

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

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

**MINUTES  
PUTNAM COUNTY COMMISSION REGULAR SESSION  
November 30, 2021**

**OPENING**

Commissioners C. Brian Ellis, Ronald R. Foster, 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**

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 November 9, 2021 minutes. Commissioner Ellis seconded the motion. The motion carried unanimously.

**ERRONEOUS ASSESSMENTS**

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

Asbury Inc., Better Homes Real Estate, Julie A. Brillhart, City of Nitro, two for Heirs of Henderson, James W. Hopkins Jr., John &/or Katrina Kappen, Wallace Kunin, Christina McCune, Christa Morris, Roger Null, Cathy &/or William Frank Jr. Persinger, Jeff Pierce, two for Benjamin Mark Roberts, Randall D. & Tiffani Rowe, Natalie Thorpe, Gretna F. Stampher, Valley Metal Pros, Ranson Ward

21 Erroneous Assessment were approved totaling \$6,462.21 in deduction of taxes.

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 delete from payroll Frank Chapman, Full-Time, OES Director, Department 711, effective October 31, 2021 as presented by the Commission Secretary
2. An Order to delete from payroll Cheryl Whitt, Part-Time, Telecommunicator, Department 712, effective November 10, 2021 as presented by the Commission Secretary
3. An amended Order to reflect the name correction to add to payroll Erin Bandy, Part-time, Telecommunicator, Department 712, \$15.50/hourly, effective November 8, 2021 as presented by the Commission Secretary
4. An Order to add to payroll Regina Stone, Full-time, Civil Process Server, Department 701, \$12.35/hourly, effective November 1, 2021 as presented by the Commission Secretary
5. An Order to add to payroll Madison Carpenter, Part-time, EMT, Department 715, \$10.25/hourly, effective November 26, 2021 as presented by the Commission Secretary

Commissioner Ellis seconded the motion. The motion carried unanimously.

### **PUBLIC COMMENT**

There were none.

### **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:** William Conrad Bailey, William A. Bennett, Darrell Lee Bledsoe, Kimberly Ann Blevins, Phillip Keith Darby, Arlie L. Fisher, Rosana Maria Hinchey, Archie Lewis Oxley, Paul Alan Riddle, Philip H. Smith, Dexyall (“Dexyal”) Jimmy Wade, Irene Gail Whittington

**Long Form Settlements:** Robert Lee Bowen, Brian Stephen Love, Rita Pauline Martin, Glennis Noral Thomas

An Order to disburse the sum of \$223.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements.

An Order of “Estate Listing” of Actions of Fiduciary Supervisor from November 6, 2021 through November 26, 2021.

Commissioner Skidmore 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 Skidmore made a motion to issue a check from the Dog Fund in the amount of \$1,587.52 (003-716-3-41.0) payable to Casto & Harris, Inc. for 10,800 rabies tags for FY2022 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 Putnam County Building Fund (#044-424-2-23.0) in the amount of \$39,355.75 payable to Silling Architects for design work associated with the Putnam County Sheriff Facilities 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 Water and Sewer Fund (#045-809-5-66) in the amount of \$10,500.00 (invoice #36815) payable to Terradon Corporation for engineering services for the Jim Ridge Phase II Water Main Extension Project 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 \$95.00 payable to Help for Animals for services provided 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 (#001-424-2-36.0) in the amount of \$50,716.60 payable to William Mullins, Circuit Clerk to refund an erroneous payment as presented by Mr. Young. Commissioner Ellis seconded the motion. The motion carried unanimously.

### **BOARD APPOINTMENTS**

Commissioner Skidmore made a motion to re-appoint Larry Frye to serve on the Putnam County Historic Landmark Board, effective March 29, 2022 with a term to expire on March 28, 2025. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to appoint David Coll to serve on the Putnam County Dilapidated and Abandoned Enforcement Agency Board, effective November 30, 2021 with a term to expire on May 10, 2023. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to re-appoint Heather Brown to serve on the Community Criminal Justice/Day Reporting Board, effective January 1, 2022 with a term to expire on December 31, 2024. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to re-appoint R. Andrew Skidmore to serve on the Community Criminal Justice/Day Reporting Board, effective January 1, 2022 with a term to expire on December 31, 2024. Commissioner Foster seconded the motion. The motion carried unanimously.

### **DAVID COLL, PLANNING DIRECTOR**

Commissioner Skidmore made a motion to approve the Memorandum of Understanding with the Town of Bancroft to designate Putnam County Planning Commission as the Town of Bancroft Municipal Planning Commission as presented by Mr. Coll. Commissioner Ellis seconded the motion. The motion carried unanimously.

Mr. Coll explained Komax's original bid of \$17,800.00 did not include the capability for the public to search, view, and print documents. Komax provided a sufficient solution with a revised bid of \$25,225.00.

Commissioner Foster made a motion to reject all bids. Commissioner Skidmore seconded the motion. The motion carried unanimously.

**TINA PECK, DAEA PROGRAM DIRECTOR**

Commissioner Skidmore made a motion to amend the final order for DAEA Case 2021-41 as presented by Ms. Peck. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to dismiss DAEA Case 2020-19 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 2021-18 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 2021-18 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 with the recommendation for removal of all structures as presented by Ms. Peck. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to dismiss DAEA Case 2021-61 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 2021-64 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 2021-64 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 with the amendment to make the structure structurally sound or demolish the building as presented by Ms. Peck. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore made a motion to dismiss DAEA Case 2021-65 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 2021-77 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 2021-77 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 2019-09 as presented by Ms. Peck. Commissioner Ellis seconded the motion. The motion carried unanimously.

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

Commissioner Skidmore made a motion to dismiss DAEA Case 2020-15 as presented by Ms. Peck. Commissioner Ellis seconded the motion. The motion carried unanimously.

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

Commissioner Skidmore made a motion to designate Jonathan Davis to serve as the Putnam County Chief Humane Officer, in addition to his regular duties as County Dog Warden and "special officer" under W.Va. Code §§ 19-20A-1, et seq., and likewise appoints Dog Wardens, John Young, Michael Baughman, and Erik Thomas as Putnam County Humane Officers as presented by Mr. Frye. Commissioner Ellis seconded the motion. The motion carried unanimously.

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

County Manager Jeremy Young appeared before the Commission to present one (1) bid for the Abatement and Demolition of Structure on 382 Scott Lane as follows: 1) Reclaim Company LLC with a bid of \$18,158.00.

President Foster recused himself.

Commissioner Ellis made a motion to award the bid for the Abatement and Demolition of Structure on 382 Scott Lane to Reclaim Company LLC as presented by Mr. Young. Commissioner Skidmore seconded the motion. The motion carried unanimously.

President Foster returned to the meeting.

#### **ADJOURN**

At 9:40 a.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, December 14, 2021 at 9:00 a.m.

Respectfully submitted,

Marcie Kimberling  
Secretary