

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
March 24, 2022**

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 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 March 8, 2022 minutes. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the March 16, 2022 minutes. 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 scheduling a public hearing on the landowner(s) written request for a hearing on DAEA Case No. 2022-04 for April 26, 2022 at 5:30 p.m.
2. An Order to add to payroll Robert Myles, Grant-Funded Temporary Full-time, Day Report Officer, Department 731, \$33,600.00, yearly salary in twenty-four equal installments of \$1,400.00, effective April 1, 2022 as presented by the Commission Secretary
3. An Order to add to payroll Jason Parsons, Full-time, Paramedic, Department 715, \$15.70/hourly, effective March 9, 2022 as presented by the Commission Secretary
4. An Order to add to payroll Victoria Mullins, Full-time, Paramedic, Department 715, \$15.70/hourly, effective March 9, 2022 as presented by the Commission Secretary

5. An Order to add to payroll Blake Frame, Full-time, EMT, Department 715, \$12.70/hourly, effective March 9, 2022 as presented by the Commission Secretary
6. An Order to add to payroll Thomas Carpenter, Part-time, Paramedic, Department 715, \$15.70/hourly, effective March 9, 2022 as presented by the Commission Secretary
7. An Order to add to payroll Ernesto Jaramillo, Part-time, EMT, Department 715, \$12.70/hourly, effective March 9, 2022 as presented by the Commission Secretary
8. An Order to add to payroll Cameron Gibson, Part-time, EMT, Department 715, \$12.70/hourly, effective March 9, 2022 as presented by the Commission Secretary
9. An Order to make a payroll change for Darrell Robert Savage, Jr., Part-time to Full-time, EMT, Department 715, \$12.70/hourly, effective March 9, 2022 as presented by the Commission Secretary
10. An Order to make a payroll change for Calley Yingst, Part-time to Full-time, EMT, Department 715, \$12.70/hourly, effective April 1, 2022 as presented by the Commission Secretary
11. An Order to make a payroll change for Caitlin Chianesi, Part-time to Full-time, EMT, Department 715, \$12.70/hourly, effective April 1, 2022 as presented by the Commission Secretary
12. An Order to make a payroll change for Joseph Kaleb French, Part-time to Full-time, Paramedic, Department 715, \$15.70/hourly, effective March 28, 2022 as presented by the Commission Secretary
13. An Order to delete from payroll Tyler Melson, Part-Time, EMT, Department 715, effective March 21, 2022 as presented by the Commission Secretary
14. An Order to delete from payroll Joshua Huffman, Part-Time, Paramedic, Department 715, effective March 21, 2022 as presented by the Commission Secretary
15. An Order to delete from payroll Krystal Harrison, Part-Time, EMT, Department 715, effective March 21, 2022 as presented by the Commission Secretary
16. An Order to add to payroll David McClure, Full-time, Education Director, Department 715, \$55,000.00/annually, effective April 6, 2022 as presented by the Commission Secretary
17. An Order to make a payroll change for Regina Zegeer, Temporary Part-time, Office Assistant I, Transfer from Department 402 to 413, \$11.00/hourly, effective March 20, 2022 as presented by the Commission Secretary
18. An Order to make a payroll change for Toni Twisdale, Temporary Part-time, Office Assistant I, Transfer from Department 402 to 413, \$11.00/hourly, effective March 20, 2022 as presented by the Commission Secretary

19. An Order to delete from payroll Charlotte Buoy, Full-Time, Office Assistant, Department 406, effective March 18, 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.

20. 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 April 2022 invoice
21. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$240.00 payable to Chris Moles for professional services rendered for SAFE invoice for February 1, 2022 through February 22, 2022
22. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$862.00 payable to Chris Moles for professional services rendered for BIPPs invoice for January 4, 2022 through February 22, 2022
23. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$2,975.00 payable to New Horizons Therapy Services for March 7, 2022 through March 17, 2022 invoice
24. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$3,825.00 payable to New Horizons Therapy Services for February 7, 2022 through February 17, 2022 invoice
25. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$2,950.00 payable to New Horizons Therapy Services for February 22, 2022 through March 3, 2022 invoice
26. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$48.68 payable to Compton Office Machine Company

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: Phyllis Ann Crago, Earl Loyd Eads, Evelyn Mae Easter, Dwane Lee Garrison, James Howard Hunt, Thomas Wayne Milam, Naomi Ruth Thornton

Long Form Settlements: Pearl Louise Gibson

An Order to disburse the sum of \$119.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements.

Hearing and Order Administratively Closing Delinquent or Unprogressed Estates of John Kenneth Clark, Richard Eugene Clark, Oredo Lee Cutlip, Samuel Kenneth Cutlip, Albert Lee Davis, Terry Warren Durhammer, Larry Clayton Spence, and Deloris Jean Wheeler Spence.

An Order approving the Annual Settlement Report of Hilda L. Fields, Executrix in the Estate of Bobby Eugene Fields.

An Order of "Appointment List" of Actions of Fiduciary Supervisor from March 5, 2022 through March 18, 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 the budget revision for the Putnam County Sheriff's Department Fund #705 for overtime as presented by Mr. Young. Commissioner Foster seconded the motion. The motion carried unanimously.

RESOLUTION

Commissioner Foster read the Resolution for Sandy Murriner to recognize her 50 years of 4-H Volunteer Service.

Commissioner Ellis made a motion to approve the Resolution Supporting Putnam County Development Authority's Application for the Industrial Access Road Funding through the West Virginia Development Office and the West Virginia Department of Transportation as presented by Ms. Tenney. Commissioner Foster seconded the motion. The motion carried unanimously.

PROCLAMATION

Commissioner Foster read the Proclamation for March 2022 as American Red Cross Month.

MARIAN SMITH, VICTIM ADVOCATE

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

LARRY FRYE, COUNTY ATTORNEY

At 5:57 p.m., Commissioner Ellis made a motion to open the public hearing for the estates of John Kenneth Clark, Richard Eugene Clark, Oredo Lee Cutlip, Samuel Kenneth Cutlip, Albert

Lee Davis, Terry Warren Durhammer, Evelyn Bonnette Hinton, Deloris Jean Wheeler Spence, Larry Clayton Spence. Commissioner Foster seconded the motion. The motion carried unanimously.

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

At 5:58 p.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 and authorize the President to sign the order to administratively close the estates of John Kenneth Clark, Richard Eugene Clark, Oredo Lee Cutlip, Samuel Kenneth Cutlip, Albert Lee Davis, Terry Warren Durhammer, Evelyn Bonnette Hinton, Deloris Jean Wheeler Spence, Larry Clayton Spence as presented by Mr. Frye. Commissioner Foster seconded the motion. The motion carried unanimously.

MIKYLE WHITE, OES/911 DIRECTOR

At 6:00 p.m., Commissioner Ellis made a motion to enter into executive session for Engineering Proposals for the 911 Tower Site. Commissioner Foster seconded the motion. The motion carried unanimously.

At 6:55 p.m., Commissioner Ellis made a motion to enter back into regular session. Commissioner Foster seconded the motion. The motion carried unanimously.

County Manager Jeremy Young reviewed the 5G process in which each Commissioner ranks the firms in order of preference.

Commissioner Ellis ranked Triad Engineering, Inc. first, Mead & Hunt second, and S & S Engineers Inc. third.

Commissioner Foster ranked S & S Engineers Inc. first, Triad Engineering, Inc. second, and Mead & Hunt third.

Commissioner Skidmore Triad Engineering, Inc. first, S & S Engineers Inc. second, Mead & Hunt third.

Negotiations will begin with Triad Engineering, Inc for Engineering Proposals for the 911 Tower Site.

TINA PECK, DAEA PROGRAM DIRECTOR

Commissioner Ellis made a motion to approve the petition to accept and file the complaint for DAEA Case 2022-07 as presented by Ms. Peck. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the order to file the complaint for Dilapidated & Abandoned Enforcement Agency Case 2022-07 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 Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the petition to accept and file the complaint for DAEA Case 2022-09 as presented by Ms. Peck. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the order to file the complaint for Dilapidated & Abandoned Enforcement Agency Case 2022-09 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 Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the petition to accept and file the complaint for DAEA Case 2022-20 as presented by Ms. Peck. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the order to file the complaint for Dilapidated & Abandoned Enforcement Agency Case 2022-20 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 Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the petition to accept and file the complaint for DAEA Case 2022-21 as presented by Ms. Peck. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the order to file the complaint for Dilapidated & Abandoned Enforcement Agency Case 2022-21 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 Foster seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to reject DAEA Case 2022-10 as presented by Ms. Peck. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to amend the formal complaint for DAEA Case 2022-03 to include all heirs as presented by Ms. Peck. Commissioner Ellis amended his motion to allow the

owner to utilize the shell of the structure for a new structure. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to dismiss DAEA Case 2021-14 as presented by Ms. Peck. Commissioner Foster seconded the motion. The motion carried unanimously.

JEREMY YOUNG, COUNTY MANAGER

Commissioner Ellis made a motion to approve and authorize the President to sign the contract agreement with Swope Construction for the Putnam County Sheriff Headquarters Project as presented by Mr. Young. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to adopt the budget for fiscal year 2023 as presented by Mr. Young. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the WV State Auditors document for the 10% Elected Official raises approved by the State Legislature. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the publication of the fiscal year 2023 budget as presented by Mr. Young. Commissioner Foster seconded the motion. The motion carried unanimously.

1. An Order to issue a check from the Putnam County American Rescue Plan Fund (#207-435-3-41.0) in the amount of \$40,000.00 payable to S & S Engineers, Inc. for work completed on the Putnam County Fiber Optic Broadband Project
2. An Order to issue a check from the Putnam County American Rescue Plan Fund (#207-435-3-41.0) in the amount of \$33,925.00 payable to CSX Transportation, Inc. for license fees on the Putnam County Fiber Optic Broadband Project

Commissioner Ellis made a motion to approve the orders as presented. Commissioner Foster seconded the motion. The motion carried unanimously.

3. An Order to issue a check from the 911-07 Fund in the amount of \$3,753.40 payable to Electronic Services Inc. for equipment cost for lightening damage on the radio system
4. An Order to issue a check from the 911-07 Fund in the amount of \$3,876.73 payable to Electronic Services Inc. for equipment cost for lightening damage on the radio system
5. An Order to issue a check from the 911-07 Fund in the amount of \$4,961.00 payable to Absten and Sons LLC for equipment cost for lightening damage on the radio system

Commissioner Ellis made a motion to approve the orders as presented. 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 \$241,964.95 payable to WesBanco Bank, Inc. Trustee for February 2022 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 a check from the Putnam County Building Fund (#044-424-2-23.0) in the amount of \$64,155.29 payable to Silling Architects (invoice #5782) for design work associated with the Putnam County Sheriff Facilities 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 \$9,100.00 (invoice #37577) payable to Terradon Corporation for engineering services for the Jim Ridge Phase II Water Main Extension Project as presented by Mr. Young. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Putnam County employee raises effective April 1, 2022 as presented by Mr. Young. Commissioner Foster seconded the motion. The motion carried unanimously.

ADJOURN

At 7:23 p.m., having no further business, Commissioner Ellis made a motion and Commissioner Foster seconded to adjourn the regular session of the County Commission until Tuesday, April 12, 2022 at 9:00 a.m.

Respectfully submitted,

Marcie Kimberling
Secretary