

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

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

**MINUTES  
PUTNAM COUNTY COMMISSION REGULAR SESSION  
December 28, 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 transfer from the General County Fund to the Putnam County Employee Benefit Fund in the amount of \$9,862.50 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

**GENERAL BUSINESS**

Commissioner Ellis made a motion to approve the December 12, 2023 minutes as presented. 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 Jennifer Stark, Full-Time, Payroll, Department 402, \$23.94/hourly, effective December 24, 2023 as presented by the Commission Secretary
2. An Order to add to payroll for Jacob Ellis, Full-Time, Deputy Sheriff, Department 700, \$21.00/hourly, effective January 2, 2024 as presented by the Commission Secretary

3. An Order to add to payroll for Sean Fletcher, Full-Time, Deputy Sheriff, Department 700, \$23.89/hourly, effective January 2, 2024 as presented by the Commission Secretary
4. An Order to add to payroll for Christopher Campbell, Full-Time, Deputy Sheriff, Department 700, \$23.89/hourly, effective January 2, 2024 as presented by the Commission Secretary
5. An Order to add to payroll for Pauline Breidenbaugh, Part-Time, EMT, Department 715, \$13.00/hourly, effective December 18, 2023 as presented by the Commission Secretary
6. An Order to add to payroll for Tiffany DeBord, Full-Time, Animal Shelter Director, Department 716, \$55,000.00/salary, effective December 23, 2023 as presented by the Commission Secretary
7. An Order to add to payroll for Kaitlin Johnson, Full-Time, Animal Control Officer, Department 716, \$14.00/hourly, effective December 18, 2023 as presented by the Commission Secretary
8. An Order to delete from payroll for Don Fraley, Full-Time, Maintenance, Department 716, effective December 11, 2023 as presented by the Commission Secretary
9. An Order to add to payroll for Zachary Moses, Full-Time, Mechanic, Department 717, \$16.00/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 \$1,301.50 payable to Track Group
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$82.50 payable to Track Group
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$600.00 payable to Pretera Center for Mental Health Services, Inc. (Nov. 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:** Janet C. Allison, Martha A. Ashmus, Raymond H. Browning,

Cynthia Renee Hunt, Larry Edward Kirkhart, Thomas E. McCallister, Phyllis Ann McClanahan, Terry Lee McClanahan, Paul R. Minigh, Larry Eugene Null, Harold Theron Pritt, Doris Elaine Rhodes, Shari Lea Tipton

**Long Form Settlements:** David P. Dodd, Michelle D. Riddle, Floyd Edwin Legg, Phyllis L. Legg

**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 December 12, 2023 through December 28, 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.

## **RESOLUTION**

Larry Frye read the Resolution for Kylene Brown.

## **MELISSA SARGENT, SENIOR PLANNER**

Commissioner Ellis made a motion to open a public hearing regarding Rezoning 2023-03. Commissioner Deweese seconded the motion. The motion carried unanimously.

The following spoke in regards to the rezoning: Jimmy Thaxton, Megan Parsons with PCDA, Charlie Caldwell, Dave Hobba, Dan Selby, Karen Thaxton, Jason Asbury, Doris Miller, Jason Miller, Alex Cole, Sherry Wells, Leann Grogg, Joe Caldwell, Darlene Geyer, Susan Rogers, Jack Rogers, Gilbert Chaffman, Ed Kraemer, Connie Ranson, Pamela Kessler, Gary Kessler, Catherine Akers, Shirley Jones, Ellen Mills-Pauley, Breanna McCown, Kelly McCown, Ryan Akers, Merdith Long, Jenna Higginbotham, Steve Fellure, Elizabeth Grogg, Jacob Holdeman, Kevin Waugh, Casey Aruther, Michael Bordenet, Tina Bordenet, Elizabeth Barger, Adam Hill, Betsy Scott, Mary Caldwell, Kaden Taylor, Vic Mays, Rusty Keiser,

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 be a benefit to the entire county, not just to Fraziers Bottom. Fraziers Bottom is benefiting from a \$100 million dollar highway and Rt 817 is under-utilized at this point.

Commissioner Deweese voted yes stating:

\* TIF – Tax Increment Financing, established in 2012, looking at the surrounding homes and businesses that this rezoning would affect, and the DOH could potentially do a traffic study and that US RT. 35 is not a controlled access highway, it is an expressway.

Commissioner Skidmore voted yes stating:

\* Looking at the rules and regulations, the decision we make is for the entire county. This does fit into the plan to maximize land use for potential jobs and is very close to the Industrial Park and to another “C-1” property [sic] should be “C-2”.

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:

\* The US 35 Corridor Management Plans #1 objective is to consider the highest land use value when developing future land for such a scenario.

Commissioner Deweese voted yes stating:

\* No comment

Commissioner Skidmore voted yes stating:

\* Putnam PSD has received a grant of \$8 million dollars to run a sewer line extension down RT 817 that will cross over to the Buffalo Sewer Plant and will allow this area to develop in different ways.

Commissioner Ellis made a motion to approve the Rezoning 2023-03 as presented with above findings and for such other reasons that appear in the record of the proceeding. Commissioner Deweese seconded the motion. The motion carried unanimously.

Joseph Caldwell and Jimmy Thaxton submitted documents and asked that they be made part of the record.

### **JUDY GRALEY, PLANNER**

Commissioner Ellis made a motion to dismiss DAEA Case 2022-16 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to impose \$100/day sanction on DAEA Case 2023-08 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to file complaint on DAEA Case 2023-24 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to accept the order on DAEA Case 2023-24 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to impose \$100/day sanction on DAEA Case 2023-26 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to accept DAEA 2023-34 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Motion to file DAEA and file a complaint on DAEA Case 2023-34 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to dismiss DAEA Case 2023-37 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

### **LARRY FRYE, COUNTY ATTORNEY**

Commissioner Ellis made a motion to amend the By-Laws of the Putnam County Animal Shelter as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

### **PUBLIC COMMENT**

None

### **LARRY FRYE, COUNTY ATTORNEY**

Commissioner Ellis made a motion to approve the order authorizing the creation of Fund 42 – EMS Salary Enhancement Fund in the County Uniform Chart of Accounts as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve 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 EMS Salary Enhancement Fund, to manage the WV All County Fire Protection expenditures under special fund #42 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 \$17,960.10 payable to WesBanco Bank, Inc, Trustee for November 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 Putnam County Building Fund (#044-424-5-66.0) in the amount of \$43,715.00 to Silling Associates, Inc. for engineering and

design services on the Courthouse Campus Paving project as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to transfer from the Technology Fund (020) in the amount of \$32,573.00 payable to the General County Fund (001-719-4-59.0) to reimburse for the Putnam County Animal Shelter Security System Upgrades as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check from the General School Fund in the amount of \$132,674.54 (#004-704-3-48.0) payable to the General County Fund for reimbursement of jail costs for September to November 2006 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

## **ADJOURN**

At 8:50 p.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, January 9, 2024 at 9:00 a.m.

Respectfully submitted,

Melissa Smith  
Secretary