

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

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

**MINUTES  
PUTNAM COUNTY COMMISSION REGULAR SESSION  
May 16, 2024**

**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 by Commission President Andy Skidmore. The Pledge of Allegiance followed.

**ANDY SKIDMORE, COUNTY COMMISSION PRESIDENT**

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 April 25, 2024 minutes 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:

Andrew Youngblood, Leella M. (Hedrick) Wyant, Ronnie &/or Melissa Whittington, Two (2) for Douglas E. Walker, Robert &/or Mary Tolley, Amber L. Taylor, Steven C. &/or Cassaundra M. Stotts, Two (2) for Tanille M. Spencer, Matthew or Melissa Stephens, Kermit L. Steele, Et AL, Eric R. or Christen B. Sexton, James S. and Dawn Samples II, Kesha D. or Christopher Navarro, Denise McDaniel, Frank Ralph or Susan Lue Kinder Jr., Shannon &/or Jeanette Jeffers, William (Billy) Grady, Matthew A. &/or Teri E. Graves, Angeline C. Easter, Vanessa (Nutter) Goodwin, Three (3) for Angie Gilmore, Amber L. Dixon

26 Erroneous Assessments were approved totaling \$9,466.98 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 add to payroll for Sandy Mellert, Part-Time, Planner, Department 439, \$15.00/hourly, effective May 21, 2024 as presented by the Commission Secretary
2. An Order to make a payroll change for Jacob Ellis, Full-Time, Deputy, Department 700, \$23.89/hourly, effective April 21, 2024 as presented by the Commission Secretary
3. An Order to make a payroll change for Kathryn Miller, Full-Time, Home Confinement, Department 705, \$16.28/hourly, effective May 5, 2024 as presented by the Commission Secretary
4. An Order to delete from payroll for Aimee Dillon/Sowards, Full-Time, Home Confinement, Department 705, effective May 3, 2024 as presented by the Commission Secretary
5. An Order to add to payroll for Destanie Hicks, Full-Time, EMT, \$13.00/hourly, effective May 15, 2024 as presented by the Commission Secretary
6. An Order to add to payroll for Samuel Adkins, Part-Time, Paramedic, Department 715, \$16.50/hourly, effective May 15, 2024 as presented by the Commission Secretary
7. An Order to add to payroll for Gary Thacker, Part-Time, Paramedic, Department 715, \$16.50/hourly, effective May 15, 2024 as presented by the Commission Secretary
8. An Order to make a payroll change for Andrew Armstrong, Full-Time, EMT, Department 715, \$13.00/hourly, effective May 12, 2024 as presented by the Commission Secretary
9. An Order to make a payroll change for Christian Higginbotham, Part-Time, EMT, Department 715, \$13.00/hourly, effective May 12, 2024 as presented by the Commission Secretary
10. An Order to delete from payroll for Autumn McDaniel, Part-Time, Kennel Tech, Department 716, effective April 27, 2024 as presented by the Commission Secretary
11. An Order to add to payroll for Madelyn Young, Part-Time, Kennel Tech, Department 716, \$12.50/hourly, effective May 16, 2024 as presented by the Commission Secretary
12. An Order to add to payroll for Carolina Alfaro, Part-Time, Kennel Tech, Department 716, \$12.50/hourly, effective May 14, 2024 as presented by the Commission Secretary
13. An Order to add to payroll for Chasity Bridges, Part-Time, Kennel Tech, Department 716, \$12.50/hourly, effective May 1, 2024 as presented by the Commission Secretary
14. An Order to delete from payroll for Chasity Bridges, Part-Time, Kennel Tech, Department 716, effective May 3, 2024 as presented by the Commission Secretary

15. An Order to make a payroll change for Elizabeth Beller, Full-Time, Administrative Assistant, Department 716, \$13.00/hourly, effective April 28, 2024 as presented by the Commission Secretary
16. An Order to make a payroll change for Tymber Robinson, Full-Time, Animal Control Officer, Department 716, \$14.00/hourly, effective April 28, 2024 as presented by the Commission Secretary

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:** Anna Jean Buzzard, Don Lane Cavender, Gregory Lee Chandler, Danny Ray Cook, Ira Lawrence Davis, Evelyn Grace “Ellison” Fuller, Janet Marie Hill, Delbert Bracil Jividen, Ralph Wayne Lively, Shirley Ann Lockhart, Ronnie Wayne Matthews, John A. McQuain, Jr., Kenneth John O’Connor, Kenneth A. O’Neal, Pauline Lee Robson, Erma Jean Smith, Juanita Jane Whittington, Lewis Otto Wilson, Lula Mae Wymer, Doris Ester “Esther” Young

**Long Form Settlements:** Patricia Fae “Faye” Arthur

**Partial Settlements:** John P. Elliott, Jr.

**Annual Settlements:** None

**Certificates of Completion:** Irene E. Lee

**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 \$115.00 from the Fiduciary Special Fund made payable to the State Auditor – The Inheritance Tax Administration Fund for estate tax administration fees

An Order to disburse the sum of \$25.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements

Report and Notice of Fiduciary Supervisor on Order to Show Cause Against Delinquent or Progressed Estate (No Good Cause Shown)

An Order of "Appointment List" of Actions of Fiduciary Supervisor from April 25, 2024 through May 15, 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.

### **DAVID COLL, PLANNING DIRECTOR**

David Coll opened four (4) sealed bids for work to be done to reduce flooding potential of the Rock Branch Creek in Poca, WV.

1. CJ Hughes Construction Co. - \$145,305.00
2. Bird Excavating - \$60,634.00
3. Benchmark Construction Company, Inc. - \$42,900.00
4. Superior Pocahontas LLC - \$44,800.00

Commissioner Ellis made a motion to approve the low bid from Benchmark Construction for work to be done to reduce the flooding potential of the Rock Branch Creek in Poca, pending review by Jeremy Young, County Manager and Larry Frye, County Attorney as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

### **ANDY SKIDMORE, COUNTY COMMISSION PRESIDENT**

Brian Estep spoke about the AIA West Virginia Excellence in Design Award.

The Commissioner's presented Silling Architects the AIA West Virginia Excellence in Design Award for the Putnam County Sheriff's Department.

### **TERRY MARINT, RIC**

Terry Martin gave an update on the Jim Ridge Phase II Waterline Extension project, the Mudd Lick water project, the Deerfield water project, and Custer Ridge projects. Terry also spoke about Terradon and Regional Council working on projects for Riffe Ridge.

Invoices #10: Chojnacki Construction \$321,148.62  
Terradon \$685.00  
Terradon \$14,232.50  
Terradon \$6,490.00

Commissioner Ellis made a motion to approve Payment Request # 10 for the Jim Ridge Phase II Waterline Extension Project as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

### **JIM NAGY, TERRADON**

Commissioner Ellis made a motion to approve the Custer Ridge Engineering Agreement as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

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

### **RICH PULLIN, FIRE ADMINISTRATOR**

Commissioner Ellis made a motion to issue a check from the Putnam County Fire Protection Fund (041-741-4-59.0) in the amount of \$208,256.83 payable to Putnam County Fire Board. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the order to match 10% of funds to the Teays Valley Volunteer Fire Department for the Regional AFG Hose/Appliance Grant as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

### **FARRAH CRANE, CHIEF TAX DEPUTY**

Commissioner Ellis made a motion to accept the FY23 Delinquent Tax List as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

### **JORDAN CHAPMAN, PLANNER**

Commissioner Ellis made a motion to file the complaint DAEA Case 2024-07 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to file the order on DAEA Case 2024-07 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Skidmore recused himself from the courtroom prior to the hearing of DAEA case 2024-16.

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

Commissioner Deweese made a motion to dismiss DAEA Case 2024-16 as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Deweese made a motion to approve the annexation by petition of 14.77 acres, more or less, of territory, identified as Project No. 2019102-03 into the Corporate Limits of the City of Hurricane as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Deweese made a motion to approve the annexation by petition of 11.41 acres, more or less, of territory, identified as Project No. 2019102-03 into the Corporate Limits of the City of Hurricane as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

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

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

Commissioner Ellis made a motion for the Commission President to sign all necessary documents for the FY25 Records Management Preservation Board (RMPB) Grant Contract as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion for the Commission President to sign all necessary documents for the Hazard Mitigation Grant Program Agreement – Putnam County Emergency Generator Grant as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion for the Commission President to sign all necessary documents for the FY24 STOP VAWA Grant Application as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

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

#### **DAVID COLL, PLANNING DIRECTOR**

Commissioner Ellis made a motion to open a public hearing regarding the Comprehensive Plan 2024 – Bridging to the Future as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to close the public hearing regarding the Comprehensive Plan 2024 – Bridging to the Future as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the draft of the Comprehensive Plan 2024 – Bridging to the Future as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

## **PUBLIC COMMENT**

None

## **JEREMY YOUNG, COUNTY MANAGER**

Commissioner Ellis made a motion to approve the following Budget Revision as presented:

1. Department 401
2. Department 403
3. Department 404
4. Department 405
5. Department 439
6. Department 715

Commissioner Deweese seconded the motion. The motion carried unanimously.

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

1. Issue a check from the General County Fund (#001-425-5-67.0) in the amount of \$16,800.00 payable to the Town of Buffalo for funds received from the WV Local Economic Development Assistance Program towards youth soccer and football fields
2. Issue a check from the General County Fund (#001-425-5-67.0) in the amount of \$38,571.20 payable to the Town of Eleanor for funds received from the WV Local Economic Development Assistance Program towards upgrades at the City Pool

Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check from the General County Fund (#001-425-5-67.0) in the amount of \$15,000.00, payable to Putnam County Aging Program for funds received from the WV Local Economic Development Assistance Program for upgrades to the Buffalo Senior Center 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 \$36,235.65, payable to WesBanco Bank, Inc, Trustee for April 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 issue a check from the Putnam County Infrastructure Fund (#042-424-2-30.0) in the amount of \$1,019,053.49, payable to WesBanco Wheeling, Inc. (Attention: Trust Department) for equity contribution on the Putnam County Fiber Optic Broadband Project as presented. 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 \$3,933.20, 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 (#001-443-5-69.D) in the amount of \$23,498.45, payable to Electronic Specialty Company out of the Court Security 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 \$21,407.50, 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 approve the following orders as presented:

1. An Order to issue a check from the Putnam County American Rescue Plan Fund (#207-435-3-30.0) in the amount of \$410,458.37 payable to Mountain State Fiber, LLC For Pay Application 4 on the Putnam County Fiber Optic Network Deployment Plan-Phase 1
2. An Order to issue a check from the Putnam County American Rescue Plan Fund (#207-435-3-30.0) in the amount of \$5,400.00 payable to Mouldagraph Corporation for May & June storage of Fiberoptic materials
3. An Order to issue a check from the Putnam County American Rescue Plan Fund (#207-435-3-30.0) in the amount of \$5,250.00 payable to CSX Transportation, Inc. for fees on the Putnam County Fiber Optic Broadband Project (Account/Contract No. CSX1017255)
4. An Order to issue a check from the Putnam County American Rescue Plan Fund (#207-435-3-30.0) in the amount of \$750.00 payable to CSX Transportation, Inc. for fees on the Putnam County Fiber Optic Broadband Project (Account/Contract No. CSX947619)
5. An Order to issue a check from the Putnam County American Rescue Plan Fund (#207-435-3-30.0) in the amount of \$12,461.00 payable to WV Division of Highways for work on the Putnam County Fiber Optic Broadband Project (Invoice # 94604)
6. An Order to issue a check from the Putnam County American Rescue Plan Fund (#207-435-3-30.0) in the amount of \$5,425.07 payable to WV Division of Highways for work on the Putnam County Fiber Optic Broadband Project (Invoice # 94748)

Commissioner Deweese seconded the motion. The motion carried unanimously.



## **ADJOURN**

At 9:43 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 Tuesday May 28, 2024 at 5:00 p.m.

Respectfully submitted,

Melissa Smith  
Secretary