

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

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

**MINUTES  
PUTNAM COUNTY COMMISSION REGULAR SESSION  
December 12, 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. Commissioner Deweese seconded the motion. The motion carried unanimously.

**GENERAL BUSINESS**

Commissioner Ellis made a motion to approve the November 28, 2023 minutes as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

**DENY**

Commissioner Ellis made a motion to deny James R. Shinn'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 orders for Gary L. &/or Joyce Smith, Kyleen or Lacy J. Whipp, three (3) for WV Department of Transportation Division of Highways 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:

Barbara Rumbaugh, two (2) for Bricklayers Local #6 #5 & #9, CAMC Primary Care, Jarrod E. &/or Lauren (Smith) Clendenen, Roger &/or Sharon S. Cochran Sr., Rebecca Collins, Donald E. Crouch, Adam & Jackie Fannin, two (2) for Herbert Ferrell, Jarod M. or Kristen Gordon, two (2) for Handy Helper, Scott A. or Shane Hudson, Madeline L. Jordan, Charles W. Kindrick, Joshua

Marinero, Alisha N. (Canterbury) &/or Earl McCartney, Nathan D. Ricks, David H. &/or Sherry Sanson, Achillefs T. &/or Susan Scouras, Kyle J. &/or Barb J. Spyker, Traci Thomas &/or Timothy J. Wells Jr., Kalynn B. Willey, Dwight Wine, two (2) for Michael R. &/or Kimberly S. Wolford, Kayla R. Young

29 Erroneous Assessments were approved totaling \$9,953.78 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 make a payroll change for Kenneth Harrah, Full-Time, Janitor, Department 424, \$12.50/hourly, effective December 6, 2023 as presented by the Commission Secretary
2. An Order to delete from payroll for Robert Harrison, Full-Time, Deputy Sheriff, Department 700, effective January 1, 2024 as presented by the Commission Secretary
3. An Order to add to payroll for Jennifer Eplin, Part-Time, EMT, Department 715, \$13.00/hourly, effective December 11, 2023 as presented by the Commission Secretary
4. An Order to add to payroll for Tyler Romero, Part-Time, Kennel Tech, Department 716, \$12.50/hourly, effective December 8, 2023 as presented by the Commission Secretary
5. An Order to make a payroll change for Grace Flowers, Part-Time, Kennel Tech, Department 716, \$12.50/hourly, effective December 10, 2023 as presented by the Commission Secretary
6. An Order to make a payroll change for Rachel Sanders, Part-Time, Kennel Tech, Department 716, \$12.50/hourly, effective December 10, 2023 as presented by the Commission Secretary
7. An Order to make a payroll change for Elizabeth Beller, Part-Time, Kennel Tech, Department 716, \$12.50/hourly, effective December 10, 2023 as presented by the Commission Secretary
8. An Order to make a payroll change for Nadea Potter, Part-Time, Kennel Tech, Department 716, \$12.50/hourly, effective December 10, 2023 as presented by the Commission Secretary
9. An Order to make a payroll change for Chyanna Wilkinson, Full-Time, ACO, Department 716, \$14.00/hourly, effective December 10, 2023 as presented by the Commission Secretary

10. An Order to add to payroll for Isaiah Barnes, Full-Time, Mechanic, Department 717, \$12.00/hourly, effective December 4, 2023 as presented by the Commission Secretary
11. An Order to delete from payroll for Isaiah Barnes, Full-Time, Mechanic, Department 717, effective December 6, 2023 as presented by the Commission Secretary
12. An Order to delete from payroll for Michael Karnes, Full-Time, Mechanic, Department 717, effective November 16, 2023 as presented by the Commission Secretary
13. An Order to make a payroll change for Allen Weeks, Full-Time, Lead Mechanic, Department 717, \$18.11/hourly, effective November 26, 2023 as presented by the Commission Secretary
14. An Order to make a payroll change for Andrew Huff, Full-Time, Court Security, Department 730, \$23.89/hourly, effective January 2, 2024 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 \$220.84 payable to ODP Business Solutions, LLC (October Invoice)
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$1,014.50 payable to Track Group (October Invoice)
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$344.00 payable to QLABS (November Invoice)
4. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$8.12 payable to Swana Lovejoy

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:** Evelyn L. Grant, Phillip Lee Hostetter, William A. Johnson, Ritchie Allen Martin, Mary Edith Peters, Floyd Otho Tillis

**Long Form Settlements:** George Lester Lewis

**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 to disburse the sum of \$145.00 from the Fiduciary Special Fund made payable to the State Auditor – The Inheritance Tax Administration Fund for estate tax administration fees

An Order of “Appointment List” of Actions of Fiduciary Supervisor from November 29, 2023 through December 11, 2023

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.

**BOBBY EGGLETON, SHERIFF**

Sheriff Eggleton recognized Lt. Robert Harrison for his service upon his retirement.

**TERRY MARTIN &/OR SOJUANA ELLIS, RIC**

Terry Martin gave an update on the Jim Ridge Waterline Extension Project Phase II.

Invoices #5: Chojnacki Construction \$325,407.50  
Terradon \$3,082.00  
Terradon \$12,412.00

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

Steve Williams, Bowles Ridge, spoke in regards to getting water to his residence.

**PCRW**

Debbie Deweese presented a \$3,000.00 check from Putnam County Parks & Recreation to the Putnam County Animal Shelter Dog Fund.

## **DAVID COLL, COUNTY PLANNER**

Commissioner Ellis made a motion to open a public hearing regarding Text Amendment 2023-07 Article 1200.06. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to close the public hearing. Commissioner Deweese seconded the motion. The motion carried unanimously.

Criteria #1 – Will the proposed amendment protect and promote the public health, safety, convenience, morals, and general welfare:

Commissioner Ellis voted yes stating:

- \* Will make it easier for staff and public citizens to understand.

Commissioner Deweese voted yes stating:

\* Agreeing with Commissioner Ellis that will make it easier for staff and public citizens to understand.

Criteria #2 – Is the amendment consistent in achieving the objectives for the adopted Comprehensive Plan, US 35 Corridor Management Plan, and the Teays Valley Land Use Plan?

Commissioner Ellis voted yes stating:

- \* A clerical clarification to make it easier to understand.

Commissioner Deweese voted yes stating:

- \* Agreeing with Commissioner Ellis that clarification to make it easier to understand.

Commissioner Skidmore voted yes stating:

\* These amendments bring clarity to the situations when subdivisions plots are being put forth.

Commissioner Ellis made a motion to approve the Text Amendment 2023-07 Article 1200.06 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

David Coll read the Putnam County Comprehensive Plan 2024 Bridging to The Future.

## **TIM HANNA, ASSISTANT COUNTY MANAGER**

Commissioner Ellis made a motion to approve the 20<sup>th</sup> Cycle CFIA Grant Reimbursement and for the Commission President to sign all necessary documents as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the 21<sup>st</sup> Cycle CFIA Grant Contract and for the Commission President to sign all necessary documents as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

## **JUDY GRALEY, PLANNER**

Commissioner Ellis made a motion to dismiss DAEA Case 2023-19 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the map and order for the rezoning of approximately 2.87 acres on Tax Map 223, Parcels 58,59, and a portion of Parcel 59.3 located on County Route 33 belonging to Pifer Properties, LLC as presented. Commissioner Skidmore seconded the motion. The vote on the motion was 2-1 with Commissioner Deweese voting nay.

## **PUBLIC COMMENT**

Jimmy Thaxton, Fraziers Bottom, spoke about the upcoming Commission meeting on 12/28/23 at 5:00 p.m. He inquired if he could do a power point presentation in regards to the rezoning that will be discussed.

## **JEREMY YOUNG, COUNTY MANAGER**

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

Commissioner Ellis made a motion to issue checks from the Spay and Neuter Fund in the amount of \$445.00 payable to Help for Animals for services provided as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check from the General County Fund (#024-430-5-67.0) in the amount of \$18,506.12, payable to Town of Bancroft for reimbursement out of the Stephen A. Andes Recreation Enhancement Fund as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check from the PCC Jim Ridge Phase II Waterline Ext account (#047-809-4580) in the amount of \$15,494.00, payable to Terradon Corporation for Engineering Services for the Jim Ridge Phase II Waterline Extension Project as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check from the PCC Jim Ridge Phase II Waterline Ext account (#047-809-4580) in the amount of \$325,407.50, payable to Chojnacki Construction for construction on the Jim Ridge Phase II Waterline Extension Project 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 \$82,250.20, payable to WesBanco Bank, Inc., Trustee for October 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 General County Fund (#001-436-2-23.0) in the amount of \$4,800.00, payable to TLC Property Maintenance, Inc. for the demolition of 55 Marina Park, DAEA case number 2019-03 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

**ADJOURN**

At 9:35 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 Thursday, December 28, 2023 at 5:00 p.m.

Respectfully submitted,

Melissa Smith  
Secretary