

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
January 11, 2022**

OPENING

Commissioners C. Brian Ellis and R. Andrew Skidmore were present and Ronald R. Foster by phone 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:

Commissioner Ellis made a motion to adopt the amended redistricting plan as presented by Mr. Wood. Commissioner Foster seconded the motion. The motion carried unanimously.

1. Edit registers and checks

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

GENERAL BUSINESS

Commissioner Ellis made a motion to approve the December 14, 2021 minutes. Commissioner Foster seconded the motion. The motion carried unanimously.

ERRONEOUS ASSESSMENTS

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

Three for Dale Wayne Briscoe, David O. Carnell et ux, James J. II or Sarah J. Gatens, Gelco Fleet Trust, three for Heirs of Henderson, Todd A. &/or Vickie J. Hudson, J. Fred & Grandson LLC, Arturo &/or Maria Magana, two for Steven Michael Newton, Gretna F. Stampher, Berton R. &/or Bonnie Straight, C. David Thomas, Randy W. Wise, Bonnie Lou Workman

19 Erroneous Assessment were approved totaling \$38,264.40 in deduction of taxes.

Commissioner Foster seconded the motion. The motion carried unanimously.

DIVIDE ORDERS

Commissioner Ellis made a motion to approve the Divide Order as presented:

Velma Sisk, Linda & Donald Hedrick, Charles Pifer, two for Taylor Made Farm LLC, Dana B. Fizer et ux, John C. Montague et ux, Lois Hedrick, John Jeffries, Brian Edward Cox et ux, Paul D. Searls et ux, Mark Pomeroy, Virginia Milbee, Diana S. Harbert et al, Ricky L. & Misty Kegl, Rebecca Sue Pleasants et con, Charles D. Fizer et ux

Commissioner Foster 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:

1. An Order to delete from payroll Mike Simpson, Part-Time, Security, Department 425, effective December 30, 2021 as presented by the Commission Secretary
2. An Order to delete from payroll Katlyn Romine, Full-Time, Custodian, Department 424, effective January 7, 2022 as presented by the Commission Secretary
3. An Order to make a payroll change for Erik Thomas, Part-time, Security, Transfer from Department 716 to 425, \$14.00/hourly, effective January 18, 2022 as presented by the Commission Secretary
4. An Order to delete from payroll John Miller, Part-Time, Telecommunicator, Department 712, effective December 30, 2021 as presented by the Commission Secretary
5. An Order to delete from payroll Jason Mark Perry, Part-Time, Telecommunicator, Department 712, effective December 27, 2021 as presented by the Commission Secretary
6. An Order to delete from payroll Erin Bandy, Part-Time, Telecommunicator, Department 712, effective December 27, 2021 as presented by the Commission Secretary
7. An Order to make a payroll change for Jessi Hale, Full-time to Part-time, Telecommunicator, Department 712, \$15.50/hourly, effective January 5, 2022 as presented by the Commission Secretary
8. An Order to delete from payroll Walter Earl Ingram, Grant-Funded Temporary Full-Time, Day Report Officer, Department 731, effective January 1, 2022 as presented by the Commission Secretary
9. An Order to delete from payroll Lydia Bennett, Full-Time, Paramedic, Department 715, effective December 27, 2021 as presented by the Commission Secretary
10. An Order to make a payroll change for Angela Belcher, Full-time, Office Assistant I, Department 402, \$12.81/hourly, effective December 26, 2021 as presented by the Commission Secretary
11. An Order to delete from payroll Gary Lilly, Full-Time, Field Appraiser, Department 407, effective December 23, 2021 as presented by the Commission Secretary

12. An Order to delete from payroll Donathan Jude, Full-Time, Deputy Sheriff, Department 700, effective January 4, 2022 as presented by the Commission Secretary
13. An Order to add to payroll Andrew J. Huff, Full-time, Deputy Sheriff, Department 700, \$17.15/hourly, effective January 4, 2022 as presented by the Commission Secretary
14. An Order to add to payroll Adam C. Walters, Full-time, Deputy Sheriff, Department 700, \$17.15/hourly, effective January 4, 2022 as presented by the Commission Secretary
15. An Order to make a payroll change for Michael Kevin Woodford, Full-time, Deputy Sheriff, Department 700, \$20.65/hourly, effective January 7, 2022 as presented by the Commission Secretary

Commissioner Foster seconded the motion. The motion carried unanimously.

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

16. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1,720.00 payable to EBE Investments for February 2022 invoice for Unit #4 and Unit #3
17. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$130.00 payable to Reconnect, Inc. for December 2021 invoice
18. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$231.00 payable to QLABS for November 2021 invoice
19. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$58.61 payable to Office Depot, Inc.

Commissioner Foster 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: Merlyn Marie Johnston Ball, Paul Richard Coyner, Wendell Edward Craig, Edgar Alfred Dumont, Jr., Gary Gene Dunlap, Viva L. Goddard, Elias George Haikal, Karen Elaine Hall, Mildred Lou Hudnall, Geraldine "Gerry" Lee Jacobs, Patricia Ann Lamb, Roger Kenneth Randolph, Frances Ann Showalter, James Virgil Slate, Mary D. Spurlock, Kent Frederick Stewart, Joseph Franklin Vanbibber, Judy Gale Ward, Lewis Romero Withrow, Jr., Kermit Clifford Wolf, Sheila Janice Wright

Long Form Settlements: Deloris Faye Casto, Billy Ray Taylor

Certificates of Completion: Raymond R. Heindl, Barbara Jean Stump

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

Robert Alton Clay, Terry Lee Cooper, Shirley Ann Craft, Betty Gertrude Crist, Catherine Lee Henson, Evelyn Bonnette Hinton

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

Paul Richard Coyner

An Order to disburse the sum of \$155.00 from the Fiduciary Special Fund made payable to State Tax Department for estate tax administration fees.

An Order to disburse the sum of \$340.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements.

A General Order to Show Cause for the Estates of Gordon Garfield Harper, Marion Franklin Rose, Rosa Lee Miller Christian, John S. Cook, Jr., Jeremy Scott Cook, John W. Smith, and Betty Ann Snyder.

An Order approving the Yearly Accounting Report of Myra Cheryl Brammer, Administratrix of the Estate of David Thomas Brammer, deceased.

An Order approving the appointment of Randy F. Vanbibber, as Executor DBN of the Estate of Joseph Franklin Vanbibber, deceased, due to the death of the former Executrix, Elizabeth J. Vanbibber.

An Order admitting the Last Will and Testament of Glen Russell Erwin, Sr., dated July 1, 2021 to probate and appointing Glen R. Erwin, Jr., Administrator CTA to complete administration of the Estate.

An Order of "Estate Listing" of Actions of Fiduciary Supervisor from December 11, 2021 through January 7, 2022.

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

JEREMY YOUNG, COUNTY MANAGER

Commissioner Ellis made a motion to approve two budget revisions for the Putnam County Office of Planning and Infrastructure Fund #429 for materials and supplies as presented by Mr. Young. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check from the TIF Fund (#273-430-5-66.0) in the amount of \$21,664.41 payable to WesBanco Bank, Inc. Trustee for December 2021 TIF Revenue (Acct #108507771 Revenue Fund) – Trustee is to issue debt service payments for

Putnam Bonds 2017AB as presented by Mr. Young. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue checks from the Water and Sewer Fund (#045-809-5-66) in the amounts of \$2,800.00 (invoice #37198) payable to Terradon Corporation for engineering services for the Jim Ridge Phase II Water Main Extension Project and \$3,400.00 (invoice #37199) payable to Terradon Corporation to update cost estimates to the Water Feasibility Report as presented by Mr. Young. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check from the Spay and Neuter Fund in the amount of \$115.00 payable to Help for Animals for services provided as presented by Mr. Young. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check from the General County Fund (#001-401-2-24.0) in the amount of \$20,750.00 payable to the WV State Auditor's Office for the first half invoice for the FY2021 financial audit as presented by Mr. Young. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check from the Putnam County American Rescue Plan Fund (#207-424-2-23.0) in the amount of \$130,500.00 payable to S & S Engineers, Inc. for work completed on the Putnam County Fiber Optic Broadband Project as presented by Mr. Young. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check from the COVID19 Fund (#206-442-4-59.0) in the amount of \$7,916.03 payable to Caldwell's Truck Repair LLC for an Emergency Medical Service Ambulance Repair as presented by Mr. Young. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to amend the order to issue raises to 911 Full-time Telecommunicators, effective January 1, 2022, as follows: Telecommunicator \$19.00 per hour, Supervisor \$21.00 per hour. This order is to replace the prior approved order from December 14, 2021 as presented by Mr. Young. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check from the General County Fund (#024-430-5-67.0) in the amount of \$24,991.50 payable to the Putnam County Fair Board for reimbursement out of the Putnam County Recreation Enhancement Fund as presented by Mr. Young. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue checks from the General County Fund (#024-430-5-67.0) in the amounts of \$17,200.00 payable to the Town of Bancroft and \$29,056.00 payable to the Town of Buffalo for reimbursement out of the Putnam County Recreation Enhancement Fund as presented by Mr. Young. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to order the Clerk to pay employees their regular rate to all full-time employees scheduled to work past 3:00pm on January 6, 2022 and before 10:00am on

Friday, January 7, 2022 due to hazardous road conditions as presented by Mr. Young. Commissioner Foster seconded the motion. The motion carried unanimously.

TIM HANNA, PROJECT COORDINATOR

Commissioner Ellis made a motion to approve and authorize the Commissioner Foster to sign the VOCA Supplemental Grant Contracts as presented by Mr. Hanna. Commissioner Foster seconded the motion. The motion carried unanimously.

JEREMY YOUNG, COUNTY MANAGER

Commissioner Ellis made a motion to affirm the decision to construct a new access road to the Winfield 911 tower site due to the hazardous conditions of the existing access road which was declared an emergency project as presented by Mr. Young. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Foster arrived at the meeting.

EXECUTIVE SESSION

At 9:20 a.m., Commissioner Ellis made a motion to enter into executive session for board interviews with Ashley Deal for Putnam County Parks and Recreation Commission Board and Rocky Young for the Putnam County Development Authority Board. Commissioner Foster seconded the motion. The motion carried unanimously.

At 9:45 a.m., Commissioner Ellis made a motion to enter back into regular session. Commissioner Foster seconded the motion. The motion carried unanimously.

BOARD APPOINTMENTS

Commissioner Ellis made a motion to appoint Ashley Deal to serve on the Putnam County Parks and Recreation Commission Board, effective January 11, 2022 with a term to expire on August 31, 2024. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to appoint Rocky Young to serve on the Putnam County Development Authority Board, effective January 11, 2022 with a term to expire on September 30, 2023. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to re-appoint Robert Stonestreet to serve on the Putnam County Board of Zoning Appeals, effective January 2, 2022 with a term to expire on January 1, 2025. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to re-appoint Mike Steorts to serve as an alternate on the Putnam County Board of Zoning Appeals, effective January 2, 2022 with a term to expire on January 1, 2025. Commissioner Foster seconded the motion. The motion carried unanimously.

TINA PECK, DAEA PROGRAM DIRECTOR

Tina Peck reviewed DAEA Case 2021-18 for the public hearing as requested by Mary Lou Gritt Paxson.

Mary Lou Gritt Paxson explained they worked on the cleanup, but her son had surgery and her husband passed away. Ms. Paxson's children used the building for storage, but they will continue to work on the cleanup. Ms. Paxson contacted Solid Waste Authority for assistance to remove of the structures.

Commissioner Ellis made a motion to approve the final order for DAEA Case 2021-18 as presented by Ms. Peck. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to grant a 90-day extension for DAEA Case 2021-23 as presented by Ms. Peck. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to grant a 90-day extension for DAEA Case 2021-25 as presented by Ms. Peck. Commissioner Foster seconded the motion with the caveat that we want updated photos with the comparison between now and the end of the 90 days. The motion carried unanimously.

Commissioner Ellis made a motion to approve the final order for DAEA Case 2021-50 as presented by Ms. Peck. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the final order for DAEA Case 2021-62 as presented by Ms. Peck. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the final order for DAEA Case 2021-64 as presented by Ms. Peck. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the final order for DAEA Case 2021-77 as presented by Ms. Peck. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a fine of \$100.00 per day for DAEA Case 2021-46 as presented by Ms. Peck. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a fine of \$100.00 per day for DAEA Case 2021-14 as presented by Ms. Peck. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to dismiss DAEA Case 2021-45 as presented by Ms. Peck. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to dismiss DAEA Case 2021-27 as presented by Ms. Peck. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to amend the final order for DAEA Case 2021-44 as presented by Ms. Peck. Commissioner Foster seconded the motion. The motion carried unanimously.

PUBLIC COMMENT

Richard Simpson thanked the Commissioners for the emergency culvert repair at Lake Chadesa.

ADJOURN

At 10:25 a.m., having no further business, Commissioner Foster made a motion and Commissioner Ellis seconded to adjourn the regular session of the County Commission until Thursday, January 27, 2022 at 5:30 a.m.

Respectfully submitted,

Marcie Kimberling
Secretary