

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

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

**MINUTES  
PUTNAM COUNTY COMMISSION REGULAR SESSION  
May 12, 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 \$8,581.00 for April 2022 Optical and Dental Benefits
3. An Order to transfer from the General County Fund to the Putnam County Employee Benefit Fund, the sum of \$8,480.00 for March 2022 Optical and Dental Benefits

Commissioner Ellis made a motion to approve 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 April 26, 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 to add to payroll Crystal Ward, Part-time, EMT, 715, \$12.70/hourly, effective May 6, 2022 as presented by the Commission Secretary
2. An Order to add to payroll Joseph Brander, Part-time, EMT, 715, \$12.70/hourly, effective May 6, 2022 as presented by the Commission Secretary
3. An Order to delete from payroll Candice Beckett, Full-Time, Office Assistant I, Department 402, effective April 15, 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 \$1,260.00 payable to Henning Counseling and Consultation LLC for May 2, 2022 through May 5, 2022
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$3,290.00 payable to Henning Counseling and Consultation LLC for April 18, 2022 through April 28, 2022
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$3,000.00 payable to EBE Investments for June 2022 invoice
4. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$3,000.00 payable to New Horizons Therapy Services for March 2022 invoice
5. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$160.00 payable to Reconnect
6. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$303.00 payable to QLABS for March 2022 invoice
7. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$139.95 payable to Earl's Auto Parts, Inc.
8. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1,466.00 payable to Board of Risk and Insurance Management

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:** Donald A. Frazier, Glenna Rowena Lawson Grim, James Clair Hamilton, Betty A. aka Frances Elizabeth Kirby, Clovis Dearl Prichard, Glenn Harvey Richards, Jr., Douglas Lee Tolley, Kevin Duane Wiggins, Bonnie Sue Willard, Stephen Glen Woodall

**Long Form Settlements:** Mary Beth Beaver, Jesse James Boling, Fred Russell Penix

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

Tammy Renae Johnson, Janice June Johnston, Jeremy William Jones, Kit Earl Jones, Catherine Kainniainen, Garmie Franklin Landers

An Order to disburse the sum of \$170.00 from the Fiduciary Special Fund made payable to State Tax Department for estate tax administration fees.

An Order to disburse the sum of \$173.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements.

A General Order to Show Cause for the Estates of Delmer "Dake" "Moe" Absten, Betty Lou Anders, Julia Elizabeth Armstrong, Ursel Genial Ball, Samuel Tyler Bennett, William Smith Reveal, Randall Eugene Shilling, and Larry Bruce Slater.

An Order to reappoint Brandon Johnson Administrator DBN of the Estate of Barry Joseph Johnson due to the death of former Administratrix, Joyce Damron.

An Order to reappoint Robert Miller Administrator DBN for the Estate of Freda Mae Sloan to complete administration of the Estate.

An Order to reopen the Estate of David Lee Hamon for the sole purpose of litigation and appoint Patti R. Shinn, Administratrix CTA DBN.

An Order to reopen the Estate of Glenn Harvey Richards, Jr., for the sole purpose of cashing a refund check and appoint V. Carol Richards, Administratrix.

An Order to reopen the Estate of Glenn E. Dunlap for the sole purpose of transferring an investment account and appoint Brenda S. Dunlap, Executrix.

An Order to reopen the Estate of Paul David Callahan for the sole purpose of amending the 6.02 Nonprobate Inventory of the Estate and appoint Derek D. Callahan, Executor.

An Order approving the Accounting Report of Sheriff Bobby Eggleton, Administrator in the Estate of Eleanor Rose Garrett.

An Order of "Appointment List" of Actions of Fiduciary Supervisor from April 23, 2022 through May 6, 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 9:08 a.m., Commissioner Ellis made a motion to enter into executive session for board interviews with Scott Edwards, Gary Young, Allison Jones, Heather Vanater, Nicole Mayberry, and Ron Arthur. Commissioner Foster seconded the motion. The motion carried unanimously.

At 10:14 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 Foster made a motion to appoint Ron Arthur to serve on the Putnam County Community Criminal Justice Board, effective May 12, 2022 with a term to expire on December 31, 2023. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to appoint Nicole Mayberry to serve on the Putnam County Health Board, effective May 12, 2022 with a term to expire on June 30, 2026. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to appoint Heather Vanater to serve on the Putnam County Development Authority Board, effective May 12, 2022 with a term to expire on September 30, 2024. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to appoint Scott Edwards to serve on the Putnam County Development Authority Board, effective May 12, 2022 with a term to expire on September 30, 2024. Commissioner Ellis seconded the motion. President Skidmore abstained. The motion carried.

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

Commissioner Ellis read the Proclamation to object AEP's request for an additional rate increase.

Commissioner Ellis made a motion to affirm the decision to declare a State of Emergency in Putnam County due to flooding that occurred on May 6, 2022 as presented by Mr. Young. Commissioner Foster seconded the motion. The motion carried unanimously.

### **ALAN PRITT, PRITT & SPANO**

Commissioner Ellis made a motion to take the Endo/Par West Virginia State-Wide Opioid Settlement Agreement with attachments, City/County Plaintiff's Collective Answers to Distributor Defendant's Reformulated Discovery Requests with attachments, Exhibit A with attached schedules, Exhibit B Opioid Regional Map, Exhibit C Allocations to WV Counties and Municipalities, WV First Memorandum of Understanding, Exhibit C WV Local Government Election and Release Form, and Resolution for Verification off the table. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve WV First Memorandum of Understanding as presented by Mr. Pritt. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Endo/Par West Virginia State-Wide Opioid Settlement Agreement, with attachments as presented by Mr. Pritt. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve Resolution for Verification as presented by Mr. Pritt. Commissioner Foster seconded the motion. The motion carried unanimously. Commissioner Ellis amended his motion to authorize the County Manager to sign the Resolution of Verification as presented by Mr. Pritt. Commissioner Foster seconded the motion. The motion carried unanimously.

### **MAYOR DONNA MCKNEELY**

Isaac Fadiga of the Thrasher Group provided details for the Bancroft Town Park Sinkhole repair. The Commissioners provided Mayor McKneely with the names of several grants the Town of Bancroft can apply for to help with the repair. Commissioner Foster made a motion to table the repair at the Bancroft Town Park Sinkhole for further review as presented by Mayor McKneely. Commissioner Ellis seconded the motion. The motion carried unanimously.

### **TINA PECK, PLANNER**

Commissioner Ellis made a motion to approve the order for the REZ 2021-03 as presented by Ms. Peck. Commissioner Foster seconded the motion. The motion carried unanimously.

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

Commissioner Ellis made a motion to sign the dismissal order for DAEA Case 2019-05 as presented by Ms. Peck. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to sign the amended dismissal order for DAEA Case 2022-21 as presented by Ms. Peck. Commissioner Foster seconded the motion. The motion carried unanimously.

### **FARRAH CRANE, CHIEF TAX DEPUTY**

Commissioner Ellis made a motion to approve the delinquent tax list as presented by Ms. Crane. Commissioner Foster seconded the motion. The motion carried unanimously.

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

Commissioner Ellis 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 Jamie Bandy as Putnam County Humane Officers as presented by Mr. Frye. Commissioner Foster seconded the motion. The motion carried unanimously.

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

Commissioner Ellis made a motion to affirm the decision to accept the low bid from Astech Corporation to perform abatement work on the Sheriff's Annex Facility as presented by Mr. Young. Commissioner Foster seconded the motion. The motion carried unanimously.

### **EXECUTIVE SESSION**

At 10:45 a.m., Commissioner Ellis made a motion to enter into executive session for board interview with C.D. Caldwell. Commissioner Foster seconded the motion. The motion carried unanimously.

At 10:58 a.m., Commissioner Ellis made a motion to enter back into regular session. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to appoint C.D. Caldwell to serve on the Putnam County Development Authority Board, effective May 12, 2022 with a term to expire on September 30, 2024. Commissioner Foster seconded the motion. The motion carried unanimously.

### **RONNIE LOVEJOY, FIBEROPTIC DIRECTOR**

Ronnie Lovejoy provided a Fiberoptic Project update.

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

Commissioner Ellis made a motion to approve the budget revision for the Putnam County Commission Fund #711 for materials, supplies, and contracted services as presented by Mr. Young. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the budget revision for the Putnam County Commission Fund #712 for employee wages, uniforms, training, auto supplies, maintenance building, and 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 Putnam County American Rescue Fund (#207-435-3-41.0) in the amount of \$792,630.00 payable to Alpha Technologies, Inc. for materials 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 Coal Severance Fund (002-809-5-67.0) in the amount of \$89,000.00 payable to Putnam County Building Commission Series B Bond Revenue Account, toward Waterworks Revenue Bond payments 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 \$29,900.70 payable to WesBanco Bank, Inc. Trustee for April 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 911-07 Fund in the amount of \$1,429.94 payable to Appalachian Signals & Products for additional fire alarm work per Fire Marshal due to lightning as presented by Mr. Young. Commissioner Foster seconded the motion. The motion carried unanimously.

1. An Order to issue a check from the General County Fund (#001-425-5-67.0) in the amount of \$6,000.00 payable to North Putnam Little League for funds received from the WV Governor's Office
2. An Order to issue a check from the General County Fund (#001-425-5-67.0) in the amount of \$2,000.00 payable to Bison Youth Wrestling for funds received from the WV Governor's Office

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 General County Fund (#001-442-547V) in the amount of \$850.00 payable to Violent Crime Drug Task Force West for purchase of evidence/information 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 \$269.00 payable to Help for Animals for services provided as presented by Mr. Young. Commissioner Foster seconded the motion. The motion carried unanimously.

3. An Order to issue a check from the Putnam County Building Fund (#044-424-2-23.0) in the amount of \$700.00 payable to Pinnacle Consultants LLC (invoice #PC-10932) for Sheriff's Annex material inspection
4. An Order to issue a check from the Putnam County Building Fund (#044-424-2-23.0) in the amount of \$107,955.00 payable to Swope Construction (Pay app #1) for work associated with the Sheriff's Facility Project

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

## **ADJOURN**

At 11:11 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, May 26, 2022 at 5:30 p.m.

Respectfully submitted,

Marcie Kimberling

Secretary