

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
November 14, 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 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 October 24, 2023 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 Joshua McClure, Full-Time, Deputy Sheriff, Department 700, \$23.89/hourly, effective November 19, 2023, as presented by the Commission Secretary
2. An Order to make a payroll change for Brayden Morris, Full-Time, Deputy Sheriff, Department 700, \$23.89/hourly, effective November 19, 2023, as presented by the Commission Secretary

3. An Order to make a payroll change for Madison Carpenter, Part-Time, Paramedic, Department 715, \$16.50/hourly, effective October 29, 2023, as presented by the Commission Secretary
4. An Order to add to payroll for Taylor Stevens, Part-Time, EMT, Department 715, \$13.00/hourly, effective October 29, 2023, as presented by the Commission Secretary
5. An Order to add to payroll for Nadea Potter, Part-Time, Kennel Technician, Department 716, \$12.00/hourly, effective October 21, 2023, as presented by the Commission Secretary
6. An Order to add to payroll for Rachel Sanders, Part-Time, Rescue Coordinator, Department 716, \$12.00/hourly, effective November 1, 2023, as presented by the Commission Secretary
7. An Order to add to payroll for Elizabeth Beller, Part-Time, Medical Technician, Department 716, \$12.00/hourly, effective November 7, 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 \$82.44 payable to ODP Business Solutions
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$1,500.00 payable to Kimberly Sizemore (September Invoice)

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: Belva Marie Beckner, Diana Lavone Benefiel, Robert Milton Carawan, Larray Allen Conard, Sr., Charles Francis Donnelly, David Dewitt Kelley, Shelba "Shelby" Jean Ketchum, Bertha Marie Larch, Hershel Lee Lovejoy, Jane Lou Lovejoy, Lois Madeline Powell, Randy Dean Ritenour, Raymond L. Saunders, Michael Eugene Shawler, Brenda Darlene Smith, Victor Kent Stallard, Sr., Diana Topeka, John Roger Wilson, Frank Paul Wingo

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 \$130.00 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 \$12.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements

An Order to remove Bonnie C. Hill as the Administrator of the Estate of Larry Glenn Hill

An Order to release a bond for Bonnie Carol Hill on the Estate of Larry Glenn Hill

An Order of “Appointment List” of Actions of Fiduciary Supervisor from October 25, 2023 through November 13, 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.

RECOGNITION

Commissioner Skidmore read the Resolution for Mikyle White being awarded the 2023 Director of The Year Presented by WV APCO & 911 Council.

PROCLAMATION

County Attorney Larry Frye read the proclamation for CIS Internet.

BOBBY EGGLETON, SHERIFF

Sheriff Eggleton recognized Sergeant Matt McDaniel and Corporal Justin Veith on their promotions.

RESOLUTION

Commissioner Ellis read the Resolution for Putnam County Development Authority.

Commission Deweese made a motion to formally accept the resolution designating Putnam County Development Authority as the authorized development authority for Putnam County as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

JUSTIN WILLIAMS, PARK & RECREATION DIRECTOR

Commissioner Ellis made a motion to accept proposal quote Number 1 for playground fencing for Putnam County Parks and Recreation as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

TERRY MARTIN, RIC

Jim Nagy gave an update about the Custer Ridge Project, Deerfield Estate Project, and the Jim Ridge Phase II Project.

Commissioner Ellis made a motion to accept the Orders as presented and authorize the Commission President to sign all necessary documents for the Resolution #4 Jim Ridge Waterline Extension Project Phase II as presented.

Invoices:

1. Chojnacki Construction – \$229,744.39 of which \$27,054.46 to be paid by Housing & Urban Development and \$202,689.93 to be paid by WV Economic Enhancement Grant
2. Regional Council - \$9,090.89 to be paid by the Putnam County Commission and West Virginia American Water Funds
3. Terradon - \$4,500.00 to be paid by West Virginia Economic Enhancement Grant
4. Terradon (resident inspection) - \$14,182.50 of which \$13,383.20 to be paid by HUD Small City's Block Grant & \$799.30 to be paid by West Virginia Economic Enhancement Grant

Commissioner Deweese seconded the motion. The motion carried unanimously.

JIM NAGY, TERRADON

Jim Nagy gave an update on the Jim Ridge Waterline Project.

Commissioner Ellis made a motion to approve the contract for engineering services for IJDC Application – Custer Ridge Road Water Main Extension Project as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

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

David Dunn, Mud Lick, Red House asked questions regarding the waterline extension.

Ivan Cobb, 23 New Hampshire Drive, Leon, 304-812-8284, spoke about getting water to his property.

JEREMY YOUNG, COUNTY MANAGER

Commissioner Ellis made a motion to approve the Change Order #12 for \$31,411.00 – Swope Construction (Putnam County Sheriff Facility Project) as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

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

LARRY FRYE, COUNTY ATTORNEY

Commissioner Skidmore recused himself due to being the City of Hurricane City Manager and exited the room.

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

Commissioner Deweese made a motion to approve the annexation of 0.52, 0.82, 0.99, and 2.16 acre(s), more or less, of territory, identified as Project No.2019102-02 into the Corporate Limits of the City of Hurricane. Commissioner Ellis seconded the motion. The motion carried unanimously.

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

PUBLIC COMMENT

None

JEREMY YOUNG, COUNTY MANAGER

Commissioner Ellis made a motion to accept the order authorizing the Putnam County Sheriff's Tax Office to open and establish a separate interest-bearing bank account to be titled Putnam County Fire Protection Fund to manage the WV All County Fire Protection expenditures under special fund #41 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to accept the following orders as presented:

1. Order to issue a check from the PCC Jim Ridge Phase II (HUD) Waterline Ext account (#048-809-4580) in the amount of \$27,054.46, payable to Chojnacki Construction, Inc for construction work on the Jim Ridge Phase II Waterline Extension Project
2. Order to issue a check from the PCC Jim Ridge Phase II (HUD) Waterline Ext account (#048-809-4580) in the amount of \$202,689.93, payable to Chojnacki Construction, Inc for construction work on the Jim Ridge Phase II Waterline Extension Project

Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to accept the following orders as presented:

1. Order to issue a check from the PCC Jim Ridge Phase II (HUD) Waterline Ext account (#048-809-4580) in the amount of \$13,383.20, payable to Terradon for engineering services for the Jim Ridge Phase II Waterline Extension Project
2. Order to issue a check from the PCC Jim Ridge Phase II (HUD) Waterline Ext account (#047-809-4580) in the amount of \$5,299.30, payable to Terradon Corporation for engineering services 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 issue a check from the PCC Jim Ridge Phase II Waterline Ext account (#047-809-4580) in the amount of \$9,090.89 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.

BOARD APPOINTMENT

Commissioner Ellis made a motion to appoint Rebecca Richmond to serve on the Putnam County Parks and Recreation Board, effective November 14, 2023, with a term to expire on August 31, 2026. Commissioner Dewese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to appoint Brittany Willard to serve on the Putnam County Parks and Recreation Board, effective November 14, 2023, with a term to expire on August 31, 2026. Commissioner Dewese seconded the motion. The motion carried unanimously.

ADJOURN

At 9:44 a.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 28, 2023, at 5:00 p.m.

Respectfully submitted,

Melissa Smith
Secretary