

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
May 28, 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.

Commissioner Ellis made a motion to accept the election orders as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

GENERAL BUSINESS

Commissioner Ellis made a motion to approve the May 16, 2024 minutes as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the May 22, 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 add to payroll for Julianna Bass, Part-Time, Kennel Tech, Department 716, \$12.50/hourly, effective May 29, 2024 as presented by the Commission Secretary

2. An Order to add to payroll for Isabella Davis, Part-Time, Kennel Tech, Department 716, \$12.50/hourly, effective May 28, 2024 as presented by the Commission Secretary
3. An Order to delete from payroll for Carol Withrow, Part-Time, Kennel Tech, Department 716, effective April 27, 2024 as presented by the Commission Secretary
4. An Order to add to payroll for Natacha Ortiz, Part-Time, Kennel Tech, Department 716, \$12.50/hourly, effective May 20, 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 \$213.00 payable to QLABS
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$1,417.00 payable to State of WV BD of Risk and Insurance MGMT
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$1,320.00 payable to Aspire to inspire
4. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$1,135.50 payable to Track Group

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: Dennis R. Davis, Hershal "Hershel" Ray Davis, Beattie Lee DeBord, Angus Augustus Galford, Dorothy Eileen Higginbotham, Kennard Cleon Hill, Charles H. Hogsett, Robert Dale Robertson, Nelson Everett Stover, John Stephen Strobe, Jacqueline Susanne Wood

Long Form Settlements: None

Partial Settlements: None

Annual 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 of "Appointment List" of Actions of Fiduciary Supervisor from May 16, 2024 through May 28, 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.

RESOLUTION

Larry Frye, County Attorney, read the Resolution for Quintin Williams, third place winner of the CCAWV Essay Contest. Quintin was presented with a certificate and a \$200.00 check from the County Commissioners' Association of WV.

CRYSTAL MOBERLEY, EXECUTIVE DIRECTOR, PC HEALTH DEPARTMENT

Commissioner Ellis made a motion to approve the Putnam County Board of Health Permit Fee purposed for FY 2025 as presented. Commissioner Deweese seconded. The motion carried unanimously.

BRIAN ESTEP, SILLING ARCHITECTS

Brian Estep opened two sealed bids for the Putnam County Courthouse Campus Paving Project.

1. WV Paving – Base Bid \$415,325.00; Alternate #1 \$17,640.00; Alternate #2 175,140.00; Unit Price \$5.357 square foot/\$53,570.00
2. Asphalt Contractors & Sitework, Inc. – Base Bid \$269,959.00; Alternate #1 \$13,400.00; Alternate #2 \$108,810.00; Unit Price \$6.85 Square foot/\$68,500.00

Commissioner Ellis made a motion to accept the low bid for the Putnam County Courthouse Campus Paving Project pending review by staff as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

PUBLIC COMMENT

Tim and Dawn Spradling spoke asking questions regarding the Circuit Court's ruling in Civil Action No. CC-40-2022-P-81, reinstating the property located on Mt. Vernon Road to a R-1 Residential District.

EXECUTIVE SESSION

At 5:19 pm Commissioner Ellis made a motion to go into executive session for the purpose of Attorney/Client matter. Commissioner Deweese seconded the motion. The motion carried unanimously.

At 5:37pm Commissioner Ellis made a motion to come out of executive session. Commissioner Deweese seconded the motion. The motion carried unanimously.

LARRY FRYE, COUNTY ATTORNEY

Commissioner Ellis made a motion to follow Judge Stowers ruling on Civil Action No. CC-40-2022-P-81 and reinstating the property located on Mt. Vernon Road to a R-1 Residential District as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

JEREMY YOUNG, COUNTY MANAGER

Commissioner Ellis made a motion to approve the Budget Revision for Department 700 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Budget Revision for Department 711 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

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 transfer from the 911-07 Fund to Electronic Services Inc. in the amount of \$6,108.06 for Replacement of Damaged Tower Equipment 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 \$321,148.62 payable to Chojnacki Construction for construction of the Jim Ridge Phase II Waterline Extension Project as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

ADJOURN

At 5:44 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 June 11, 2024 at 9:00 a.m.

Respectfully submitted,

Melissa Smith
Secretary