

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

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

**MINUTES  
PUTNAM COUNTY COMMISSION REGULAR SESSION  
March 8, 2022**

**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**

1. Edit registers and checks
2. An Order to transfer from the General County Fund to the Putnam County Employee Benefit Fund, the sum of \$8,426.00 for December 2021 Optical and Dental Benefits
3. An Order to transfer from the General County Fund to the Putnam County Employee Benefit Fund, the sum of \$8,529.00 for January 2022 Optical and Dental Benefits
4. An Order to transfer from the General County Fund to the Putnam County Employee Benefit Fund, the sum of \$8,403.50 for February 2022 Optical and Dental Benefits
5. An Order to transfer from the Putnam County Community Criminal Justice Fund to the General County Fund, the sum of \$17,837.19 for September 2021 for payroll expenses
6. An Order to transfer from the Putnam County Community Criminal Justice Fund to the General County Fund, the sum of \$17,211.69 for October 2021 for payroll expenses
7. An Order to transfer from the Putnam County Community Criminal Justice Fund to the General County Fund, the sum of \$17,195.79 for November 2021 for payroll expenses
8. An Order to transfer from the Putnam County Community Criminal Justice Fund to the General County Fund, the sum of \$17,862.80 for December 2021 for payroll expenses
9. An Order to transfer from the Putnam County Community Criminal Justice Fund to the General County Fund, the sum of \$17,383.99 for January 2022 for payroll expenses
10. An Order to transfer from the Putnam County Community Criminal Justice Fund to the General County Fund, the sum of \$13,124.42 for February 2022 for payroll expenses
11. An Order to issue a check from the General County Fund in the amount of \$2,680.00 (#001-442-567V) payable to Violent Crime Drug Task Force West for purchase of evidence/information

12. Upon the recommendation of the Putnam County Democratic Executive Committee and the Putnam County Republican Executive Committee, the Putnam County Commission does hereby Order that each of the election officials received from the Democratic and Republican Executive Committees be named Election Officials for the purpose of conducting the Primary Election to be held on May 10, 2022. It is further ordered that the Clerk of the County Commission shall fill any vacancies, as necessary

Commissioner Ellis made a motion to approve the orders and election orders as presented by Mr. Wood. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve invoices as reflected in the edit registers. Commissioner Foster seconded the motion. The motion carried unanimously.

### **GENERAL BUSINESS**

Commissioner Ellis made a motion to approve the February 24, 2022 minutes. Commissioner Foster seconded the motion. The motion carried unanimously.

### **ERRONEOUS ASSESSMENTS**

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

Robert II &/or Sherry Bayless, Kelly Bowling, James R. &/or Yolanda Cambell, Jill E. Connolly, William Hilton, three for James W. Hollingworth, Gary W. Wymer

9 Erroneous Assessment were approved totaling \$7,516.75 in deduction of taxes.

Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to rescind the Erroneous Assessment for Dorothy Underwood. 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 approving a Text Amendment 2022-03 submitted by Jason Asbury, Chairperson for the Putnam County Ordinance Subcommittee, and the Putnam County Planning Commission for a Text Amendment to amend Article 1300.02 of the Putnam County Subdivision Regulations – Design and Construction Requirements – Lots and Setbacks. Proposed language to be Added to Article 1300.02 of the Putnam County Subdivision Regulations – Design and Construction Requirements – Lots and Setbacks:  
*\*Lot Averaging: The allocation of lot sizes in a residential subdivision based on the average lot size as defined below. The average lot size must equal or exceed 3,500 square feet. To determine the average lot size, the following formula shall be used: (Total square footage of the development) MINUS (Total square footage of the roads, common areas and other areas not available for residential development) DIVIDED BY*

*(Total number of residential lots available for development) EQUALS (Average Lot Size).*

2. An Order approving a Proposed Text Amendment 2022-04 submitted by Jason Asbury, Chairperson for the Putnam County Ordinance Subcommittee, and the Putnam County Planning Commission for a Text Amendment to amend Article 1700.17 D. – Home Occupation of the Zoning Ordinance to clarify a Home Occupation:
  - Removal of language that states a Home Occupation shall not be permitted to “*sell upon the premises articles produced elsewhere.*”
  - Addition of language that states a Home Occupation “*shall include internet sales (the buying and selling of goods using the internet).*”
3. An Order to implement a revised pay scale for EMS Department 715, effective March 6, 2022 as follows: Full-time & Part-time Paramedics - \$15.70/hourly, Full-time & Part-time EMTs - \$12.70/hourly, Supervisors - \$16.20/hourly, Assistant Supervisors - \$15.95/hourly as presented by the Commission Secretary
4. An Order to make a payroll change for Mikyle White, Full-time, OES/911 Director, Department 711, \$74,000.00/annually, effective March 16, 2022 as presented by the Commission Secretary
5. An Order to delete from payroll Jessica Caswell, Full-Time, Telecommunicator, Department 712, effective March 1, 2022 as presented by the Commission Secretary
6. An Order to add to payroll Rodney Hardway, Part-time Seasonal, Office Assistant I, Department 413, \$10.50/hourly, effective March 1, 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 and orders as presented.

1. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1,043.75 payable to QLABS for January 2022 invoice
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$160.00 payable to Reconnect, Inc. for February 2022 invoice
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$62.01 payable to Office Depot, Inc.

Commissioner Foster 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:** Dorothy Marie Beckett, Charles David Chapman, Coneda Jane Gibson, Maxine Virginia Hunt, Rickie Alan King, Aileen Belle Williamson

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

Rosa Lee Miller Christian, Jeremy Scott Cook, John S. Cook, Jr., Gordon Garfield Harper, Marion Franklin Rose, John W. Smith, Betty Ann Snyder

An Order to disburse the sum of \$120.00 from the Fiduciary Special Fund made payable to State Tax Department for estate tax administration fees.

An Order to disburse the sum of \$85.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements.

A General Order to Show Cause Against Delinquent or Unprogressed Estates for the Estates of Tammy Renae Johnson, Janice June Johnston, Antonio Emery Jones, Jeremy William Jones, Kit Earl Jones, Catherine Kanninen, Garmie Franklin Landers, and John Pizzuto.

An Order approving the Annual Accounting Report of Charles E. Richardson, Executor of the Estate of Sandra Jo Richardson.

Hearing, Decision and Order on Petition to Appoint Sheriff of Putnam County as Administrator of the Estate of Eddie R. Bowles.

An Order of "Appointment List" of Actions of Fiduciary Supervisor from February 19, 2022 through March 4, 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.

### **EXECUTIVE SESSION**

At 9:07 a.m., Commissioner Ellis made a motion to enter into executive session for a board interview with Matthew Graves for Putnam County Development Authority Board. Commissioner Foster seconded the motion. The motion carried unanimously.

At 9:20 a.m., Commissioner Ellis made a motion to enter back into regular session. Commissioner Foster seconded the motion. The motion carried unanimously.

### **BOARD APPOINTMENT**

Commissioner Ellis made a motion to appoint Matthew Graves to serve on the Putnam County Development Authority Board, effective March 8, 2022 with a term to expire on September 30, 2024. Commissioner Foster seconded the motion. The motion carried unanimously.

### **RESOLUTION IN SUPPORT OF UKRAINE**

Commissioner Foster read the Resolution in Support of Ukraine.

### **MIKYLE WHITE, OES/911 DIRECTOR**

Commissioner Ellis made a motion to approve and authorize the President to sign the Memorandum of Understanding with Board of Education to Allow Putnam County Office of Emergency Management Access to Putnam County Schools Video Cameras in the Event of an Emergency as presented by Mr. White. Commissioner Foster seconded the motion. The motion carried unanimously.

### **BUDGET HEARINGS**

The County Commission and County Manager Jeremy Young held budget hearings for Prosecuting Attorney Mark Sorsaia, Circuit Clerk William “JJ” Mullins, Sheriff Bobby Eggleton, County Clerk Brian Wood, Assessor Gary Warner, and Putnam County Health Department.

### **TIM HANNA, PROJECT COORDINATOR**

Commissioner Ellis made a motion to approve and authorize the President to sign the FY2022 VOCA Grant Application for the Sheriff’s Department as presented by Mr. Hanna. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve and authorize the President to sign the FY2022 VAWA Grant Application as presented by Mr. Hanna. Commissioner Foster seconded the motion. The motion carried unanimously.

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

Commissioner Ellis made a motion to Appoint Sheriff of Putnam County as Administrator of the Estate of Eddie R. Bowles. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore recused himself.

Commissioner Ellis made a motion to appoint Commissioner Foster as acting President. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve and authorize the acting President to sign the Agreement and Memorandum of Understanding to Terminate the Prior Agreement with Hurricane Volunteer Fire Department and to make Putnam County EMS Ambulance Services the primary responder for emergency ambulance service calls within HVFD fire protection district

as presented by Mr. Frye. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore returned to the meeting.

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

Commissioner Ellis made a motion to approve the revision for the Putnam County Animal Shelter Fund #716 for overtime and maintenance vehicles 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 911-07 Fund in the amount of \$521,977.89 payable to the Premier Construction Group LLC for equipment cost at the Confidence Tower 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 Spay and Neuter Fund in the amount of \$141.00 payable to Help for Animals for services provided 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 Water and Sewer Fund (045-809-5-66) in the amount of \$300.00 payable to WV Department of Health and Human Resources for BPH permit application fee associated with the Jim Ridge Phase II Water Main Extension Project as presented by Mr. Young. Commissioner Foster seconded the motion. The motion carried unanimously.

### **RECESS**

At 10:08 a.m., Commissioner Ellis made a motion to recess until 10:30 a.m. Commissioner Foster seconded the motion. The motion carried unanimously.

At 10:28 a.m., Commissioner Ellis made a motion to enter back into regular session. Commissioner Foster seconded the motion. The motion carried unanimously.

### **JOHN STUMP, STEPTOE & JOHNSON PLLC**

At 10:30 a.m., Commissioner Ellis made a motion to open the public hearing. Commissioner Foster seconded the motion. The motion carried unanimously.

President Skidmore opened the public hearing and asked for public comments; there were none.

At 10:31 a.m., Commissioner Ellis made a motion to close the public hearing. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the second reading of the proposed Ordinance of the County Commission Entitled: AN ORDINANCE AUTHORIZING AND APPROVING THE DESIGN, ACQUISITION, CONSTRUCTION, IMPROVEMENT, FURNISHING AND EQUIPPING OF PROPERTY TO BE CONVEYED BY THE COUNTY COMMISSION OF PUTNAM COUNTY (THE "COUNTY COMMISSION") TO THE PUTNAM COUNTY BUILDING COMMISSION (THE

“BUILDING COMMISSION”) LOCATED AT 236 COURTHOUSE DRIVE, SUITE 8, WINFIELD, WEST VIRGINIA, FOR USE AS A SHERIFF’S HEADQUARTERS (THE “PROJECT”) BY THE COUNTY COMMISSION AND THE ISSUANCE BY THE BUILDING COMMISSION OF ITS LEASE REVENUE BONDS, IN ONE OR MORE SERIES, IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$10,000,000 (THE “BONDS”), TO FINANCE THE COSTS THEREOF, THE FUNDING OF A DEBT SERVICE RESERVE FUND FOR THE BONDS, IF REQUIRED, AND THE PAYMENT OF COSTS OF ISSUANCE OF THE BONDS AND RELATED COSTS; AUTHORIZING AND APPROVING THE CONVEYANCE OF ALL REAL AND PERSONAL PROPERTY CONSTITUTING THE PROPERTY OF THE PROPOSED SHERIFF’S HEADQUARTERS WITH ALL BUILDINGS, IMPROVEMENTS, FIXTURES, EQUIPMENT, RIGHTS OF WAY AND APPURTENANCES ASSOCIATED THEREWITH BY THE COUNTY COMMISSION TO THE BUILDING COMMISSION; AUTHORIZING THE LEASING OF THE PROPERTY OF THE PROPOSED SHERIFF’S HEADQUARTERS TOGETHER WITH ALL BUILDINGS, IMPROVEMENTS, FIXTURES, EQUIPMENT, RIGHTS OF WAY AND APPURTENANCES ASSOCIATED THEREWITH BY THE COUNTY COMMISSION FROM THE BUILDING COMMISSION PURSUANT TO A LEASE AGREEMENT TO BE EXECUTED AND DELIVERED BY THE PRESIDENT OF THE COUNTY COMMISSION; AUTHORIZING THE PREPARATION OF A PRELIMINARY OFFICIAL STATEMENT TO BE USED IN CONNECTION WITH THE SALE OF THE BONDS; AUTHORIZING THE EXECUTION AND DELIVERY BY THE PRESIDENT OF THE COUNTY COMMISSION OF A CONTINUING DISCLOSURE AGREEMENT, AN OFFICIAL STATEMENT, AND A BOND PURCHASE AGREEMENT AMONG THE COUNTY COMMISSION, THE BUILDING COMMISSION AND THE UNDERWRITER FOR THE BONDS; APPROVING THE ADOPTION BY THE COUNTY COMMISSION OF CONTINUING DISCLOSURE POLICIES AND PROCEDURES WITH RESPECT TO THE CONTINUING DISCLOSURE AGREEMENT TO BE EXECUTED BY THE COUNTY COMMISSION IN CONNECTION WITH THE ISSUANCE OF THE BONDS; AND AUTHORIZING OTHER NECESSARY ACTIONS IN CONNECTION WITH THE FOREGOING. Commissioner Foster seconded the motion. The motion carried unanimously.

**ADJOURN**

At 10:31 a.m., having no further business, Commissioner Ellis made a motion and Commissioner Foster seconded to adjourn the regular session of the County Commission until Thursday, March 24, 2022 at 5:30 p.m.

Respectfully submitted,

Marcie Kimberling  
Secretary