

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

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

**MINUTES  
PUTNAM COUNTY COMMISSION REGULAR SESSION  
November 7, 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 Commission President R. Andrew Skidmore. The Pledge of Allegiance followed.

**ANDY SKIDMORE, COUNTY 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 October 17, 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 John Day, Full-Time, Buildings & Grounds Manager, Department 425, \$25.00/hourly, effective January 1, 2025 as presented by the Commission Secretary
2. An Order to make a payroll change for Melissa Sargent, Full-Time, Senior Planner, Department 439, \$25.72/hourly, effective January 1, 2025 as presented by the Commission Secretary

3. An Order to make a payroll change for Carley Stover, Full-Time, Address/Administrative Assistant, Department 712, \$23.86/hourly, effective January 1, 2025 as presented by the Commission Secretary
4. An Order to remove from payroll for Brett Ray, Part-Time, EMT, Department 715, effective November 1, 2024 as presented by the Commission Secretary
5. An Order to remove from payroll for Ryan Hale, Part-Time, Paramedic, Department 715, effective November 1, 2024 as presented by the Commission Secretary
6. An Order to remove from payroll for Gary Thacker, Part-Time, Paramedic, Department 715, effective November 1, 2024 as presented by the Commission Secretary
7. An Order to delete from payroll for Autumn McDaniel, Part-Time, Kennel Tech, Department 716, effective October 31, 2024 as presented by the Commission Secretary
8. An Order to add to payroll for Brandon Lovejoy, Part-Time, Kennel Tech, Department 716, \$13.00/hourly, effective October 30, 2024 as presented by the Commission Secretary
9. An Order to remove from payroll for Brandon Lovejoy, Part-Time, Kennel Tech, Department 716, effective November 1, 2024 as presented by the Commission Secretary
10. An Order to make a payroll change for Elizabeth Beller, Part-Time, Facebook/Event Organizer, Department 716, \$13.00/hourly, effective October 27, 2024 as presented by the Commission Secretary
11. An Order to make a payroll change for Jessica Tucker, Full-Time, Adoption Coordinator, Department 716, \$15.00/hourly, effective October 27, 2024 as presented by the Commission Secretary
12. An Order to add to payroll for Makayla Robinson, Part-Time, Kennel Tech, Department 716, \$13.00/hourly, effective November 8, 2024 as presented by the Commission Secretary
13. An Order to add to payroll for Kaylee Rhodes, Part-Time, Kenned Tech, Department 716, \$13.00/hourly, effective November 5, 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 \$124.12 payable to ODP Business Solutions
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$1,824.00 payable to Kimberly Sizemore (August Invoice)

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:** Kermit Keith Adkins, James Michael Allen, David Lee Beckett, Lacy Russell Compton, Mary E. Davis, Phyllis C. Delaney, Della Mae Harrah, Herbert Eugene Harrison, Shirley Jean Hedrick, Jacqueline Sue King, Victoria Lunsford, Anne “Ellen” Reed Martin, Polly Cathern Mynes, Kaylan Gayle Reynolds, Marvin Clinton Vititoe, Karl Mark Wolfe

**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 \$150.00 from the Fiduciary Special Fund made payable to the State Auditor – The Inheritance Tax Administration Fund for estate tax administration fees

An Order revoking Administrator, Henry Creed Halbert, III and confirming the appointment of Mylissa Spradling, Executrix DBN for the Estate of Harold Alan Morris

A Recommended Order Denying the relief sought by the Administratrix and/or beneficiary to the real estate inherited for the Estate of Charles Michael Willis

An Order to disburse the sum of \$11.00 from the Fiduciary Special Fund made payable to Brian Wood for recording fees on the Estate of Wolfe, Karl Mark

An Order referring to the disputed estate of Clarence C. Clonch to Gordon L. Mowen, II Fiduciary Commissioner

A General Order to Show Cause for the Estates of Guy Franklin “Frank” Wilkinson, Sr., Dewight Wayne Mays, Richard Lee Pauley, Pauline Jones Price, Patricia Pridemore, Manuel R. Ray, Loyce Rutan, Lois Lee Stewart, William Eugene Taylor, Ralph Henry Ward, and Rex Michael Wilcoxon

An Order of "Appointment List" of Actions of Fiduciary Supervisor from October 8, 2024 through November 6, 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.

### **PROCLAMATION**

Commissioner Ellis read the Proclamation that the week of November 10, 2024 through November 16, 2024 is Veterans Appreciation Week in Putnam County.

### **JORDAN CHAPMAN, PLANNER**

Commissioner Ellis made a motion to impose \$100/Day Sanction on DAEA Case 2024-13 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Order to Comply within sixty (60) days on DAEA Case 2024-18 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Order to Comply within sixty (60) days on DAEA Case 2024-21 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

### **MARIAN SMITH, DIRECTOR OF VICTIM SERVICES**

Commissioner Ellis made a motion to approve the FY25 Victims of Crime Act (VOCA) Prosecuting Attorney's Office Grant Contract and authorize the Commission President to sign all necessary documents as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

### **SCOTT BROWNING, TERRADON**

Commissioner Ellis made a motion to approve the Change Order #3 for the Jim Ridge Phase 2 Waterline Extension and authorize the Commission President to sign all necessary documents as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

### **DR. ADAM FRANKS, MARSHALL HEALTH**

Commissioner Ellis made a motion to approve the Letter of Support for Marshall Health's application for the Health Care Rewards to Achieve Improved Outcome(HEROES) Program as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

## **JEREMY YOUNG, COUNTY MANAGER**

Commissioner Ellis made a motion to approve the order to transfer from the Spay and Neuter Fund to the Dog Fund in the amount of \$300.00 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 \$2,700.00 payable to Mouldagraph Corporation for November storage of Fiberoptic materials 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 (#001-443-5-69.D) in the amount of \$41,388.72 payable to Electronic Specialty Company out of the Court Security Fund 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 (#001-425-5-66.0) in the amount of \$24,321.36 payable to the Putnam County Infrastructure Fund (#042) 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 (#001-401-2-20.0) in the amount of \$6,572.94 payable to The Hurricane Breeze for the legal advertisement of the FY2024 Financial Statements as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the following transfers from the 911-07 Fund to the following as presented:

- To State Electric Supply Company in the amount of \$16,584.44 for 911 Center IT Racks/Cable
- To Oscar F Henry Company in the amount of \$3,869.00 for 911 Tower Site Repair

Commissioner Deweese seconded the motion. The motion carried unanimously.

## **TIM HANNA, ASSISTANT COUNTY MANAGER**

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

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

Commissioner Ellis made a motion to approve the Recommended Order of the Fiduciary Commission denying the relief sought by the Administratrix and/or beneficiary(ies) to the inherited real estate in the Estate of Charles Michael Willis and authorize the Commission President to sign all necessary documents as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis amended his motion for all the Commissioners to sign all the necessary documents as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

### **EXECUTIVE SESSION**

At 9:40 a.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 9:48 a.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 Drew Pack to serve on the Putnam County Dilapidated & Abandoned Enforcement Agency, effective November 7, 2024, with a term to expire on May 10, 2025, as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

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

Commissioner Ellis made a motion to approve the Order revoking the prior appointment of Henry Creed Halbert, III as Administrator of the Estate of Harold Alan Morris and confirming the appointment of Mylissa Spradling as Executrix DBN and authorize the Commission President to sign all necessary documents as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Skidmore recused himself due to being the City of Hurricane City Manager and exited the room.

Commissioner Deweese made a motion to appoint Commissioner Ellis as Commission President. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Deweese made a motion to approve the annexation of 3 acres of North Harbour Lane into the Corporate Limits of the City of Hurricane. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Deweese made a motion to approve the annexation of 42.40 acres of Virginia Avenue at Culloden Exchange into the Corporate Limits of the City of Hurricane. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Deweese made a motion to approve the annexation of 0.58 acres (extra Bubbarino's lot) at 3509 Teays Valley Road into the Corporate Limits of the City of Hurricane. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Deweese made a motion to approve the annexation of 0.98 acres (old tire store) at 3741 Teays Valley Road into the Corporate Limits of the City of Hurricane. Commissioner Ellis seconded the motion. The motion carried unanimously.

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

### **PUBLIC COMMENT**

None

### **ADJOURN**

At 10:00 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 November 26, 2024 at 5:00 p.m.

Respectfully submitted,

Melissa Smith  
Executive Assistant