Five (5) for West Virginia Department of Highways, CAL Pet Properties LLC, Putnam County Tax Dept., WV DOT, Valley Pointe Maintenance Associations Inc.

131 Erroneous Assessments were approved totaling \$126,564.74 in deduction of taxes.

Commissioner Ellis seconded the motion. The motion carried unanimously.

COURT ORDERS APPROVED

Commissioner Dewese made a motion to approve and sign the following orders, personnel payroll changes and certifications as presented:

1. An Order to make a payroll change for Shelly Keefer, Full-Time, Legal Assistant, Department 405, \$18.02/hourly, effective September 11, 2023 as presented by the Commission Secretary
2. An Order to make a payroll change for Nancy Reishman, Full-Time, Fiduciary Deputy, Department 411, \$16.00/hourly, effective September 11, 2023 as presented by the Commission Secretary
3. An Order to make a payroll change for Angie Belcher, Full-Time, Fiduciary Deputy, Department 411, \$16.00/hourly, effective September 11, 2023 as presented by the Commission Secretary
4. An Order to make a payroll change for Ryan Delbart, Full-Time, Janitor, Department 424, \$12.50/hourly, effective August 15, 2023 as presented by the Commission Secretary
5. An Order to add to payroll for Kenneth Harrah, Full-Time, Janitor, Department 424, \$12.00/hourly, effective September 5, 2023 as presented by the Commission Secretary
6. An Order to add to payroll for Abigail Adkins, Full-Time, Office Administrator, Department 700, \$18.50/hourly, effective August 20, 2023 as presented by the Commission Secretary
7. An Order to delete from payroll for David Turley, Full-Time, 911 Deputy Director, Department 50/50 Split 711-712, effective September 22, 2023 as presented by the Commission Secretary
8. An Order to add to payroll for Josie Kroeger, Part-Time, Kennel Tech, Department 716, \$12.50/hourly, effective September 4, 2023 as presented by the Commission Secretary
9. An Order to add to payroll for Isabella Harris, Part-Time, Kennel Tech, Department 716, \$12.50/hourly, effective September 14, 2023 as presented by the Commission Secretary
10. An Order to add to payroll for Donald Fraley, Part-Time, Kennel Tech, Department 716, \$13.00/hourly, effective August 15, 2023 as presented by the Commission Secretary
11. An Order to add to payroll for Mariah Mitchell, Part-Time, Kennel Tech, Department 716, \$12.50/hourly, effective August 30, 2023 as presented by the Commission Secretary

12. An Order to add to payroll for Tyler Romero, Full-Time, Animal Control Officer, Department 716, \$13.00/hourly, effective August 28, 2023 as presented by the Commission Secretary
13. An Order to add to payroll for Jeffery Thomas, Full-Time, Animal Control Officer, Department 716, \$15.00/hourly, effective August 21, 2023 as presented by the Commission Secretary
14. An Order to make a payroll change 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 Ellis seconded the motion. The motion carried unanimously.

PUBLIC COMMENT

Wesley Landers spoke in regards to the Jim Ridge Water Project.

Commissioner Dewese 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 \$63.80 payable to ODP Business Solutions, LLC
2. 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. (May Invoice)
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$6,480.00 payable to Pretera Center for Mental Health Services, Inc.

Commissioner Ellis seconded the motion. The motion carried unanimously.

BUDGET REVISIONS

Commissioner Dewese made a motion to approve the Budget Revision for Department 405 as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Dewese made a motion to approve the Budget Revision for Department 712 as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Dewese made a motion to approve the order to issue a check from the General County Fund (#024-430-5-67.0) in the amount of \$24,800.00, payable to the Town of Buffalo for reimbursement out of the Stephen A. Andes Recreation Enhancement Fund as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Deweese made a motion to approve the order to issue a check from the Technology Fund (#020-982-4-59.0) in the amount of \$47,041.93, payable to De Lage Landen Public Finance LLC for invoice #80800886 for the Technology Upgrade Project as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Deweese made a motion to approve the order to transfer from the 911-07 Fund to The Summit Electric Group, Inc., in the amount of \$71,000.00 for 911 Center UPS Install as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

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: Janet June Anderson, Connie Lorraine Thomas Baldwin, Cynthia Ann Beck, Donna Ruth Belcher, Barbara Jean Chase, Kathey Louise Gillenwater, John B. Ginn, Donald Miller Harmon, Ancil Elvin Jividen, Sharon Gail Burton Martin, Eldora Margaret Nance, Dana Steven Young

Long Form Settlements: Vanessa Barnes Pomeroy

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 \$150.00 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 \$24.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements.

An Order to confirm the appointment of Samuel S. Kindrick as Administrator CTA DBN for the Estate of Daryl Edward Haid due to the death of former Executor, Michael L. Green.

An Order to reopen the Estate of Richard Lee Harrison and appoint Mary Kay Harrison as Executrix for the sole purpose of amending the appraisement to add real estate.

An Order to approve the release of the Administrator Bond posted by Chase D. Adkins and Bobby Adkins for the Estate of Billy Conn Adkins, Sr. as surety for Bobby Adkins due to replacement bond posted by Western Surety Company.

An Order to approve the Annual Accounting Report of Bobby Adkins as Administrator of the Estate of the Estate of Billy Conn Adkins, Sr.

An Order of "Appointment List" of Actions of Fiduciary Supervisor from August 26, 2023 through September 8, 2023.

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

EXECUTIVE SESSION

At 9:17 a.m. Commissioner Deweese made a motion to enter into executive session for the purpose of a board interview. Commissioner Ellis seconded the motion. The motion carried unanimously.

At 9:28 a.m. Commissioner Deweese made a motion to enter back into regular session. Commissioner Ellis seconded the motion. The motion carried unanimously.

BOARD APPOINTMENT

Commissioner Deweese made a motion to appoint Amy Jo Blevins to serve on the Putnam County Solid Waste Authority Board, effective September 12, 2023, with a term to expire on June 30, 2025. Commissioner Ellis seconded the motion. The motion carried unanimously.

TRICK OR TREAT

Commissioner Deweese made a motion to designate Tuesday, October 31, 2023 as Trick or Treat from 6:00 p.m. to 8:00 p.m. for all areas of Putnam County outside of city limits. Commissioner Ellis seconded the motion. The motion carried unanimously.

JUDY GRALEY, PLANNER

Commissioner Deweese made a motion to hire a contractor for DAEA Case 2019-03 as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

LARRY FRYE, COUNTY ATTORNEY

Objection was withdrawn and no hearing was held on the Estate of Charles Wesley Stover.

MIKYLE WHITE, DIRECTOR OEM/911

Commissioner Deweese made a motion to approve the bid opening for Mikyle White, Director of OES/911 to purchase the vehicle from Charlie Obaugh Chevrolet Buick GMC as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

TIM HANNA, ASSISTANT COUNTY MANAGER

Commissioner Deweese made a motion to approve the FY23-24 JAG PRO – BOE MOU as presented and authorize the Commission President to sign all necessary documents. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Deweese made a motion to approve the FY23-24 JAG PRO Grant Application as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Deweese made a motion to approve the FY24 VAWA Grant Contract as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Deweese made a motion to approve the 2024 Courthouse Facilities Improvement Authority (CFIA) Grant Application as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Deweese made a motion to re-appoint Commissioner Skidmore as Commission President. Commissioner Ellis seconded the motion. The motion carried unanimously.

ADJOURN

At 9:41 a.m., having no further business, Commissioner Deweese made a motion and Commissioner Ellis seconded to adjourn the regular session of the County Commission until Tuesday, September 26, 2023 at 5:00 p.m.

Respectfully submitted,

Melissa Smith
Secretary