

APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_

**MINUTES  
PUTNAM COUNTY COMMISSION REGULAR SESSION  
September 26, 2023**

**OPENING**

Commissioners R. Andrew Skidmore and Steve Deweese 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
2. An Order to transfer from the General County Fund to the Putnam County Employee Benefit Fund, the sum of \$9,358.50 for June 2023
3. An Order to transfer from the General County Fund to the Putnam County Employee Benefit Fund, the sum of \$9,454.50 for July 2023
4. An Order to transfer from the General County Fund to the Putnam County Employee Benefit Fund, the sum of \$9,660.50 for August 2023

Commissioner Deweese made a motion to approve the orders as presented by Mr. Wood. Commissioner Skidmore seconded the motion. The motion carried unanimously.

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

**GENERAL BUSINESS**

Commissioner Deweese made a motion to approve the September 12, 2023 minutes as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

**ERRONEOUS ASSESSMENTS**

None

**COURT ORDERS APPROVED**

Commissioner Deweese 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 Travis Hoffman, Full-Time, Assistant Prosecuting Attorney, Department 405, \$90,783.00/salary, effective October 1, 2023 as presented by the Commission Secretary
2. An Order to make a payroll change for Noah Alvis, Full-Time, Deputy Director, Department 711, \$61,000.00/salary, effective September 25, 2023 as presented by the Commission Secretary
3. An Order to delete from payroll for Michael Baughman, Full-Time, Humane Officer, Department 716, effective September 15, 2023 as presented by the Commission Secretary
4. An Order to delete from payroll for Mariah Mitchell, Part-Time, Kennel Tech, Department 716, effective September 22, 2023 as presented by the Commission Secretary
5. An Order to make a payroll change for Don Fraley, Full-Time, Maintenance, Department 716, \$15.00/hourly, effective September 25, 2023 as presented by the Commission Secretary

Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Deweese 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 \$360.00 payable to Prester Center for Mental Health Services, Inc. (August Invoice)
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$120.00 payable to Reconnect, Inc. (August Invoice)
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$201.00 payable to QLABS (August Invoice)
4. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$1,125.00 payable to QLABS (Laboratory Supplies)
5. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$974.00 payable to Track Group (August Invoice)

Commissioner Skidmore 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:** William Chester Bailes, Everett Blake Boggess, Robert David Carpenter, Curtis Chester, Gertrude Spangler Graham, Kathleen Strange Gross, Richard Lee Harrison, Oeda Faye Jividen, Nancy Lynn Moulder Hall, Willam Joseph Peyton, Mary Kathrine Rose, Branden Allen Stewart, Charles Wesley Stover

**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 \$12.00 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 September 9, 2023 through September 22, 2023.

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

### **BUDGET REVISIONS**

Commissioner Deweese made a motion to approve the Budget Revision for Department 711 as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

### **BOARD APPOINTMENT**

Commissioner Deweese made a motion to reappoint Glen Jeffries to serve on the Putnam County Development Authority Board, effective October 1, 2023, with a term to expire on September 30, 2026. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Deweese made a motion to reappoint Rocky Young to serve on the Putnam County Development Authority Board, effective October 1, 2023, with a term to expire on September 30, 2026. Commissioner Skidmore seconded the motion. The motion carried unanimously.

**LISA COPLEY, ACCOUNTANT**

Commissioner Deweese made a motion to approve the FY23 Financial Statement as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

**SOJUANA ELLIS, RIC**

Commissioner Deweese made a motion to approve the Jim Ridge Waterline Extension Project Phase II – Payment Request #2 as presented.

Invoices: 1. Chojnacki \$299,324.61  
2. Terradon #1 \$4,350.00  
3. Terradon #2 \$1,073.00

Commissioner Skidmore seconded the motion. The motion carried unanimously.

**DAVID COLL, COUNTY PLANNER**

Commissioner Deweese made a motion to dismiss DAEA Case 2022-54 as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Deweese made a motion to dismiss DAEA Case 2023-04 as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Deweese made a motion to dismiss DAEA Case 2023-22 as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

**LARRY FRYE, COUNTY ATTORNEY**

Commissioner Deweese made a motion to open a public hearing regarding Administrative Closures. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Deweese made a motion to close public hearing regarding Administrative Closures. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Deweese made a motion to approve the order to administratively close the Estates of: Wanda O'Neal Brown, 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 Pullin Jr., Bobby L. Ranson, Sr., Ruby E. Jeffries Ranson, William Preston Setliff, Charma Leah Sheltz, Jeanette Marie Simmons, Beulah I. Sovine, Eula Marie Sovine, Roy Sovine, William Sovine, Cecil B. Willis and authorize the Commission President to sign all necessary documents as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Deweese amended his motion for the Commission President to sign all necessary documents as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Deweese made a motion to approve the changes to the Putnam County Personnel Policy and Procedures Manual to update the County's Nepotism Policy to reflect the Nepotism Policy found in W.Va. Code R § 158-6-3 as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

### **JEREMY YOUNG, COUNTY MANAGER**

Commissioner Deseewe made a motion to approve the Court Security Grant Contract and authorize the Commission President to sign all necessary documents as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Deweese 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 \$14,000.00, payable to Silling Associates 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 Skidmore seconded the motion. The motion carried unanimously.

Commissioner Deweese made a motion to issue checks from the Hotel/Motel Tax Fund to the Convention and Visitors Bureau in the amount of \$70,500.00, to Parks and Recreation Commission in the amount of \$45,500.00, and to the Recreation Enhancement Fund in the amount of \$25,000.00 as presented by Mr. Young. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Deweese made a motion to approve the order to issue a check from the TIF Fund (273-430-5-66.0) in the amount of \$337,613.75, payable to WesBanco Bank, Inc., Trustee for August 2023 TIF Revenue (Acct #108507771 Revenue Fund) – Trustee is to issue debt service payments for Putnam Bonds 2017AB as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Deweese made a motion to approve the order to issue a check from the Hotel/Motel Fund in the amount of \$325.72, payable to Gateway Hospitality Hurricane LLC for over-payment of occupancy taxes as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

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

1. An order to transfer from the 911-07 Fund to Electronic Services Inc, in the amount of \$20,592.50 for Radio Equipment Lightning Strike Damage
2. An order to transfer from the 911-07 Fund to Bossie Electric, in the amount of \$12,851.87 for 911 Center Building Work

Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Deweese made a motion to approve the orders from the PCC Jim Ridge Phase II (HUD) Waterline Ext account (#048-809-4580) as presented by Mr. Young:

1. An order to issue a check in the amount of \$299,324.61, payable to Chojnacki Construction, Inc., for construction work on the Jim Ridge Phase II Waterline Extension Project
2. An order to issue a check in the amount of \$882,723.24, payable to Chojnacki Construction, Inc., for construction work on the Jim Ridge Phase II Waterline Extension Project
3. An order to issue a check in the amount of \$5,423.00, payable to Terradon for construction phase work and resident inspection for the Jim Ridge Phase II Waterline Extension Project

Commissioner Skidmore seconded the motion. The motion carried unanimously.

### **PUBLIC COMMENT**

Debbie Deweese spoke thanking everyone for the support at the Animal Shelter. Spoke about projects that have been done and being done. Spoke about First Responder Day that the Republican Womens group is hosting at Valley Park.

### **ADJOURN**

At 5:40 p.m., having no further business, Commissioner Deweese made a motion and Commissioner Skidmore seconded to adjourn the regular session of the County Commission until Tuesday, October 10, 2023 at 9:00 a.m.

Respectfully submitted,

Melissa Smith  
Secretary