

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

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

**MINUTES  
PUTNAM COUNTY COMMISSION REGULAR SESSION  
August 27, 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 approve the transfer from the Putnam County Criminal Justice Fund to the General County Fund in the amount of \$21,481.16 for July 2024 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

**GENERAL BUSINESS**

Commissioner Ellis made a motion to approve the August 13, 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 Casey Manley, Full-Time, Senior Teller, Department 404, \$16.00/hourly, effective July 1, 2024 as presented by the Commission Secretary
2. An Order to add to payroll for Ashlie Harris, Full-Time, Deputy Assessor, Department 406, \$13.00/hourly, effective September 10, 2024 as presented by the Commission Secretary

3. An Order to make a payroll change for Amanda Watson, Full-Time, Deputy Assessor, Department 407, \$13.65/hourly, effective September 2, 2024 as presented by the Commission Secretary
4. An Order to delete from payroll for Jessica Faulkner, Full-Time, Telecommunicator, Department 712, effective August 13, 2024 as presented by the Commission Secretary
5. An Order to add to payroll for Autumn McDaniel, Part-Time, Kennel Tech, Department 716, \$13.00/hourly, effective August 26, 2024 as presented by the Commission Secretary
6. An Order to remove from payroll for Isabella Davis, Part-Time, Kennel Tech, Department 716, effective September 8, 2024 as presented by the Commission Secretary
7. An Order to remove from payroll for Tymber Robinson, Full-Time, Animal Control Officer, Department 716, effective September 10, 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 \$497.00 payable to Track Group
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$60.00 payable to Prestera Center for Mental Health Services

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:** Charles T. Browning, Connie L. Chandler, Doris Ruth Davis, Carole Leigh "Lee" Federer, Daniel Patrick Forsythe Sr., Shirley Ann Hamilton, Oeda Faye Jividen, Audrey Diana Panaro, Thomas Allen Pochick, Kenneth Everett Tucker

**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 appoint Gordon L. Mowen, II, Fiduciary Commissioner for Putnam County and Affirming Timothy J. LaFon, Harvey Peyton and Daryl Hammonds as Fiduciary Commissioners

An Order to Remove Libby Ann Cobb as the Administratrix of the Estate of Dorsel Cobb, Jr. by the recommendation of Fiduciary Commissioner, Harvey Peyton

An Order referring to the disputed estate of Christopher Shawn Hill to Tim LaFon, Fiduciary Commissioner

An Order of "Appointment List" of Action of Fiduciary Supervisor from August 13, 2024 through August 27, 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.

**EXECUTIVE SESSION**

At 5:05 p.m., Commissioner Ellis made a motion to enter into executive session for the purpose of a board interview as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

At 5:24 p.m., Commissioner Ellis made a motion to enter back into regular session. Commissioner Deweese seconded the motion. The motion carried unanimously.

**BOARD APPOINTMENTS**

Commissioner Ellis made a motion to appoint Debbie Elkins to serve on the Putnam County Library Board, effective August 27, 2024, with a term to expire on June 30, 2029, as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

**BRIAN WOOD, COUNTY CLERK**

Commissioner Ellis made a motion for the Commission President to sign all necessary documents on the FY24-25 HAVA ADA Grant application as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

### **JORDAN CHAPMAN, PLANNER**

Commissioner Ellis made a motion to approve the order to comply on DAEA Case 2024-13 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Patricia Potter spoke about DAEA Case 2024-13.

Commissioner Skidmore made a motion to refer DAEA Case 2024-19 back to the DAEA Board to specifically review the water and sewer requirements and hookups as illustrated in the criminal complaint filed thru Magistrate Court as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Bernard Larch spoke about DAEA Case 2024-19.

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

Pam Bayes spoke about DAEA Case 2024-19.

Judy Bender spoke about DAEA Case 2024-19.

Gary Larch spoke about DAEA Case 2024-19.

Commissioner Ellis made a motion to dismiss DAEA Case 2024-22 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

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

Commissioner Ellis made a motion to authorize newspaper advertisement and notices to be sent pursuant to W.Va. Code 24D-1-7 relating to the cable franchise renewal application for the territorial limits of Putnam County that was submitted by Cebridge (Altice) as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

### **JEREMY YOUNG, COUNTY MANAGER**

Commissioner Ellis made a motion to approve the FY24-25 VAWA Grant Contract and allow 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 Bowles Ridge Waterline Extension Grant Agreement through the WV Infrastructure Council 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 FY24-25 HAVA Security 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 following orders to issue checks from the Putnam County Building Fund as presented:

1. From account #044-425-2-30.0 in the amount of \$200.00 payable to Triad Engineering for construction testing completed on the Putnam County Courthouse paving project
2. From account #044-425-4-59.0 in the amount of \$7,490.00 payable to Ballard Fence Company for dumpster fencing
3. From account #044-425-2-23.0 in the amount of \$4,201.25 payable to Silling Associates, Inc. for engineering and design services on the Putnam County Campus Paving Project
4. From account #044-425-2-23.0 in the amount of \$2,143.43 payable to Silling Associates, Inc. for engineering and design services on the Animal Shelter Floor Replacement Project
5. From account #044-425-2-23.0 in the amount of \$996.25 payable to Silling Associates, Inc. for engineering and design services on the Generator Replacement Project

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 \$255,173.19 payable to WesBanco Bank, Inc. Trustee for July 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 order to issue a check from the PCC Jim Ridge Phase II Waterline Ext account (#047-809-4580) in the amount of \$218,604.28 payable to Chojnacki Construction for construction on 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 order to transfer from the 911-07 Fund to Electronic Services, Inc. in the amount of \$15,564.48 for Tower and Radio Work as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

## **PUBLIC COMMENT**

Katherine Dollin spoke about the need for water in rural areas in Putnam County.

Terry Miller asked about the water projects.

Brenda Means spoke about the water project on Bowles Ridge Road.

Alex Vaughn, Senator Capito's Office spoke about the water projects in Putnam County.

## **ADJOURN**

At 6:32 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 September 10, 2024 at 9:00 a.m.

Respectfully submitted,

Melissa Smith  
Secretary