

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

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

**MINUTES  
PUTNAM COUNTY COMMISSION REGULAR SESSION  
August 26, 2021**

**OPENING**

Commissioners C. Brian Ellis, Ronald R. Foster and R. Andrew Skidmore were present when the 5:30 p.m. meeting convened in the old courtroom by County Clerk Brian Wood. The Pledge of Allegiance followed.

**BRIAN WOOD, COUNTY CLERK**

Mr. Wood presented the following documents for the Commissioner's approval and signature:

1. Edit registers and checks

Commissioner Skidmore made a motion to approve invoices as reflected in the edit registers and the orders as presented by Mr. Wood. Commissioner Ellis seconded the motion. The motion carried unanimously.

**GENERAL BUSINESS**

Commissioner Skidmore made a motion to approve the August 10, 2021 minutes. Commissioner Ellis seconded the motion. The motion carried unanimously.

**COURT ORDERS APPROVED**

Commissioner Skidmore made a motion to approve and sign the following orders, personnel payroll changes and certifications:

1. An Order to revise fees assessed in the Office of Fiduciary Supervisor pursuant to the Code of the State of West Virginia with the following fees for administering a small estate with \$50,000 or less in personal property and \$100,000 or less in probate real estate: \$20 for estates with gross assets valued at \$10,000 and under; \$45 for estates with gross assets valued between \$10,000.01 and \$20,000; \$95 for estates with gross assets valued between \$20,000.01 and \$50,000; \$170 for estates with gross assets valued at \$50,000.01 and greater; \$2 per number of heirs to reimburse for mailing costs, \$2.50 per additional copy of Certification provided to the Authorized Successor – no charge for 1<sup>st</sup> copy. An Authorized Successor may apply for an Extended Certificate if administration is not completed within the first six (6) months upon a showing of good cause. This will be treated as a re-open and all fees outlined herein shall apply. The revision of fees as set forth herein shall be effective the 7<sup>th</sup> day of September 2021.

2. An Order to make a payroll change for Troy Baker, Full-time to Part-time, Paramedic, Department 715, \$14.50/hourly, effective August 11, 2021 as presented by the Commission Secretary
3. An Order to delete from payroll Chadwick Jones, Full-Time, Paramedic, Department 715, effective August 24, 2021 as presented by the Commission Secretary
4. An Order to delete from payroll Wendy Hatcher, Part-Time, Kennel Tech/Office Assistant, Department 716, effective July 8, 2021 as presented by the Commission Secretary
5. An Order to delete from payroll Shawn Martin, Full-Time, Humane Officer, Department 716, effective August 13, 2021 as presented by the Commission Secretary
6. An Order to make a payroll change for Steve Martin, Full-time, Sergeant, Department 700, \$23.43/hourly, effective September 5, 2021 as presented by the Commission Secretary
7. An Order to delete from payroll William Seanze, Full-Time, Sergeant, Department 700, effective August 29, 2021 as presented by the Commission Secretary
8. An Order to delete from payroll William Bogle, Full-Time, Deputy, Department 700, effective September 4, 2021 as presented by the Commission Secretary

Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve payment of invoices as presented.

9. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$860.00 payable to EBE Investments for September 2021 invoice for Unit #4
10. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$860.00 payable to EBE Investments for September 2021 invoice for Unit #3
11. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$110.00 payable to Reconnect, Inc.
12. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$452.00 payable to Qlabs, Inc.
13. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$338.50 payable to Track Group
14. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$47.45 payable to Office Depot

Commissioner Ellis seconded the motion. The motion carried unanimously.

## **PUBLIC COMMENT**

Vicky Lovejoy appeared before the Commission to speak about the lack of transportation in Putnam County to transport bedfast residents to doctor's appointments. Mrs. Lovejoy had an incident with EMS when her husband needed help off the floor.

Mikyle White said we have not done non-medical transport for many years.

Commissioner Foster requested Jeremy Young look into any options available for non-emergency transport. The Commissioners requested Mrs. Lovejoy provide the date of service for EMS incident, so they could research the matter.

## **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:** Roy Washington Alford, Jr., Dawn Annette Arbaugh, William Junior Burns, Melody Ann Cummings, Jerry Wayne Fisher, Timothy Howard Graley, Shirley Lee Lett, Lenvel Alvin Spencer, Sr., Connie Wallace, James O. Westfall

**Long Form Settlements:** Caleb Andrew Beckner, Joshua Allen Perry

### **Report and Notice of Fiduciary Supervisor on Order to Show Cause Against Delinquent or Unprogressed Estate (No Good Cause Shown):**

John Howard Call, Jacob Scott Camarillo, Kelly Edward Chapman, Bradford Anvel Cobb, Harley Thomas Curry, III, Betty L. Ernest, Frederick Olen Erskine

### **Report of Fiduciary Supervisor on Order to Show Cause Against Delinquent or Unprogressed Estate (Good Cause Shown):**

Dawn Annette Arbaugh

An Order to disburse the sum of \$147.00 from the Fiduciary Special Fund made payable to State Tax Department for estate tax administration fees.

An Order to refund \$150.00 to Joan McClanahan on the Estate of Dawn Annette Arbaugh.

A General Order to Show Cause Against Delinquent or Unprogressed Estates.

An Order of "Estate Listing" of Actions of Fiduciary Supervisor from August 7, 2021 through August 20, 2021.

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

## **FINANCIAL UPDATES**

Postponed the Financial update for Putnam County Health Department because Lolita Kirk was unavailable.

## **EXECUTIVE SESSION**

At 5:58 p.m., Commissioner Skidmore made a motion to enter into executive session for a board interview with Stanley Booth for Putnam Public Service Board. Commissioner Ellis seconded the motion. The motion carried unanimously.

At 6:20 p.m., Commissioner Skidmore made a motion to enter back into regular session. Commissioner Ellis seconded the motion. The motion carried unanimously.

## **TINA PECK, DAEA PROGRAM DIRECTOR**

Commissioner Skidmore made a motion to approve the petition to accept and file the complaint for DAEA Case 2021-17 as presented by Ms. Peck. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve the order to file the complaint for Dilapidated & Abandoned Enforcement Agency Case 2021-17 that probable cause exists to believe the property contains refuse, trash, and debris that presents a safety or health hazard and a copy of the complaint (and any attachments) shall be served on the landowner(s) of the property in accordance with Rule 4 of the West Virginia Rules of Civil Procedure as presented by Ms. Peck. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to dismiss DAEA Case 2021-34 as presented by Ms. Peck. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve the petition to accept and file the complaint for DAEA Case 2021-25 as presented by Ms. Peck. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve the order to file the complaint for Dilapidated & Abandoned Enforcement Agency Case 2021-25 that probable cause exists to believe the property contains refuse, trash, and debris that presents a safety or health hazard and a copy of the complaint (and any attachments) shall be served on the landowner(s) of the property in accordance with Rule 4 of the West Virginia Rules of Civil Procedure as presented by Ms. Peck. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to dismiss DAEA Case 2021-20 as presented by Ms. Peck. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to approve the final order for Case 2021-23 that the landowner(s) shall comply with the recommendations contained in the complaint within sixty (60) days of the entry of this Order, unless granted an extension for good cause by the Putnam

County Commission. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to dismiss DAEA Case 2021-37 as presented by Ms. Peck. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to provide a 30-day extension on DAEA Case 2019-09 notifying the landowner to complete the cleanup as presented by Ms. Peck. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to review the DAEA Case 2020-21 in 60 days as presented by Ms. Peck. Commissioner Ellis seconded the motion. The motion carried unanimously.

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

Commissioner Skidmore made a motion to approve the letter of support for Rivers to Ridges Heritage Trail for “Mary Ingles Loop” to the WV DOH as presented by Mr. Young. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to issue a check from the General County Fund (#001-425-5-67.0) in the amount of \$32,000.00 payable to Winfield Volunteer Fire Department for funds received from the WV Governor’s Office as presented by Mr. Young. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to issue a check from the TIF Fund (#273-430-5-66.0) in the amount of \$57,500.63 payable to WesBanco Bank, Inc. Trustee for July 2021 TIF Revenue (Acct #108507771 Revenue Fund) – Trustee is to issue debt service payments for Putnam Bonds 2017AB as presented by Mr. Young. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to issue a check from the Spay and Neuter Fund in the amount of \$215.00 payable to Help for Animals for services provided as presented by Mr. Young. Commissioner Ellis seconded the motion. The motion carried unanimously.

### **ADJOURN**

At 6:48 p.m., having no further business, Commissioner Skidmore made a motion and Commissioner Ellis seconded to adjourn the regular session of the County Commission until Tuesday, September 14, 2021 at 9:00 a.m.

Respectfully submitted,

Marcie Kimberling

Secretary