

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

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

**MINUTES**  
**PUTNAM COUNTY COMMISSION REGULAR SESSION**  
**August 13, 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 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 July 30, 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 delete from payroll for Christina Terry, Full-Time, Deputy Clerk, Department 403, effective August 1, 2024 as presented by the Commission Secretary
2. An Order to delete from payroll for Kyle Maxson, Part-Time, Victim Advocate, Department 405, effective August 10, 2024 as presented by the Commission Secretary
3. An Order to add to payroll for Bailee Smith, Part-Time, Victim Advocate, Department 405, \$16.66/hourly, effective August 1, 2024 as presented by the Commission Secretary

4. An Order to add to payroll for Jessica Schrader, Full-Time, Deputy Assessor, Department 406, \$13.00/hourly, effective July 15, 2024 as presented by the Commission Secretary
5. An Order to delete from payroll for Jenny Harpold, Full-Time, Mapper, Department 407, effective August 1, 2024 as presented by the Commission Secretary
6. An Order to add to payroll for Austin Noel, Full-Time, Deputy Sheriff, Department 700, \$25.08/hourly, effective July 31, 2024 as presented by the Commission Secretary
7. An Order to make a payroll change for Martha Dixon, Full-Time, Administrative Assistant, Department 715, \$15.50/hourly, effective August 18, 2024 as presented by the Commission Secretary
8. An Order to add to payroll for Noah Jude, Part-Time, Paramedic, Department 715, \$25.75/hourly – 12 hour shift, effective August 6, 2024 as presented by the Commission Secretary
9. An Order to add to payroll for Noah Jude, Part-Time, Paramedic, Department 715, \$17.75/hourly – 24 hour shift, effective August 6, 2024 as presented by the Commission Secretary
10. An Order to add to payroll for Destinee Spry, Part-Time, EMT, Department 715, \$19.00/hourly – 12 hour shift, effective August 6, 2024 as presented by the Commission Secretary
11. An Order to add to payroll for Destinee Spry, Part-Time, EMT, Department 715, \$13.40/hourly – 24 hour shift, effective August 6, 2024 as presented by the Commission Secretary
12. An Order to add to payroll for Elizabeth Roberts, Full-Time, EMT, Department 715, \$19.00/hourly – 12 hour shift, effective August 6, 2024 as presented by the Commission Secretary
13. An Order to add to payroll for Elizabeth Roberts, Full-Time, EMT, Department 715, \$13.40/hourly – 24 hour shift, effective August 6, 2024 as presented by the Commission Secretary
14. An Order to delete from payroll for Madelyn Young, Part-Time, Kennel Tech, Department 716, effective August 13, 2024 as presented by the Commission Secretary
15. An Order to add to payroll for Mike Hoffman, Full-Time, Courthouse Security/Bailiff, Department 730, \$16.45/hourly, effective August 11, 2024 as presented by the Commission Secretary
16. An Order to delete from payroll for Eric Whitney, Full-Time, Courthouse Security, Department 730, effective August 23, 2024 as presented by the Commission Secretary

17. An Order to make a payroll change for Jamey Hunt, Grant-Funded Temporary Full-Time, Day Report Director, Department 731, \$57,628.32/salary, effective July 1, 2024 as presented by the Commission Secretary
18. An Order to make a payroll change for Tori Silman, Grant-Funded Temporary Full-Time, Day Report Officer, Department 731, \$18.66/hourly, effective July 1, 2024 as presented by the Commission Secretary
19. An Order to make a payroll change for Robert Myles, Grant-Funded Temporary Full-Time, Day Report Officer, Department 731, \$18.66/hourly, effective July 1, 2024 as presented by the Commission Secretary
20. An Order to make a payroll change for Swana Lovejoy, Grant-Funded Temporary Full-Time, Day Report Assistant, Department 731, \$14.41/hourly, effective July 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 \$219.90 payable to ODP Office Solutions, LLC
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$33.00 payable to QLABS
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$1,640.00 payable to Aspire to Inspire

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:** Linda Carroll Arnold, Roy Milford Craig, Carolyn Lou Kimberling, Gary Allen Luikart, Lillian B. Oxley, Vergie Lee "Dawson" Skeens, James Harold Smith, Jacquelynn Marie Stewart

**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 to disburse the sum of \$12.00 from the Fiduciary Special Fund made payable to Brian Wood, Clark, for recording Appointment

An Order to disburse the sum of \$120.00 from the Fiduciary Special Fund made payable to the State Auditor – The Inheritance Tax Administration Fund for estate tax administration fees

An Order of “Appointment List” of Actions of Fiduciary Supervisor from July 31, 2024 through August 12, 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.

### **LISA COBLEY, ACCOUNTANT**

Commissioner Skidmore made a motion to approve the change in the Deputy Sheriffs Retirement System (DSRS) Fee based on Senate Bill 240 passed by the WV Legislature as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

### **TERRY MARTIN, RIC**

Terry Martin spoke about the 2025 HUD Community Development Block Grant Application process.

Commissioner Ellis made a motion to return funds that were received for the Deerfield Estates project as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Jim Nagy spoke about Riffey Ridge on the user agreements and cost estimates.

Commissioner Ellis made a motion to authorize Jim Nagy to finish the Preliminary Engineering Report as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Jim Nagy gave an update on Bowles Ridge Water Project.

Jim Nagy gave an update Custer Ridge Water Project.

Custer Ridge Waterline Extension Invoices:

Terradon \$2,767.50  
Terradon \$10,165.00  
Regional Council \$5,000.00

Commissioner Ellis made a motion to approve Payment Request for the Custer Ridge Waterline Extension Project as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Jim Ridge Phase II Waterline Extension (Bowles Ridge Waterline Extension) Invoices:

Chojnacki Construction \$218,604.28  
Terradon \$6,050.00  
Terradon \$3,550.00  
Terradon \$6,490.00  
Terradon \$3,180.00  
Terradon \$3,000.00  
Terradon \$11,794.50  
Regional Council \$5,000.00

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

**PROGRAM UPDATES**

The following presented their programs update:

Megan Tarbett – Putnam County Library  
Morganne Tenney – Putnam County Development Authority  
Kelli Steele – Putnam County Convention & Visitors Bureau  
Crystal Moberley – Putnam County Health Department  
Justin Williams – Putnam County Parks & Recreation  
Jamey Hunt – Putnam County Day Report

**JORDAN CHAPMAN, PLANNER**

Commissioner Ellis made a motion to file the complaint on DAEA Case 2024-19 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to file the Petition and Complaint on DAEA Case 2024-19 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Pam Bays spoke about DAEA Case 2024-19.

Herman Beaden spoke about DAEA Case 2024-19.

Destiny Newcome from the Putnam County Health Department spoke about DAEA Case 2024-19.

Amanda Larch spoke about DAEA Case 2024-19.

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

Commissioner Ellis made a motion to approve the Appointment of Administrator for the Estate of Pamela Jo Gillispie to the Sheriff of Putnam County, Bobby Eggleton, as the Administrator DBN as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to amend his previous motion for the Commission President to sign all necessary documents.

Commissioner Ellis made a motion to approve the Appointment of Administrator for the Estate of Donald R. Gillispie to the Sheriff of Putnam County, Bobby Eggleton, as the Administrator DBN and authorize the Commission President to sign all necessary documents 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 439 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

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

- Issue a check from the Putnam County Jim Ridge Phase II Waterline Extension account (#047-809-4580) in the amount of \$14,794.50 payable to Terradon Corporation for Engineering Services for the Jim Ridge Phase II Waterline Extension Project
- Issue a check from the Putnam County Jim Ridge Phase II Waterline Extension account (#047-809-4580) in the amount of \$5,000.00 payable to Regional Intergovernmental Council, Region 3 for Project administration for the Jim Ridge Phase II – Bowles Ridge Waterline Extension Project

Commissioner Deweese seconded the motion. The motion carried unanimously.

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

- Issue a check from the Spay and Neuter Fund in the amount of \$632.00 payable to Fix'Em Clinic for services provided
- Issue a check from the Spay and Neuter Fund in the amount of \$3,721.03 payable to Help for Animals for services provided

Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check from the Putnam County American Rescue Local Assistance & Tribal Consistency Fund (# 208-425-459.0) in the amount of \$7,645.00, payable to Hamco X-Ray, Inc. for the purchase and installation of an ADA accessible metal detector on the Judicial Annex ADA Project 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 (#044-425-2-30.0) in the amount of \$1,468.25, payable to Appalachian Power Company for the removal of underground service pertaining to the Putnam County Campus Paving as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

## **BOARD APPOINTMENTS**

Commissioner Ellis made a motion to re-appoint Ashley Deal to serve on the Putnam County Park & Recreation Board, effective September 1, 2024, with a term to expire on August 31, 2027, as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to re-appoint Jason Moore to serve on the Putnam County Park & Recreation Board, effective September 1, 2024, with a term to expire on August 31, 2027, as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

## **PUBLIC COMMENT**

None

## **ADJOURN**

At 10:50 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 August 27, 2024 at 5:00 p.m.

Respectfully submitted,

Melissa Smith  
Secretary