

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

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

**MINUTES  
PUTNAM COUNTY COMMISSION REGULAR SESSION  
October 24, 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.

**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.

Commissioner Ellis made a motion to approve the order for the following pay rates for election work conducted as presented.

- \* Early voting workers - \$12.00/hour
- \* Part-time, seasonal employees - \$13.00/hour
- \* Poll worker training - \$75.00
- \* Election Day worker - \$200.00
- \* Supply Commissioner - \$60.00 plus mileage
- \* Supply escort - \$30.00
- \* Ballot Commissioners - \$150.00 per day
- \* Equipment delivery, equipment pick up, loading equipment, election night workers, emergency ballot commissioners and canvass workers - \$100.00 per day

Commissioner Deweese seconded the motion. The motion carried unanimously.

**GENERAL BUSINESS**

Commissioner Ellis made a motion to approve the October 10, 2023 minutes as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

**DENY**

Commissioner Ellis made a motion to deny Ellen Mills Pauley's request for Erroneous Assessment as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

## **RESCIND**

Commissioner Ellis made a motion to approve the rescind order for Stephen L. Shumaker 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:

John C. &/ or Geraldine Adams, Robert V. &/or Deborah L. Allen, James Bowling, Philip M. & Rhonda L. Browne, CCAP Auto Lease LTD, C P & Rebecca Farley Family Trust, Kathleen or Chadwick Dunlap, Richard William Ellis EX UT, James Evers JR., Robert &/or Mindy L. Fleck II, Two (2) for Brandon L. &/or Shannon M. Fisher, James or Michelle Foster, Larry A. &/or Sheila H. Goldizen DBA Goldizen Trucking, Richard A. &/or Robin Gragg, Matthew T. &/or Maranda D. Haynes, Jordan Hill, Anna Hundley, Donna King ET AL, Jefferson K. &/or Joyce E. Jarrell, Robert Kay Johnson, Robert Kay Johnson c/o Carolyn S. Johnson, Kenneth R. &/or Ashley N. Mason Jr., Three (3) for Mead & Hunt, Denver Meadows, William &/or Sherrie Munsey, Rose Properties, Roger J. Shealy, Gary L. &/or Joyce Smith, Keith B. Smith ET UX, William F. Stone, Dallis Eugene &/or Patricia A. Summers, Edward Arnold Thompson, Jerry R. &/or Jeanette Waller, Kyleen or Lacy J. Whipp, Timothy A. Williams, Two (2) for Judy Young, Mary E. Youngblood, Mary M. Adkins, Four (4) for All Jireh Inc., Todd S. Burke, Two (2) for Howard Chapman, Charles J. &/or Mary E. Davis, Eric A. Eggleton, H Squared Partners LLC, Two (2) for Susan L. Howard ET AL, Steven W. Johnson, Arturo & Alvaero Magana, Eddie Manning, Two (2) for Adam G. McCune, Edward D. Morgan, Nautical Pointe LLC, David Nelles, Darrell E. Pauley ET AL, Three (3) for Ellen Mills Pauley, Elijah or Janet Poole, Two (2) for Kari Seager, William R. &/or Tamara L. Smith, Barry Stollings, Bobby Lett Thompson, Mark A. Truelove ET UX, Crystal Garnett Yates

74 Erroneous Assessments were approved totaling \$27,465.74 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 delete from payroll for Krista Goodwin, Full-Time, Deputy Clerk, Department 402, effective October 5, 2023 as presented by the Commission Secretary
2. An Order to add to payroll for Cathie Bias, Full-Time, Deputy Clerk, Department 402, \$14.00/hourly – after 90-day probation period increase rate to \$14.50/hourly, effective October 16, 2023 as presented by the Commission Secretary
3. An Order to delete from payroll for Lori Humphrey, Full-Time, Deputy Clerk, Department 403, effective October 23, 2023 as presented by the Commission Secretary

4. An Order to make a payroll change for Marian Smith, Full-Time, Victim Advocate, Department 405, \$45,000.00/salary, effective October 1, 2023 as presented by the Commission Secretary
5. An Order to make a payroll change for Kyle Maxson, Part-Time, Victim Advocate, Department 405, \$16.66/hourly, effective October 1, 2023 as presented by the Commission Secretary
6. An Order to make a payroll change for Matthew E. McDaniel, Full-Time, Deputy Sheriff, Department 700, \$28.35/hourly, effective October 29, 2023 as presented by the Commission Secretary
7. An Order to make a payroll change for Justin T. Veith, Full-Time, Deputy Sheriff, Department 700, \$25.20/hourly, effective October 29, 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 \$210.00 payable to Pretera Center for Mental Health Services, Inc. (September Invoice)
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$771.00 payable to Track Group
3. 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
4. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$203.00 payable to QLABS
5. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$3.00 payable to West Virginia Justice and Community Services
6. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$52.57 payable to ODP Business Solutions, LLC

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:** Christine Elaine Cipolla, William Clifton Crouch, Juanita King, Lois Kay Stewart

**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 of "Appointment List" of Actions of Fiduciary Supervisor from October 10, 2023 through October 24, 2023

An Order referring to the disputed estate of Sandra Jean Gray to Daryl A. Hammonds, Fiduciary Commissioner

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.

### **PROCLAMATION**

Commissioner Deweese read the Proclamation that the week of November 5, 2023 through November 11, 2023 is Veterans Appreciation Week in Putnam County.

### **JOHN SMOOT, TEAYS VALLEY FIRE DEPARTMENT**

John Smoot talked about Senator Tarr's work on behalf of the Volunteer Fire Departments. Senator Tarr spoke about the work he did for the Volunteer Fire Departments.

### **RESOLUTION**

Commissioner Skidmore read the Resolution for Winfield High School Golf Team winning the AA State Championship.

### **MARIAN SMITH, DIRECTOR VICTIM SERVICES DIVISION**

Commissioner Ellis made a motion approve the VOCA Grant for the Putnam County Prosecuting Attorney's Office and authorize the Commission President to sign all necessary documents as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

### **RAECHEL NEAL, 4-H Agent**

Raechel Neal spoke about 4-H Camp this summer and the programs that were offered during camp. Also spoke about the cost of camp and the amount of donations needed to run camp.

Bowen and Blane both spoke about what they liked about 4-H Camp.

### **JUDY GRALEY, PLANNER**

Commissioner Ellis made a motion to approve the petition to accept and file a complaint; accept the complaint; and serve the complaint on DAEA Case 2023-26 as presented. Commissioner Dewese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to dismiss DAEA Case 2022-67 as presented. Commissioner Dewese seconded the motion. The motion carried unanimously.

### **EXECUTIVE SESSION**

At 5:41 p.m. Commissioner Ellis made a motion to enter into executive session for the purpose of board interviews. Commissioner Dewese seconded the motion. The motion carried unanimously.

At 6:15 p.m. Commissioner Ellis made a motion to enter back into regular session. Commissioner Dewese seconded the motion. The motion carried unanimously.

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

Commissioner Ellis made a motion to approve the Commission President to sign all necessary documents on the FY24 Victims of Crime Act (VOCA) Grant Contract as presented. Commissioner Dewese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check from the General County Fund (#001-425-4-57.0) in the amount of \$289,532.00, payable to Tyree, Embree & Associates, PLLC for the purchase of the old Putnam Public Service District property (74 Scott Depot Road) as presented. Commissioner Dewese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Budget Revision for Department 425 as presented. Commissioner Dewese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue checks from the Dog Fund in the amount of \$50.00 (#003-716-2-37.0), payable to Tom Johnston and Casey Gibson for refund of deposit fee as presented. Commissioner Dewese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check from the General County Fund (#001-401-2-20.0) in the amount of \$5,662.14, payable to The Hurricane Breeze for the legal advertisement of the FY2023 Financial Statements as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check from the TIF Fund (273-430-5-66.0) in the amount of \$395,688.12, payable to WesBanco Bank, Inc., Trustee for September 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 issue a check from the TIF Fund (273-430-5-66.0) in the amount of \$281,569.03, payable to Devonshire TIF Account to reflect increments to be collected in fiscal year 2024 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check from the TIF Fund, Devonshire Account (274-430-2-35.0) in the amount of \$281,569.03, payable to United Bank, Inc. – Trustee to transfer Devonshire tax increment revenues to the trustee as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Orders as presented:

1. An Order to issue a check from the PCC Jim Ridge Phase II (HUD) Waterline Ext account (#048-809-4580) in the amount of \$240,897.69, payable to Chojnacki Construction, Inc. for construction work on the Jim Ridge Phase II Waterline Extension Project
2. An Order to issue a check from the PCC Jim Ridge Phase II (HUD) Waterline Ext account (#048-809-4580) in the amount of \$31,193.80, payable to Terradon for construction phase work and resident inspection for the Jim Ridge Phase II Waterline Extension Project

Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the order to transfer from the 911-07 Fund to Electronic Specialty Company in the amount of \$11,990.00, for 911 Training Room Projector Work as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

## **BOARD APPOINTMENT**

Commissioner Ellis made a motion to appoint Destiny Newcome to serve on the Putnam County Dilapidated and Abandoned Enforcement Agency Board, effective October 24, 2023, with a term to expire on May 10, 2024. Commissioner Deweese seconded the motion. The motion carried unanimously.

**PUBLIC COMMENT**

None

**ADJOURN**

At 6:21 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, November 14, 2023 at 9:00 a.m.

Respectfully submitted,

Melissa Smith  
Secretary