

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
January 14, 2025**

OPENING

Commissioners 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 Skidmore seconded the motion. The motion carried unanimously.

BOARD APPOINTMENTS

Commissioner Ellis made a motion to re-appoint Commissioner R. Andrew Skidmore as Commission President for the period of January 1, 2025 to December 31, 2025 as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

GENERAL BUSINESS

Commissioner Ellis made a motion to approve the December 17, 2024 Commission meeting minutes as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

ERRONEOUS ASSESSMENTS

Commissioner Ellis made a motion to Deny one Erroneous Assessment for Eric Nathan Crist as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

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

Christopher P. Bryant ET AL, Terry Vaughan &/or Jill R. Cox, Three (3) for Eric Nathan Crist, Dolores J. &/or Leonard Dingess, Eric &/or Laura Edwards, Danille Herdman, Two (2) for Trebor Mott, Michael J. &/or Regina Parsons, Shelly Rawlings, Christine Yates

13 Erroneous Assessments were approved totaling \$4,417.26 in deduction of taxes. Commissioner Skidmore seconded the motion. The motion carried unanimously.

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 Bailee Smith, Full-Time, Victim Advocate, Department 405, \$19.00/hourly, effective December 12, 2024 as presented by the Commission Secretary
2. An Order to add to payroll for Kenzie Winters, Part-Time, EMT, Department 715, \$13.40/hourly – 12 hour shift, effective December 22, 2024 as presented by the Commission Secretary
3. An Order to add to payroll for Kenzie Winters, Part-Time, EMT, Department 715, \$19.00/hourly – 24 hour shift, effective December 22, 2024 as presented by the Commission Secretary
4. An Order to add to payroll for Christina Hunley, Part-Time, EMT, Department 715, \$13.40/hourly – 12 hour shift, effective December 22, 2024 as presented by the Commission Secretary
5. An Order to add to payroll for Christina Hunley, Part-Time, EMT, Department 715, \$19.00/hourly – 24 hour shift, effective December 22, 2024 as presented by the Commission Secretary
6. An Order to add to payroll for Jillian Jackson, Part-Time, Paramedic, Department 715, \$17.75/hourly – as 12 hour shift, effective December 22, 2024 as presented by the Commission Secretary
7. An Order to add to payroll for Jillian Jackson, Part-Time, Paramedic, Department 715, \$25.75/hourly – 24 hour shift, effective December 22, 2024 as presented by the Commission Secretary
8. An Order to add to payroll for Zachariah Jordan, Full-Time, EMT, Department 715, \$13.40/hourly – 12 hour shift, effective December 22, 2024 as presented by the Commission Secretary
9. An Order to add to payroll for Zachariah Jordan, Full-Time, EMT, Department 715, \$19.00/hourly – 24 hour shift, effective December 22, 2024 as presented by the Commission Secretary
10. An Order to add to payroll for Ryan Thompson, Full-Time, Paramedic, Department 715, \$17.75/hourly – 12 hour shift, effective December 22, 2024 as presented by the Commission Secretary

11. An Order to add to payroll for Ryan Thompson, Full-Time, Paramedic, Department 715, \$25.75/hourly – 24 hour shift, effective December 22, 2024 as presented by the Commission Secretary
12. An Order to make a payroll change for Anthony Martin, Part-Time, EMT, Department 715, \$13.40/hourly – 12 hour shift, effective December 22, 2024 as presented by the Commission Secretary
13. An Order to make a payroll change for Anthony Martin, Part-Time, EMT, Department 715, \$19.00/hourly – 24 hour shift, effective December 22, 2024 as presented by the Commission Secretary
14. An Order to delete from payroll for Angela Wood, Full-Time, Paramedic, Department 715, effective January 4, 2025 as presented by the Commission Secretary
15. An Order to add to payroll for Caleb Cavender, Part-Time, EMT, Department 715, \$13.40/hourly – 12 hour shift, effective January 20, 2025 as presented by the Commission Secretary
16. An Order to add to payroll for Caleb Cavender, Part-Time, EMT, Department 715, \$19.00/hourly – 24 hour shift, effective January 20, 2025 as presented by the Commission Secretary
17. An Order to add to payroll for Trey Wilcox, Full-Time, Paramedic, Department 715, \$17.75/hourly – 12 hour shift, effective January 20, 2025 as presented by the Commission Secretary
18. An Order to add to payroll for Trey Wilcox, Full-Time, Paramedic, Department 715, \$25.75/hourly – 24 hour shift, effective January 20, 2025 as presented by the Commission Secretary
19. An Order to delete from payroll for Joshua Thaxton, Part-Time, Kennel Tech, Department 716, effective December 6, 2024 as presented by the Commission Secretary
20. An Order to add to payroll for Annalise Mollohan, Part-Time, Kennel Tech, Department 716, \$13.00/hourly, effective December 22, 2024 as presented by the Commission Secretary
21. An Order for the closing of the Putnam County Courthouse for the entire workday on December 24, 2024 based on the Governor's Proclamation signed on December 19, 2024 in observance of the Christmas Eve holiday as presented by the Commission Secretary
22. An Order for the closing of the Putnam County Courthouse for the entire workday on December 31, 2024 based on the Governor's Proclamation signed on December 19, 2024 in observance of the New Year's Eve holiday as presented by the Commission Secretary

23. An Order to pay all full-time employees scheduled to work between 8:00am and 4:00pm January 6, 2025 their regular rate of pay due to inclement weather as presented by the Commission Secretary
24. An Order to pay all full-time employees scheduled to work between 8:00am and 4:00pm January 7, 2025 their regular rate of pay due to inclement weather as presented by the Commission Secretary
25. An Order for the closing of the Putnam County Courthouse for the entire workday on January 9, 2025 based on President Biden's Executive Order signed on December 30, 2024 declaring January 9, 2025 as a National Day of Mourning following the passing of former President Jimmy Carter as presented by the Commission Secretary

Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve payment of invoices and orders as presented. There were none. Commissioner Skidmore 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: Theresa Faye Allison, Ann Frances Dodrill, George Emerson Jividen, Paul Edward Milhorn, Rita Joyce Moore, Rocky Byron Scarberry, Sr., Elizabeth R. Thomasson, Pamela Yuvette Thompson, William Joseph Thompson, Jr., Charles Edward VanWinkle

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 \$115.00 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 November 17, 2024 through January 13, 2025.

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

TIM HANNA, INTERIM COUNTY MANAGER

Commissioner Ellis made a motion to approve the Budget Revision for Department 700 as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the following orders to issue checks from the General County Fund (#024-430-5-67.0) as presented:

- Issue a check in the amount of \$16,500.00 payable to the Town of Eleanor for reimbursement out of the Stephen A. Andes Recreation Enhancement Fund
- Issue a check in the amount of \$18,437.24 payable to the Town of Bancroft for reimbursement out of the Stephen A. Andes Recreation Enhancement Fund

Commissioner Skidmore 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 (#044-425-4-57.0) as presented:

- Issue a check in the amount of \$99,795.78 payable to Asphalt Contractors for Pay Application #2 on the Putnam County Courthouse Campus Paving Project
- Issue a check in the amount of \$18,867.014 payable to Alpha Technologies, Inc. for PCC Vault Replacement – Managed Service Agreement

Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check from the General School Fund in the amount of \$131,672.37 (#004-704-3-48.0) payable to the General County Fund of reimbursement of jail costs for July 2006 to January 2007 as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue checks from the Hotel/Motel Tax Fund to the Convention and Visitors Bureau in the amount of \$71,000.00, to Parks and Recreation Commission in the amount of \$46,000.00 and to the Recreation Enhancement Fund in the amount of \$25,000.00 as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check from the Technology fund (020-428-2-30.0) in the amount of \$1,978.00 payable to Electronic Specialty Company for invoice #75765 for security camera Control software upgrade as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to transfer from the 911-07 Fund to Mountain State Cabling Solutions in the amount of \$25,700.00 for Putnam County 911 Center Building Re-Cabling Project as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check from the Dog Fund in the amount of \$4,431.40 (003-716-2-23.0) payable to the Help For Animals for Spays and Neuters in the month of December as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check from the Water and Sewer Fund (#045-809-5-66) in the amount of \$1,000.00 payable to Arthur Krenzel Lett Insurance Group for Highway Permit Bond for the Custer Ridge Waterline Extension Project as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check from the General County Fund (#001-905-5-67.0) in the amount of \$1,900.00 payable to Ace Services LLC for portable restrooms at the Putnam County Homecoming as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to amend and replace the approved December 17, 2024 order transferring \$600,000.00 from the Opioid Fund and issue checks from the Putnam County Opioid Settlement Fund (#40-704-3-49.0) on a monthly basis not to exceed the amount of \$600,000.00 payable to pay the monthly Regional Jail Bill costs as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

BOARD APPOINTMENTS

Commissioner Ellis made a motion to re-appoint Kathy Goldizen to serve on the Putnam Union PSD Board, effective January 14, 2025, with a term to expire on January 15, 2031 as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to re-appoint Andrew Bragg Jr. to serve on the Putnam County Community Criminal Justice Board, effective January 1, 2025, with a term to expire on December 31, 2028 as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

JORDAN CHAPMAN, PLANNER

Commissioner Ellis made a motion to table DAEA Case 2024-07 as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to give a 90-day extension on DAEA Case 2024-21 as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to give a 90-day extension on DAEA Case 2024-18 as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to dismiss DAEA Case 2024-32 as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

LARRY FRYE, COUNTY ATTORNEY

Commissioner Ellis made a motion to approve the Annexation by Petition of Parcel 25, Parcel 25.25 and Parcel 25.26 into the Corporate Limits of the City of Winfield, West Virginia which includes the right of way encompassing Route 817 from the present City Limits of Winfield (northerly boundary) to the portion to and adjacent to the three parcels as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Memorandum of Understanding between Putnam County Schools and Valley Park Conference Center to permit Putnam County Schools to utilize the Conference Center at Valley Park as a temporary alternate location to maintain and continue operations in the case of an Emergency as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

TIM HANNA, INTERIM COUNTY MANAGER

Commissioner Ellis made a motion to approve and authorize the Commission President to sign all necessary documents on Change Order #1 for the Putnam County Fiber Project as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

LARRY FRYE, COUNTY ATTORNEY

Commissioner Ellis made a motion to approve the Amended Agreement to Extend the Management of Operations at the Putnam County Animal Shelter for a period of three months from 1/1/25 through 3/31/25 and authorize the Commission President to sign all necessary documents as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

PUBLIC COMMENT

Shirley Jones spoke about Fraziers Bottom bringing in more single family homes and about the Warehouse coming to Fraziers Bottom.

LARRY FRYE, COUNTY ATTORNEY

Larry Frye spoke about interviewing for the vacant county commission position and the applications being sent to the Republican Executive Committee. The Republican Executive Committee has the obligation to submit three names back to the Commission. The Republican Executive Committee submitted the following names: Mark Drennen, Doug Pierson, Ron Stone.

Commissioner Ellis made a motion at 9:30am to enter into executive session for purpose of selecting commissioner. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion at 9:53am to enter back into regular session. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Skidmore and Commissioner Ellis both spoke about receiving 21 applicants and referring the names to the Republican Executive Committee.

Commissioner Ellis made a motion to appoint Douglas Pierson to fill the vacant Putnam County Commission seat until the next General Election in November 2026 as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

ADJOURN

At 9:56 a.m. on Tuesday, January 14, 2025, having no further business, Commissioner Ellis made a motion and Commissioner Skidmore seconded to adjourn the regular session of the County Commission until Tuesday January 28, 2025 at 5:00 p.m.

Respectfully submitted,

Melissa Smith
Executive Assistant