

APPROVED: _____

DATE: _____

MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
June 25, 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 Putnam County Commission President Andy Skidmore. The Pledge of Allegiance followed.

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

ANDY SKIDMORE, 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 June 11, 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 Jill Hodges Stepp, Full-Time, Legal Assistant I, Department 405, \$19.23/hourly, effective June 23, 2024 as presented by the Commission Secretary
2. An Order to make a payroll change for Shelly Keefer, Full-Time, Legal Assistant I, Department 405, \$19.82/hourly, effective June 23, 2024 as presented by the Commission Secretary

3. An Order to make a payroll change for Camryn Johnson, Full-Time, Custodian, Department 424, \$12.50/hourly, effective July 1, 2024 as presented by the Commission Secretary
4. An Order to delete from payroll for Laura Loomis, Full-Time, Deputy Assessor, Department 406, effective June 26, 2024 as presented by the Commission Secretary
5. An Order to delete from payroll for Jacob Ellis, Full-Time, Deputy, Department 700, effective June 12, 2024 as presented by the Commission Secretary
6. An Order to delete from payroll for Julianna Bass, Part-Time, Kennel Tech, Department 716, effective June 10, 2024 as presented by the Commission Secretary
7. An Order to add to payroll for Jessica Rosie Tucker, Part-Time, Kennel Tech, Department 716, \$13.00/hourly, effective June 18, 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 \$109.00 payable to QLABS
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$996.50 payable to Track Group
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$1,100.00 payable to Track Group (March invoice)

Commissioner Deweese seconded the motion. The motion carried unanimously.

ESTATE SETTLEMENTS

Commissioner Ellis made a motion to approve the order to correct the middle initial of the Decedent, Robert R. Slack as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

The Fiduciary Supervisor Mr. Frye presented the following documents to the Commission and recommended that they be approved as presented:

Short Form Settlements: Judy Lynn Cobbs, Yvonne Carolyn Crouch, William C. Douglas, Sue Ann Hill, Deloris Mae Mallett

Long Form Settlements: None

Partial Settlements: None

Annual Settlements: None

Certificates of Completion: Terry Lee Bays

Report and Notice of Fiduciary Supervisor on Order to Show Cause Against Delinquent Or Unprogressed Estate (No Good Cause Shown):

Thomas T. Dingess, David Gerald Hartley, Patricia Ann Higginbotham, Jason Lee Kitchens, Cuba Lambert, Charles Wesley Lowther

An Order of "Appointment List" of Actions of Fiduciary Supervisor from June 11, 2024 through June 25, 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

Commissioner Deweese read the Resolution for Winfield High School Girls Softball Team winning the AA State Championship.

Coach Hensley and two players spoke about the girls Winfield High School Softball Team winning the AA State Championship.

GARY WARNER, ASSESSOR

Commissioner Ellis made a motion to accept the Oath and Certification – Land Books as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

JORDAN CHAPMAN, PLANNER

Commissioner Ellis made a motion to dismiss DAEA Case 2023-39 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to dismiss DAEA Case 2024-10 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to dismiss DAEA Case 2024-20 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to accept the complaint and file the order on DAEA Case 2024-03 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

DAVID COLL, DIRECTOR OF PLANNING & INFRASTRUCTURE

Commissioner Ellis made a motion to approve the contract for Lee McCoy and Richard Boehm Engineering Service to the Office of Planning and Infrastructure as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

ANDY SKIDMORE, COMMISSION PRESIDENT

Commissioner Ellis made a motion for the Commission President to sign all necessary documents to approve extending the contract with the Kanawha County Humane Association with the Putnam County Animal Shelter for another six months at \$2500.00/month then be reevaluated as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

JEREMY YOUNG, COUNTY MANAGER

Commissioner Ellis made a motion for the Commission President sign all necessary documents to approve the Letter of Support for the WVDOH Transportation Alternative Grant Application for the City of Winfield Sidewalk Project – Courthouse Section as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the FY25 Victims of Crime Act (VOCA) Sheriff's Grant Application 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 FY25 Victims of Crime Act (VOCA) Prosecutor's Grant Application and for the Commission President to sign all necessary documents as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commission Ellis made a motion to approve the FY25 Court Security Fund Grant Contract 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 contract agreement with BPI Inc. for the Putnam County Animal Shelter Flooring Project 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 following transfers from the Putnam County Community Criminal Justice Fund to the General County Fund as presented:

1. \$16,861.29 for March 2024
2. \$18,052.14 for April 2024
3. \$22,745.33 for May 2024

Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the following transfers to the General County Fund representing reimbursement for FY 2022-2023 budget expenditures as presented:

1. PCES (E911) Fund in the amount of \$1,443,460.27
2. PC Fiduciary Fund in the amount of \$51,000.00
3. PC Home Confinement Fund in the amount of \$44,500.00

Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the order to make annual disbursements on a quarterly basis beginning in July 2024 to the following agencies as presented:

| <u>AGENCY</u> | <u>ANNUAL BUDGET</u> | <u>QUARTERLY DISBURSEMENT</u> |
|------------------------------|----------------------|-------------------------------|
| Putnam Development Authority | \$215,000.00 | \$53,750.00 |
| Putnam Parks & Recreation | \$385,000.00 | \$96,250.00 |
| Putnam Libraries | \$320,000.00 | \$80,000.00 |
| Community Corrections | \$180,000.00 | \$45,000.00 |

Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the order to issue a check from the General County Fund (001-800-5-67.0) in the amount of \$50,000.00 after July 1, 2024, payable to the Putnam County Health Department as contribution for FY2024-25 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the order to issue a check from the General County Fund (001-412-5-68.0) in the amount of \$70,560.00 after July 1, 2024, payable to the WVU Cooperative Extension Service as contribution for FY2024-25 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the order to issue a check from the General County Fund (001-431-5-67.0) in the amount of \$5,000.00 after July 1, 2024, payable to the Advantage Valley as contribution for FY2024-25 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the order to issue a check from the Magistrate Court Fund to the General County Fund in the amount of \$22,125.94 representing the balance of the Magistrate Court Fund plus additional interest to be used as reimbursement to the county for Magistrate Court office rental effective June 30, 2024 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the following orders to issue a check from the General County Fund (#001-401-2-23.0) as presented:

1. \$1,500.00 payable to WesBanco for Trustee Fees (invoice #7815)
2. \$3,500.00 payable to WesBanco for Trustee Fees (invoice #7817)

Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the following orders to issue a check from the Putnam County Building Fund (#044-425-2-23.0) as presented:

1. \$2,875.00 payable to Silling Associates, Inc. for engineering and design services on the Putnam County Campus Paving Project
2. \$5,334.84 payable to Silling Associates, Inc. for engineering and design services on the Animal Shelter Floor Replacement Project
3. \$1,800.00 payable to Verispec Inspection Services, LLC for property inspection of 74 Scott Depot Road

Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check from the Hotel/Motel Tax Fund to the Convention and Visitors Bureau in the amount of \$67,500.00, to Parks and Recreation Commission in the amount of \$42,500.00, and to the Recreation Enhancement Fund in the amount of \$25,000.00 as presented by Mr. Young. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the order to issue a check from the Technology Fund (020-428-2-30.0) in the amount of \$315.19 payable to Alpha Technologies, Inc. for invoice #96021 for Meraki License Renewals at 911 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the order to issue a check from the Putnam County American Rescue Plan Fund (#207-435-3-30.0) in the amount of \$3,520.89 payable to WV Division of Highways for work on the Putnam County Fiber Optic Broadband Project (Invoice #94864) as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the order to issue a check from the TIF Fund (273-430-5-66.0) in the amount of \$11,743.32 payable to WesBanco Bank, Inc, Trustee for May 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 to issue a check from the PCC Jim Ridge Phase II Waterline Ext account (#047-809-4580) as presented:

1. \$150.00 payable to WVDEP Division of Waste and Water Management for the WVNPDES Annual Permit Fee for the Jim Ridge Phase II Waterline Extension Project
2. \$1,650.00 payable to West Virginia Counties Group Self-Insurance Risk Pool Inc. (WVCorp) for the WVDOH Bond Renewal for the Jim Ridge Phase II Waterline Extension Project

Commissioner Deweese seconded the motion. The motion carried unanimously.

BOARD APPOINTMENTS

Commissioner Ellis made a motion to re-appoint Kathie Hess Crouse to serve on the Putnam County Convention Visitors Bureau, effective July 1, 2024, with a term to expire on June 30, 2027, as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to re-appoint Robert Sydenstricker to serve on the Putnam County Convention Visitors Bureau, effective July 1, 2024, with a term to expire on June 30, 2027, as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to re-appoint Rebekah Withrow to serve on the Putnam County Convention Visitors Bureau, effective July 1, 2024, with a term to expire on June 30, 2027, as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to re-appoint Nathan Clendenin to serve on the Putnam County Fire Service Board, effective July 1, 2024, with a term to expire on June 30, 2027, as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to re-appoint Mark Stolle to serve on the Citizen Representative to the Regional Intergovernmental Council, effective July 1, 2024, with a term to expire on June 30, 2025, as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to re-appoint Jason Asbury to serve on the Putnam County Solid Waste Authority Board, effective July 1, 2024, with a term to expire on June 30, 2027, as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

PUBLIC COMMENT

None

ADJOURN

At 5:42 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 July 9, 2024 at 9:00 a.m.

Respectfully submitted,

Melissa Smith
Secretary