

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
December 17, 2024**

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.

GENERAL BUSINESS

Commissioner Ellis made a motion to approve the November 26, 2024 Commission meeting minutes as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

ERRONEOUS ASSESSMENTS

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

Jason W. Allen, Francis Elaine Anderson, George E. &/or Greta Atkins, Paul E. &/or Jennifer L. Bailey Jr., Diane K. Bastug, Two (2) for Maggie (Parsons) & Cody Blankenship, Jennifer A. Bloomfield, Kathleen Caldwell, Five (5) for Ruth Scott Caperton, Christina Mann, Rebecca J. Cline, Rachael Cochran, Cutting Edge, Lawrence G. &/or Donna A. Dillon Jr., William C. Dotson Jr., Bessie L. Fore, Kimberly Frasure, Phillip Lawrence French ET UX, Charles G &/or Katherine Grady, Lyle &/or Jeanne Helmick, Keith Hill, Two (2) for Hometown Exhaust Rim & Tire LLC, Vernon C. James, Eryn M. Jaynes, Kimberly S. &/or Paul Johnston, Two (2) for KCCO LLC, Toni Lee, Donnie R. &/or Luella B. Luikart, Gary S. or Kimberly D. Moore, MVB Bank INC., Two (2) for NGS INC. American Inn, Zachary &/or Katelynn Nelson, Jason S. &/or Toni Rogers, Seven 07, Hemant Kantilal &/or Tauruna Shah, Two (2) for Kelly & Kevin Stevens, Trent M. or Kendra Mead Surface, James Linden Tate, Alexa N. Taylor, Deborah Thomas, Jeff Turley, Jordan Nichole Watts, Ricky Allen Withrow, Nafiseh Faiz Woodard
53 Erroneous Assessments were approved totaling \$20,881.96 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 delete from payroll for Steve Deweese, Full-Time, County Commissioner, effective November 30, 2024 as presented by the Commission Secretary
2. An Order to make a payroll change for Lisa Copley, Full-Time, Accountant, Department 402, \$5,065.20 – December 15th & 31st 2024; \$5,065.20 – January 15th & 31st 2025 and return to \$70,800.00/annually, effective December 3, 2024 as presented by the Commission Secretary
3. An Order to remove from payroll for Jennifer Stark, Full-Time, Payroll Coordinator, Department 402, effective December 6, 2024 as presented by the Commission Secretary
4. An Order to delete from payroll for Rodney Jackson, Full-Time, Custodian, Department 424, effective December 4, 2024 as presented by the Commission Secretary
5. An Order to add to payroll for Colton Ford, Full-Time, Deputy Sheriff, Department 700, \$25.08/hourly, effective December 15, 2024 as presented by the Commission Secretary
6. An Order to add to payroll for Michael Cole, Full-Time, Deputy Sheriff, Department 700, \$25.08/hourly, effective December 15, 2024 as presented by the Commission Secretary
7. An Order to make a payroll change for Lindy Cleary, Full-Time, 911 Supervisor, Department 712, \$23.00/hourly, effective January 5, 2025 as presented by the Commission Secretary
8. An Order to make a payroll change for Shannon Smalley, Full-Time, Operations Manager, Department 50-50 Split 711/712, \$60,637.50/salary, effective January 1, 2025 as presented by the Commission Secretary
9. An Order to delete from payroll for Garry Smith, Full-Time, EMT, Department 715, effective December 1, 2024 as presented by the Commission Secretary
10. An Order to delete from payroll for Haley Davis, Part-Time, EMT, Department 715, effective December 1, 2024 as presented by the Commission Secretary
11. An Order to delete from payroll for Tausha Carter, Part-Time, EMT, Department 715, effective December 1, 2024 as presented by the Commission Secretary
12. An Order to delete from payroll for Tyler Melson, Part-Time, EMT, Department 715, effective December 1, 2024 as presented by the Commission Secretary

13. An Order to delete from payroll for Evan James, Part-Time, Paramedic, Department 715, effective December 1, 2024 as presented by the Commission Secretary
14. An Order to make a payroll change for Natasha Bailey, Part-Time, Paramedic, Department 715, \$25.75/ hourly – 12-hour shift, effective December 1, 2024 as presented by the Commission Secretary
15. An Order to make a payroll change for Natasha Bailey, Part-Time, Paramedic, Department 715, \$17.75/hourly – 24-hour shift, effective December 1, 2024 as presented by the Commission Secretary
16. An Order to add to payroll for Anthony Martin, Full-Time, EMT, Department 715, \$19.00/hourly – 12-hour shift, effective December 9, 2024 as presented by the Commission Secretary
17. An Order to add to payroll for Anthony Martin, Full-Time, EMT, Department 715, \$13.40/hourly – 24-hour shift, effective December 9, 2024 as presented by the Commission Secretary
18. An Order to make a payroll change for Makayla Hilburn, Full-Time, Animal Control Officer, Department 716, \$16.00/hourly, effective December 22, 2024 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.

1. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$2,834.00 payable to the State of West Virginia BD of Risk and Insurance MGMT
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$110.00 payable to Roy Kuhl Sports
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$1,832.00 payable to Kimberly Sizemore (September invoice)
4. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$2,104.00 payable to Kimberly Sizemore (October invoice)
5. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$1,820.00 payable to Aspire to Inspire (November invoice)
6. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$107.77 payable to ODP Business Solutions

7. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$236.00 payable to C. Adam Toney Tire Pros.
8. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$667.50 payable to Track Group
9. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$102.00 payable to Roy Kuhl Sports

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: Gary Frances Adkins, Barbara Jean Browne, Billy Sunday Browning, Jr., Alice Marie Shutt Broyles, Beulah Faye Cartwright, Mary Lynn Casto, Paul Edward Casto, Virginia Dumont Gillespie, David Marshall Jennings, Charles Rupert Kearns, Samuel Franklin Lee, Jr., James Tillison Martin, Jr., Glenn Meadows, Brenda Kay Mullens, Clara Jo Owens, Jacklyn Ann Oxley, Sandra Marie Priddy, Marian Lee Randolph, Gregory Allen Sowards, Sr., Janice Mae Walton, Arlene Sue Watkins

Long Form Settlements: Donna Faye Workman

Partial Settlements: None

Annual Settlements: None

Certificates of Completion: Carlyle Auguste, Imogene Briscoe

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 \$100.00 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 27, 2024 through December 16, 2024.

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.

BOBBY EGGLETON, SHERIFF

Commissioner Skidmore swore in newly hired Deputy Sheriff Michael Cole.

Commissioner Skidmore swore in newly hired Deputy Sheriff Colton Ford.

SOJUANA ELLIS, RIC

Commissioner Ellis made a motion to approve the payment request for the Bowles Ridge Waterline Extension Project in the amount of \$4,340.00 as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the payment request for the Custer Ridge Waterline Extension Project in the amount of \$51,081.72 as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

LARRY FRYE, COUNTY ATTORNEY OR TIM LAFON, ATTORNEY FOR CITY OF WINFIELD

Commissioner Ellis made a motion to approve the annexation of 1.434 acres and 1.485 acres or less into the Corporate Limits of the City of Winfield, West Virginia, TM 184 PAR 000033 & 0034, Lot 7 Cartmill Land Subdivision as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

MIKYLE WHITE, OEM/911 DIRECTOR

Mikyle White opened one sealed bid for the Putnam County 911 Center Building Re-Cabling Project (IT Vendor Changeover).

1. Mountain State Cabling Solutions in the amount of \$51,400.00

Commissioner Ellis made a motion to accept the low bid for the Putnam County 911 Center Building Re-Cabling Project (IT Vendor Changeover) pending review by staff as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

JORDAN CHAPMAN, PLANNER

Commissioner Ellis made a motion to accept DAEA Case 2024-08 as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to file DAEA Case 2024-08 as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to dismiss DAEA Case 2024-25 as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to dismiss DAEA Case 2024-29 as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion dismiss DAEA Case 2024-33 as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

DAVID COLL, DIRECTOR OF PLANNING & INFRASTRUCTURE

Commissioner Ellis made a motion to open a public hearing regarding Text Amendment's 2024-07 and 2024-08 as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

There were no public comments.

Commissioner Ellis made a motion to close public hearing regarding Text Amendment's 2024-07 and 2024-08 as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

2024-07 Criteria #1 – Will the proposed amendment protect and promote the public health, safety, convenience, morals, and general welfare:

Commissioner Ellis voted yes stating:

- The planning board was in agreement

Commissioner Skidmore voted yes stating:

- We are updating our text amendment, not making any major changes, making comments and adjustments

2024-07 Criteria #2 – Is the amendment consistent in achieving the objectives for the adopted Comprehensive Plan, US 35 Corridor Management Plan, and the Teays Valley Land Use Plan:

Commissioner Ellis voted yes stating: yes

- For reasons stated above

Commissioner Skidmore voted yes stating:

- Making minor adjustments

Commissioner Ellis made a motion to approve the Text Amendment 2024-07 as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

2024-08 Criteria #1 – Will the proposed amendment protect and promote the public health, safety, convenience, morals, and general welfare:

Commissioner Ellis voted yes stating:

- Clarifying that you cannot make the billboards bigger, but you can make them smaller

Commissioner Skidmore voted yes stating:

- Taking existing billboards and allowing them to modify on the same parcel

2024-08 Criteria #2 – Is the amendment consistent in achieving the objectives for the adopted Comprehensive Plan, US 35 Corridor Management Plan, and the Teays Valley Land Use Plan:

Commissioner Ellis voted yes stating:

- For reasons stated above

Commissioner Skidmore voted yes stating:

- For reasons stated above

Commissioner Ellis made a motion to approve the Text amendment 2024-08 as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

LARRY FRYE, COUNTY ATTORNEY

Commissioner Ellis made a motion to approve the letter withdrawing from the MOU entered into by the Putnam County Commission and The Teays Valley Volunteer Fire Department, Inc. for The Teays Valley Volunteer Fire Department to be dispatched from the 911 Call Center for emergency ambulance service and authorize the Commission President to sign all necessary documents as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

TIM HANNA, INTERIM COUNTY MANAGER

Commissioner Ellis made a motion to accept the low bid for the Putnam County Emergency Generator Project from Piller Innovation in the amount of \$465,000.00 pending staff review as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to accept the low bid for the Putnam County Commission Courtroom Renovation from BPI Inc., in the amount of 49,500.00 pending staff review as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

PUBLIC COMMENT

None

TIM HANNA, INTERIM COUNTY MANAGER

Commissioner Ellis made a motion to approve the Budget Revision for Department 711 as presented. Commissioner Skidmore 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 (#024-430-5-67.0) in the amount of \$1,561.00 payable to Hoge House Foundation for reimbursement out of the Stephen A. Andes Recreation Enhancement Fund as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the transfer from the 911-07 Fund to Motorola Solutions, Inc. in the amount of \$415,000.00 for Confidence Tower SIRN Equipment Grant as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the order to issue a check from the Putnam County Infrastructure Fund (#042-424-2-30.0) in the amount of \$597,531.16 payable to Mountain State Fiber, Inc. for Pay App 12 on the Putnam County Fiber Optic Broadband Project as presented. Commissioner Skidmore 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 \$78,083.01 payable to Mountain State Fiber, LLC for Pay Application 12 on the Putnam County Fiber Optic Network Deployment Plan-Phase 1 as presented. Commissioner Skidmore 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 December storage of Fiberoptic materials as presented. Commissioner Skidmore 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 \$92,310.00 payable to New River Engineers, Inc. for work completed on the Putnam County Fiber Optic Broadband Project as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the order to issue a check from the Water and Sewer Fund (#045-809-5-66) in the amount of \$43,581.72 payable to Terradon Corporation for Engineering Services for the Custer Ridge Waterline Extension project as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the order to issue a check from the Water and Sewer Fund (#045-809-5-66) in the amount of \$7,500.00 payable to Regional Intergovernmental Council Region 3 for Project Administration the Custer Ridge Waterline Extension Project as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the order to issue a check from the Water and Sewer Fund (#045-809-5-66) in the amount of \$1,000.00 payable to Terradon Corporation for Preparation of the Preliminary Engineering Report for the Custer Ridge Waterline Extension

Project as presented. Commissioner Skidmore 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 \$4,340.00 payable to Terradon Corporation for Design and Inspection Services for the Jim Ridge Phase II Waterline Extension Project – Bowles Ridge Extension as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the order to issue a check from the Dog Fund in the amount of \$1,018.40 (003-716-2-23.0) payable to Help For Animals for Wellness/Sickness exams in the month of November as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the order to issue a check from the Dog Fund in the amount of \$3,393.00 (003-716-2-23.0) payable to Help for Animals for Spays and Neuters in the month of November as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the order to issue a check from the Dog Fund in the amount of \$13,000.00 (003-716-2-23.0) payable to the Hayslett Construction Company, Inc. for installation of a concrete pad for outdoor play area at the Putnam County Animal Shelter as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the order to issue a check from the Putnam County Building Fund (#044-425-2-23.0) in the amount of \$45,016.00 payable to Silling Associates, Inc. for engineering and design services on the Generator Replacement Project as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the order to issue a check from the Putnam County Building Fund (#044-425-2-23.0) in the amount of \$1,065.00 payable to Silling Associates, Inc. for construction and bidding documents on the Courthouse Renovation Project as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the order to issue a check from the Putnam County Building Fund (#044-425-2-23.0) in the amount of \$2,637.51 payable to Silling Associates, Inc. for engineering and design services on the Putnam County Campus Paving Project as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the order to issue a check from the Putnam County Opioid Settlement Fund (#40-704-3-49.0) in the amount of \$600,000.00 payable to Putnam County General County Fund to pay the jail bill. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the order to issue a check from the Putnam County Financial Stabilization Fund (58-425-5-66.0) in the amount of \$400,000.00 payable to the Putnam County Infrastructure Fund (#042) as presented. Commissioner Skidmore 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 \$11,099.99 payable to WesBanco Bank, Inc., Trustee for November 2024 TIF Revenue (Acct #108507771 Revenue Fund) – Trustee is to issue debt service payments for Putnam Bonds 2017AB as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

BOARD APPOINTMENTS

Commissioner Ellis made a motion to re-appoint Robert Stonestreet to serve on the Putnam County Board of Zoning Appeals, effective January 2, 2025, with a term to expire on January 1, 2028 as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Putnam County Clerk Brian Wood administered the Oath of Office to R. Andrew Skidmore for the six (6) year term beginning January 1, 2025 as County Commissioner for Putnam County West Virginia.

RECESS

At 9:47 a.m. Commissioner Ellis made a motion to enter into recess for the Putnam County employee Christmas luncheon. Commissioner Skidmore seconded the motion. The motion carried unanimously.

At 12:50 p.m. Commissioner Ellis made a motion to enter back into regular session. Commissioner Skidmore seconded the motion. The motion carried unanimously.

At 12:50 Commissioner Ellis made a motion to enter into executive session for the purpose of interviews for the vacant County Commissioner seat. Commissioner Skidmore seconded the motion. The motion carried unanimously.

At 5:45 p.m. Commissioner Ellis made a motion to come out of executive session. Commissioner Skidmore seconded the motion. The motion carried unanimously.

At 5:45 p.m. Commissioner Ellis made a motion to enter into recess for the evening and re-convene Wednesday, December 18, 2024 at 9:00 a.m. Commissioner Skidmore seconded the motion. The motion carried unanimously.

At 9:00 a.m. on 12/18/24, Commissioner Ellis made a motion to enter into regular session. Commissioner Skidmore seconded the motion. The motion carried unanimously.

At 9:00 a.m. Commissioner Ellis made a motion to enter into executive session for the purpose of continuation of interviews for the vacant County Commissioner seat. Commissioner Skidmore seconded the motion. The motion carried unanimously.

At 12:10 p.m. Commissioner Ellis made a motion to come out of executive session and back into regular session. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Skidmore spoke about the process of interviewing potential candidates.

Commissioner Ellis spoke about the overall process of interviewing potential candidates and their experience.

Commissioner Skidmore stated that if they cannot reach a decision after interviewing the candidates, this matter will be referred to the Republican Committee where they will submit the names of three (3) qualified candidates to fill the vacant position.

Commissioner Ellis made a motion to refer the matter the Republican Executive Committee. Commissioner Skidmore second the motion. The motion carried unanimously.

ADJOURN

At 12:14 p.m. on Wednesday, December 18, 2024, 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 14, 2025 at 9:00 a.m.

Respectfully submitted,

Melissa Smith
Executive Assistant