

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

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

**MINUTES**  
**PUTNAM COUNTY COMMISSION REGULAR SESSION**  
**September 24, 2024**

**OPENING**

Commissioners Steve Deweese, C. Brian Ellis (via telephone), and R. Andrew Skidmore were present when the 5:00 p.m. meeting convened in the old courtroom by County Commission President R. Andrew Skidmore. The Pledge of Allegiance followed.

**ANDY SKIDMORE, COUNTY COMMISSION PRESIDENT**

1. Edit registers and checks

Commissioner Deweese made a motion to approve invoices as reflected in the edit registers as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

**GENERAL BUSINESS**

Commissioner Deweese made a motion to approve the September 10, 2024 minutes as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

**ERRONEOUS ASSESSMENTS**

Commissioner Deweese made a motion to approve the Erroneous Assessments as presented:

Brandi (Adkins) Alexander, Robert &/or Donetta Akers, Analyst Properties LLC, George F. &/or Merlene E. Armstrong, Amanda Bailes, David Eric Bowen, Sherry L. Campbell, Donald Ray &/or Connie Sue Carpenter, Two (2) for Flora Conley, Billy R. Cowan Jr., Paul A. &/or Kelley (Mayhue) Crago, Cathy E. Dotson, Carolyn K. Dunlap, David &/or Bethany Ferris C/O Sherry Hedrick, Sidney Fragale, April Franklin, Phillip J. Garlow, Elizabeth Gerlach, John P. Gore, Charles R. Hedrick DBA Mountaineer Lawn, Harold Irvi &/or Miriam Kay Hillabold Jr., Four (4) for James O. &/or Sarah F. Holliday, Stephanie C. or Robert A. Hudnall, J. Barnes & Associates LLC DBA Barnes Agency, Sally Jones, Joy Resham, Pamela Keeney, Kenneth T. &/or Donna F. Lovejoy, Millicent M. Mann, Melinda C. & William J. McClure, Willie B. McGee Jr., Two (2) for Ansh T. Narula, Matthew &/or Rachel Scantlin, John R. Shaffer Jr., Gary L. &/or Joyce Smith, Heather or James Kelly Sprouse Jr., Kimberly H. Taylor, James E. & Barbara A. Vance, Traci Thomas &/or Timothy Wells, Two (2) for Robin F. Whitt, Jacob &/or Alyssa Whittington, Two (2) for Ashley V. Wilson, Xerox Financial Services LLC, James Hill &/or Karen Louise Moore Young Jr., Michael J. Zelek, Ruth &/or Stephen Zoeller

53 Erroneous Assessments were approved totaling \$20,316.04 in deduction of taxes. Commissioner Ellis seconded the motion. The motion carried unanimously.

### **COURT ORDERS APPROVED**

Commissioner Deweese 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 Kenessa Thompson, Full-Time, Deputy Clerk, Department 402, effective September 6, 2024 as presented by the Commission Secretary
2. An Order to add to payroll for Heather Kuhn, Full-Time, Deputy Clerk, Department 403, \$14.00/hourly, effective September 23, 2024 as presented by the Commission Secretary
3. An Order to delete from payroll for Jill Hodges, Full-Time, Legal Assistant I, Department 405, effective September 14, 2024 as presented by the Commission Secretary
4. An Order to delete from payroll for Marcia Herdman, Part-Time, Custodian, Department 424, effective August 29, 2024 as presented by the Commission Secretary
5. An Order to delete from payroll for Ryan Delbart, Full-Time, Custodian, Department 424, effective September 13, 2024 as presented by the Commission Secretary
6. An Order to add to payroll for Jeremy Cooper, Part-Time, Custodian, Department 424, \$12.50/hourly, effective September 19, 2024 as presented by the Commission Secretary
7. An Order to delete from payroll for Jeremy Cooper, Part-Time, Custodian, Department 424, effective September 23, 2024 as presented by the Commission Secretary
8. An Order to add to payroll for Hunter Miller, Part-Time, EMT, Department 715, \$19.00/hourly – 12 hour shift, effective September 23, 2024 as presented by the Commission Secretary
9. An Order to add to payroll for Hunter Miller, Part-Time, EMT, Department 715, \$13.40/hourly – 24 hour shift, effective September 23, 2024 as presented by the Commission Secretary
10. An Order to add to payroll for Haylee Paxton, Part-Time, Kennel Tech, Department 716, \$13.00/hourly, effective September 17, 2024 as presented by the Commission Secretary
11. An Order to add to payroll for Lydia Dunbar, Part-Time, Kennel Tech, Department 716, \$13.00/hourly, effective September 18, 2024 as presented by the Commission Secretary
12. An Order to add to payroll for Makayla Hilburn, Full-Time, Animal Control Officer, Department 716, \$14.00/hourly, effective September 23, 2024 as presented by the Commission Secretary

13. An Order to add to payroll for Darren Erickson, Part-Time, Kennel Tech, Department 716, \$13.00/hourly, effective September 25, 2024 as presented by the Commission Secretary

Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Deweese made a motion to approve payment of invoices and orders as presented.

Commissioner Ellis seconded the motion. The motion carried unanimously.

(There were no invoices or orders presented for payment.)

## **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:** John Roscoe Edwards, Velma Virginia McCoy

**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

Order and hearing on administratively closing delinquent or unprogressed estates on Thomas O'Conner Byrnside, Charles H. Hampton, Raymond Edward Martin, Jr., Charles Randall Newman, Obie Oral Reedy, Rebecca Ann Romero, James O. Sayre, Sandra Irene Tyler, Harmony Faith Vickers, Richard Orville Wallot

An Order of "Appointment List" of Action of Fiduciary Supervisor from September 9, 2024 through September 23, 2024

Commissioner Deweese made a motion to approve the documents as presented and authorize the President to sign. Commissioner Ellis seconded the motion. The motion carried unanimously.

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

Commissioner Deweese made a motion to approve the FY24 Financial Statements as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

### **JORDAN CHAPMAN, PLANNER**

Commissioner Deweese made a motion to accept DAEA Case 2023-20 as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Deweese made a motion to file the complaint on DAEA Case 2023-20 as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Deweese made a motion to approve the order to give DAEA Case 2024-07 90 days to be cleaned up as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Deweese made a motion to dismiss DAEA Case 2024-11 as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Deweese made a motion to dismiss DAEA Case 2024-17 as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Deweese made a motion to accept and file the complaint on DAEA Case 2024-18 as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Deweese made a motion to accept and file the complaint on DAEA Case 2024-21 as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

### **TERRY MARTIN, RIC**

At 5:18 p.m., Commissioner Deweese opened public hearing regarding the 2025 HUD Community Development Block Grant Application.

Terry Martin explained the 2025 HUD Community Development Block Grant Application and opened the floor to comments.

The following spoke:

- Linda Hedrick
- Teresa Cochran
- Jim Crewdson
- Nancy Johnson
- Boyd Daniels
- Connie Ranson

- Richard Brown
- Catherine Dolin
- Angela Wolfe
- Shirley Jones
- Monna Starcher
- Zack Creede
- Brenda Means

At 6:28 p.m. Terry Martin closed public hearing regarding the 2025 HUD Community Development Block Grant Application.

At 6:30 p.m. Commissioner Skidmore recessed for a Three (3) minute break.

At 6:44 p.m. Commissioner Deweese made a motion to reconvene. Commissioner Skidmore seconded the motion. The motion carried unanimously.

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

At 6:45 p.m. Commissioner Deweese made a motion to open public hearing on Administratively Closing Delinquent or Unprogressed Estates. Commissioner Ellis seconded the motion. The motion carried unanimously.

County Attorney Larry Frye read the following Estates: Thomas O'Conner Byrnside, Charles H. Hampton, Raymond Edward Martin, Jr., Charles Randall Newman, Obie Oral Reedy, Rebecca Ann Romero, James O. Sayre, Sandra Irene Tyler, Harmony Faith Vickers, Richard Orville Wallot

There were no public comments

At 6:46 p.m. Commissioner Deweese made a motion to close public hearing on Administratively Closing Delinquent or Unprogressed Estates. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Deweese made a motion to administratively close Delinquent or Unprogressed Estates on: Thomas O'Conner Byrnside, Charles H. Hampton, Raymond Edward Martin, Jr., Charles Randall Newman, Obie Oral Reedy, Rebecca Ann Romero, James O. Sayre, Sandra Irene Tyler, Harmony Faith Vickers, Richard Orville Wallot and authorize the Commission President to sign all necessary documents as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

At 6:49 p.m. Commissioner Deweese made a motion to open public hearing on the application or proposal of Cebridge (Altice) for renewal of their cable franchise agreement within the territorial limits of Putnam County. Commissioner Ellis seconded the motion. The motion carried unanimously.

There were no public comments.

At 6:50 p.m. Commissioner Deweese made a motion to closed public hearing on the application or proposal of Cebridge (Altice) for renewal of their cable franchise agreement within the territorial limits of Putnam County. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Deweese made a motion to approve the application or proposal of Cebridge (Altice) for renewal of their cable franchise agreement within the territorial limits of Putnam County as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Deweese amended his motion for the Commission President to sign all necessary documents on the application or proposal of Cebridge (Altice) for renewal of their cable franchise agreement within the territorial limits of Putnam County as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

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

Commissioner Deweese made a motion to approve the West Virginia WDA EEG Grant Agreement – Custer Ridge Waterline Extension Project and for the Commission President to sign all necessary documents as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

### **PUBLIC COMMENT**

Shirley Jones asked if any business has applied for permits for the Fraziers Bottom construction and if PCDA purchased land in Fraziers Bottom. Commissioner Skidmore stated that PCDA has not purchased any land and there have been no permits applied for from any business. Shirley also asked the commissioners if they know anything about AEP owning land in Buffalo, near Lot #10, if they are planning on building a Gas Power Powerplant with it being finished by 2027. Both Commissioner Skidmore and Commissioner Deweese stated that they have not heard anything about AEP building a powerplant.

Dallas Smith Custer Ridge Road thanked the commissioners for the Custer Ridge waterline project.

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

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

- Issue a check from the TIF Fund (273-430-5-66.0) in the amount of \$580,092.65 payable to WesBanco Bank, Inc. Trustee for August 2024 TIF Revenue (Acct #108507771 Revenue Fund) – Trustee is to issue debt service payments for Putnam Bonds 2017AB

- Issue a check from the Putnam County American Rescue Local Assistance & Tribal Consistency Fund (#208-425-459.0) in the amount of \$29,600.00 payable to Absten Services LLC for work completed on the Judicial Annex ADA Project
- Issue a check from the Putnam County American Rescue Local Assistance & Tribal Consistency Fund (#208-425-459.0) in the amount of \$2,910.00 payable to Silling Architects for work completed on the Judicial Annex ADA Project
- Issue a check from the General County Fund (#001-905-5-67.0) in the amount of \$363.09 payable to United Rentals for extension cords at the Putnam County Homecoming
- Issue a check from the General County Fund (#001-425-5-67.0) in the amount of \$206,000.00 payable to Advantage Valley for funds received from the US Economic Development Authority for the Vossloh Building purchase
- Transfer from the 911-07 Fund to Electronic Services Inc. in the amount of \$2,370.61 for Winfield Tower Equipment Replacement
- Issue a check from the Spay and Neuter Fund in the amount of \$5,875.50 payable to Help for Animals for services provided
- Issue a check from the Spay and Neuter Fund in the amount of \$441.50 payable to the Fix'Em Clinic for services provided
- Issue a check from the Dog Fund in the amount of \$7,499.97 (3003-716-4-59.0) payable to Jeff's Appliances for an industrial washer and dryer
- Issue checks from the Hotel/Motel Tax Fund to the Convention and Visitors Bureau in the amount of \$66,500.00, to Parks and Recreation Commission in the amount of \$41,500.00 and to the Recreation Enhancement Fund in the amount of \$25,000.00
- Issue a check from the Putnam County Building Fund (#044-425-2-23.0) in the amount of \$5,517.50 to Silling Associates, Inc. for engineering and design services on the Generator Replacement Project
- Issue a check from the Putnam County Building Fund (#044-425-2-23.0) in the amount of #3,103.66 to Silling Associates, Inc. for engineering and design services on the Putnam County Campus Paving Project
- Issue a check from the Putnam County Building Fund (#044-425-2-23.0) in the amount of \$787.50 to Silling Associates, Inc. for engineering and design services on the Generator Replacement Project
- Issue a check from the PCC Jim Ridge Phase II Waterline Ext account (#047-809-4580) in the amount of \$186,163.16 payable to Chojnacki Construction for construction of the Jim Ridge Phase II Waterline Extension Project

- Issue a check from the PCC Jim Ridge Phase II Waterline Ext 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
- Issue a check from the PCC Jim Ridge Phase II Waterline Ext account (#047-809-4580) in the amount of \$13,399.50 payable to Terradon Corporation for Engineering Services for the Jim Ridge Phase II Waterline Extension Project – Bowles Ridge Extension

Commissioner Ellis seconded the motion. The motion carried unanimously.

### **BOARD APPOINTMENTS**

Commissioner Deweese made a motion to appoint Bruce McGrew to serve on the Putnam County E911 Advisory Board, effective September 24, 2024, with a term to expire on September 24, 2027, as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Deweese made a motion to appoint Greg Mick to serve on the Putnam County Board of Zoning Appeals, effective September 24, 2024, with a term to expire on January 1, 2027, as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

### **ADJOURN**

At 7:00 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 Thursday October 17, 2024 at 9:00 a.m.

Respectfully submitted,

Melissa Smith  
Secretary