

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
October 10, 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 the policy extending emergency absentee voting procedures as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

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

GENERAL BUSINESS

Commissioner Ellis made a motion to approve the September 26, 2023 minutes. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the October 4, 2023 Special Meeting 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 make a payroll change for Christine Grant, Full-Time, Janitor, Department 424, \$12.50/hourly, effective October 6, 2023, as presented by the Commission Secretary

2. An Order to remove from payroll for Donna Mannion, Part-Time, Office Staff, Department 700, effective October 2, 2023, as presented by the Commission Secretary
3. An Order to make a payroll change for Christian Higginbotham, Full-Time, EMT, Department 715, \$13.00/hourly, effective October 1, 2023, as presented by the Commission Secretary
4. An Order to delete from payroll for Craig Elswick, Part-Time, EMT, Department 715, effective October 1, 2023, as presented by the Commission Secretary
5. An Order to delete from payroll for Peter Burgeson, Part-Time, EMT, Department 715, effective October 1, 2023, as presented by the Commission Secretary
6. An Order to delete from payroll for John Miller, Part-Time, EMT, Department 715, effective October 1, 2023, as presented by the Commission Secretary
7. An Order to delete from payroll for Taylor Stephens, Part-Time, EMT, Department 715, effective October 1, 2023, as presented by the Commission Secretary
8. An Order to delete from payroll for Tyler Romero, Full-Time, Animal Control Officer, Department 716, effective September 27, 2023, as presented by the Commission Secretary
9. An Order to make a payroll change for Chyanna Wilkinson, Full-Time, Animal Control Officer, Department 716, \$13.00/hourly, effective September 27, 2023, as presented by the Commission Secretary
10. An Order to add to payroll for Grace Flowers, Part-Time, Kennel Tech, Department 716, \$12.00/hourly, effective October 4, 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 \$75.76 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 \$1,665.00 payable to Kimberly Sizemore (August Invoice)
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$760.99 payable to MHS (Rhonda Training Kit)
4. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$50.44 payable to Swana Lovejoy (Take back Comcast Equipment)

5. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$314.10 payable to Project Renovations (Clean out of old Office)

Commissioner Deweese 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: Johnny Milton Angel, Juanita Mae Boice, Bobby Eugene Fields, Tracey Jean Higginbotham, Randall Stephen Pullen, Kenneth Linden Reed, Belma Loretta Sowards, Robert Lee Suttles, George Alan Venitsanos, Jr

LONG FORM SETTLEMENTS: Chapman Edward Dillon, Fr., Betty Huston, Elmer A. Cyrus

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 \$115.00 from the Fiduciary Special Fund made payable to State Auditor – The Inheritance Tax Administration Fund for estate tax administration fees

An Order to disburse the sum of \$36.00 from the Fiduciary Special Fund made payable to Brian Wood – The recording fees for the Long Form Settlements

An Order of “Appointment List” of Actions of Fiduciary Supervisor from September 25, 2023 through October 10, 2023

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

MARGARET O’NEAL, PRESIDENT OF UNITED WAY OF CENTRAL WEST VIRGINIA

Margaret O’Neal spoke about programs United Way offers and county employees donating through payroll deductions.

TERRY MARTIN & SOJUANA ELLIS, RIC

Commissioner Ellis made a motion to approve the Jim Ridge Waterline Extension Project Phase II – Payment Request #3 and authorize the Commission President to sign all necessary documents as presented.

Invoices: 1. Chojnacki \$240,897.69
2. Terradon \$1,700.00
3. Terradon \$14,645.30
4. Terradon \$2,150.00
5. Terradon \$12,698.50

Commissioner Deweese seconded the motion. The motion carried unanimously.

Jim Nagy gave an update about the Jim Ridge Waterline Extension Project Phase II.

LARRY FRYE, COUNTY ATTORNEY

Commissioner Ellis made a motion to accept order releasing committee on Todd P. Carpenter as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

JESSIE PARKER, NEW RIVER ENGINEERS, INC.

Commissioner Ellis made a motion to approve the contract with Mountain State Fiber, LLC on the Putnam County Fiber optic project pending bonding and approval from Jessie Parker, New River Engineers, Inc., and Putnam County Attorney Larry Frye as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Notice To Proceed as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

RICH PULLIN, FIRE SERVICE BOARD

Rich Pullin gave a financial update on the Fire Service Board.

JEREMY YOUNG, COUNTY MANAGER

Commissioner Ellis made a motion to approve the distribution of \$96,354.91, once received, from WV All County Fire Protection Fund to the Putnam County Fire Service Board to be distributed to other departments as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

TIM HANNA, ASSISTANT COUNTY MANAGER

Commissioner Ellis made a motion to approve the FY24 Records Management Preservation Board (RMPB) Grant Application as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

PUBLIC COMMENT

None

JEREMY YOUNG, COUNTY MANAGER

Commissioner Ellis made a motion to accept the order to issue a check from the General County Fund (001-716-4-59.0) in the amount of \$30,967.00 payable to Midway Ford for low bid on a used sport utility vehicle for the Putnam County Animal Shelter as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to accept the order to issue a check from the Putnam County Employee Benefits Fund in the amount of \$62,500.00 made payable to Benefit Assistance Corporation for prepayment of insurance costs for fiscal year 2024 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

ADJOURN

At 9:36 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, October 24, 2023, at 5:00 p.m.

Respectfully submitted,

Melissa Smith
Secretary