

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

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

**MINUTES  
PUTNAM COUNTY COMMISSION REGULAR SESSION  
March 26, 2024**

**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 by County Clerk Brian Wood. 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 March 12, 2024 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 Julie Leport, Full-Time, Sergeant, Department 700, \$28.35/hourly, effective March 31, 2024 as presented by the Commission Secretary
2. An Order to make a payroll change for Tyson Edwards, Full-Time, Sergeant, Department 700, \$28.35/hourly, effective March 31, 2024 as presented by the Commission Secretary
3. An Order to make a payroll change for Kaleb French, Part-Time, Paramedic, Department 715, \$16.50/hourly, effective February 19, 2024 as presented by the Commission Secretary

4. An Order to make a payroll change for Pauline Breidenbaugh, Full-Time, EMT, Department 715, \$13.00/hourly, effective March 3, 2024 as presented by the Commission Secretary
5. An Order to make a payroll change for Martha Dixon, Full-Time, EMT, Department 715, \$13.00/hourly, effective March 10, 2024 as presented by the Commission Secretary
6. An Order to make a payroll change for Trevor Hensley, Full-Time, Supervisor, Department 715, \$17.00/hourly, effective March 10, 2024 as presented by the Commission Secretary
7. An Order to delete from payroll for Corey Walker, Part-Time, Paramedic, Department 715, effective March 3, 2024 as presented by the Commission Secretary
8. An Order to add to payroll for Andrew Ballsrud, Part-Time, Paramedic, Department 715, \$17.00/hourly, effective March 3, 2024 as presented by the Commission Secretary
9. An Order to add to payroll for Max Hrko, Full-Time, EMT, Department 715, \$13.00/hourly, effective March 3, 2024 as presented by the Commission Secretary
10. An Order to add to payroll for Courtney Thomas, Part-Time, Kennel Tech, Department 716, \$12.50/hourly, effective March 20, 2024 as presented by the Commission Secretary
11. An Order to delete from payroll for Courtney Thomas, Part-Time, Kennel Tech, Department 716, effective March 20, 2024 as presented by the Commission Secretary
12. An Order to delete from payroll for Carragan Arthur, Part-Time, Kennel Tech, Department 716, effective March 11, 2024 as presented by the Commission Secretary
13. An Order to delete from payroll for Kaitlin Johnson, Full-Time, Animal Control Officer, Department 716, effective March 7, 2024 as presented by the Commission Secretary
14. An Order to add to payroll for Tymber Robinson, Part-Time, Kennel Tech, Department 716, \$12.50/hourly, effective March 14, 2024 as presented by the Commission Secretary
15. An Order to make a payroll change for Tiffany DeBord, Full-Time, Animal Shelter Director, Department 716, \$57,500.00/salary, effective April 1, 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 \$1,050.00 payable to Kimberly Sizemore (Dec. 2023 Invoice)
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$784.00 payable to Track Group

3. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$1,425.00 payable to Kimberly Sizemore (January Invoice)
4. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$150.00 payable to Pretera Center for Mental Health Services, Inc.

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:** Gracie Lucille Athens, Charles Edward Bradley, II, Fjola M. Hawryshok, Linda Louise Graham Hayes, Ellen Jean Light, Johnny H. Lacy, Lisa C. Samples, Paul Don Samples, John Wesley Stancik, Frank Dee Williams

**Long Form Settlements:** Brenda Kay Hershey

**Partial Settlements:** None

**Annual Settlements:** Danny R. Cook

**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 for Annual Accounting approving the Estate of Danny R. Cook, deceased

An Order of "Appointment List" of Actions of Fiduciary Supervisor from March 12, 2024 through March 26, 2024

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.

**BOARD APPOINTMENTS**

Commissioner Ellis made a motion to re-appoint Joe Rumbaugh to serve on the Putnam County Historic Landmark Board, effective March 26, 2024, with a term to expire on March 28, 2027, as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

## **EXECUTIVE SESSION**

At 5:03 p.m., Commissioner Ellis made a motion to enter into executive session for the purpose of a board interview as presented. Commissioner Dewese seconded the motion. The motion carried unanimously.

At 5:15 p.m., Commissioner Ellis made a motion to enter back into regular session. Commissioner Dewese seconded the motion. The motion carried unanimously.

## **BOBBY EGGLETON, SHERIFF**

Sheriff Eggleton recognized Sergeant Tyson Edwards and Sergeant Julie Leport on their promotions.

## **JASON RUTLEDGE, SILLING ARCHITECTS**

Jason Rutledge opened one sealed bid from Absten & Sons for the Judicial Building ADA Door Project, in the amount of \$29,600.00.

Commissioner Ellis made a motion to approve the bid from Absten & Sons for the Judicial Building ADA Door Project, pending review by Jeremy Young, County Manager and Larry Frye, County Attorney as presented. Commissioner Dewese seconded the motion. The motion carried unanimously.

## **JEREMY YOUNG, COUNTY MANAGER**

Commissioner Ellis made a motion to approve the Administrative Contract for Bowles Ridge in the amount of \$10,000.00 and for the Commission President to sign all necessary documents as presented. Commissioner Dewese seconded the motion. The motion carried unanimously.

## **LARRY FRYE, COUNTY ATTORNEY**

The following spoke in regards to the Estate of James Dale Mitchell: Michael Bell, Harvey Peyton, and James Mitchell II.

Commissioner Ellis made a motion to table the consideration and possible decision to enter "Recommended Findings and Recommendation of Fiduciary Commissioner" regarding the Estate of James Dale Mitchell, Deceased, until April 9, 2024 as presented. Commissioner Dewese seconded the motion. The motion carried unanimously.

## **ANDY SKIDMORE, COMMISSION PRESIDENT**

Commissioner Skidmore announced the Stephen A. Andes Putnam County Recreation Enhancement Grant Awards for 2024: Town of Winfield \$9,477.28; Town of Buffalo \$21,200.00; Town of Bancroft \$18,437.24; Town of Eleanor \$16,500.00; Town of Poca \$16,571.00; Putnam County Fair Board \$9,762.95; Historic Hoge House Foundation \$8,800.00

## **JEREMY YOUNG, COUNTY MANAGER**

Jeremy Young presented the FY 2025 Budget.

Commissioner Ellis made a motion to authorize the FY2025 Budget as presented and authorize advertisement in the newspaper as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Budget Revision for Department 401 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Budget Revision for Department 428 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Budget Revision for Department 705 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Budget Revision for Department 715 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 Network Fund to manage the Putnam County Fiberoptic Network revenue and expenses 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 \$454,503.08, payable to WesBanco Bank, Inc, Trustee for February 2024 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 approve the following orders as presented:

1. An Order to issue a check from the Technology Fund (020-428-2-30.0) in the amount of \$65,447.00 payable to Electronic Specialty Company for invoice #74993 for security camera server upgrades and additional equipment
2. An Order to issue a check from the Technology Fund (020-428-2-30.0) in the amount of \$4,456.00 payable to Alpha Technologies, Inc. for invoice #94240 for wireless access points at the Animal Shelter

Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check from the Spay and Neuter fund in the amount of \$2,950.90, 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 Dog Fund (003-716-4-59.0) in the amount of \$9,485.00, payable to Electronic Specialty Company for background music and paging system as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue checks from the Hotel/Motel Tax Fund to the Convention and Visitors Bureau in the amount of \$46,250.00, to Parks and Recreation Commission in the amount of \$21,250.00, and to the Recreation Enhancement Fund in the amount of \$25,000.00 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check from the Putnam County American Rescue Plan Fund (#207-435-3-30.0) in the amount of \$2,700.00, payable to Mouldagraph Corporation for April storage of Fiberoptic materials as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

## **PUBLIC COMMENT**

Jim Accurso, Public Affairs Specialist with the Office of Disaster Recovery & Resilience spoke about SBA disaster recovery.

## **ADJOURN**

At 5:47 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, April 9, 2024 at 9:00 a.m.

Respectfully submitted,

Melissa Smith  
Secretary