

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
May 26, 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

1. Edit registers and checks

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

Commissioner Ellis moved to publicly certify the results of the May 10, 2022 Primary Election. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the May 16, 2022 canvassing meeting minutes. Commissioner Foster seconded the motion. The motion carried unanimously.

GENERAL BUSINESS

Commissioner Ellis made a motion to approve the May 12, 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 designate all the banking institutions situate in the county and duly incorporated under the laws of this State, or organized under the laws of the United States, as depositories of public moneys. When any banking institution designated herein has complied with all of the requirements and provisions of West Virginia Code §7-6-1, et seq., the Sheriff may deposit public funds with it as a county depository.
2. An Order to delete from payroll Diana Bailey, Part-Time, Legal Assistant II, Department 405, effective April 7, 2022 as presented by the Commission Secretary
3. An Order to add to payroll Marcie Kimberling, Full-time, Legal Assistant, Transfer from 401 to 405, \$18.00/hourly, effective May 1, 2022 as presented by the Commission

Secretary

4. An Order to make an amended payroll change for Aimee Dillon, Full-time, Home Confinement Officer, Department 705, \$15.50/hourly, effective May 26, 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 \$150.00 payable to Gunters Logoworks & Sportswear, LLC
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$2,940.00 payable to Henning Counseling and Consultation LLC for May 9, 2022 through May 19, 2022
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$94.81 payable to ODP Business Solutions LLC
4. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$152.99 payable to Galls
5. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$40.00 payable to QLABS
6. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1,605.00 payable to Chris Moles for professional services rendered for March-April 2022 invoice
7. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$660.00 payable to Anthony Craigo for professional services rendered for January-February 2022 invoice
8. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$2,002.50 payable to Kimberly Sizemore for professional services rendered for April 2022 invoice
9. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1,942.50 payable to Kimberly Sizemore for professional services rendered for March 2022 invoice

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: Robert Daniel Chandler, Kathleen Victoria Sayre Jenkins, Majorie Delores Jividen, Renee Wiles Johnson, Patricia Anne Parish, Ruth M. Payne, Michael Eugene Ray, Eileen Riffle, Dempsey Ray Sovine, Larry Arnold Stover, Beverly Ann Thompson

Long Form Settlements: Mary Priscilla Smith

Certificates of Completion: Roger R. Pennington, Sr.

An Order to disburse the sum of \$156.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements.

Hearing and Order Administratively Closing Delinquent or Unprogressed Estates of Donald Cecil Arthur, Wilma Jo Brewer, Ruth Aileen Hudson, and Emmitt Gene Jeffrey, Sr.

Hearing and Order Continuing Administration of Estate of Dale Eric Hughes.

An Order appointing Michael J. Bell and Harvey D. Peyton as Fiduciary Commissioners for Putnam County and affirming Timothy J. LaFon as Fiduciary Commissioner for Putnam County.

An Order of "Appointment List" of Actions of Fiduciary Supervisor from May 7, 2022 through May 20, 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.

Commissioner Ellis made a motion to approve the order to administratively close the Estates of Donald Cecil Arthur, Wilma Jo Brewer, Ruth Aileen Hudson, Dale Eric Hughes, and Emmitt Gene Jeffrey, Sr. as presented by Mr. Frye. Commissioner Foster seconded the motion. The motion carried unanimously.

EXECUTIVE SESSION

At 5:38 p.m., Commissioner Ellis made a motion to enter into executive session for board interview with Erik Goes. Commissioner Foster seconded the motion. The motion carried unanimously.

At 5:47 p.m., Commissioner Ellis made a motion to enter back into regular session. 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 #700 for part-time employees' overtime, part-time employees' wages,

printing, maintenance and repair equipment 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 911 Fund #712 for maintenance and repair vehicles, uniforms, contracted services, professional services, travel, training 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 EMS Fund #715 for utilities as presented by Mr. Young. Commissioner Foster seconded the motion. The motion carried unanimously.

1. An Order to issue a check from the 911-07 Fund in the amount of \$107,660.00 payable to Bird Excavating for remaining total for Winfield Tower Road Project
2. An Order to issue a check from the 911-07 Fund in the amount of \$2,000.00 payable to Bird Excavating for groundwork for parking lot tower lightning strike
3. An Order to issue a check from the 911-07 Fund in the amount of \$35,782.29 payable to Bird Excavating for building cameras replacement from lightning strike

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

4. An Order to issue a check from the Putnam County Building Fund (#044-424-2-23.0) in the amount of \$18,575.06 payable to Silling Architects (invoice #5842) for design work associated with the Putnam County Sheriff Facilities Project
5. An Order to issue a check from the Putnam County Building Fund (#044-425-4600) in the amount of \$52,969.50 payable to Swope Construction (Pay app #2) for work associated with the Putnam County Sheriff Facilities Project

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

6. An Order to issue a check from the Water and Sewer Fund (#045-809-5-66) in the amount of \$5,250.00 (invoice #37824) payable to Terradon Corporation for engineering services for the Jim Ridge Phase II Water Main Extension Project
7. An Order to issue a check from the Water and Sewer Fund (#045-809-5-66) in the amount of \$300.00 payable to Fifth Third Bank for the WV Department of Environmental Protection NPDES Permit fee for the Jim Ridge Phase 2 Water Project

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 Putnam County American Rescue Fund (#207-435-3-41.0) in the amount of \$1,750,945.07 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.

LARRY FRYE, COUNTY ATTORNEY

Commissioner Ellis made a motion to approve and authorize the “Asset Purchase and Lease Agreement by and between the Putnam County Development Authority, Incorporated and Putnam Holdings, LLC” that will result in Putnam Holdings, LLC maintaining or causing to be maintained a grocery business in Poca, Putnam County, West Virginia as presented by Mr. Frye. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to sign an order fixing the mileage reimbursement at the State rate for Business Travel as presented by Mr. Frye. Commissioner Foster seconded the motion. The motion carried unanimously.

BOARD APPOINTMENT

Commissioner Ellis made a motion to appoint Erik Goes to serve on the Putnam County Library Board, effective July 1, 2022 with a term to expire on June 30, 2027. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to appoint Joe McDonie to serve on the Putnam County Development Authority Board, effective May 26, 2022 with a term to expire on September 30, 2023. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to appoint R. Andrew Skidmore to serve on the Region II Work Force Development Board. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to appoint C. Brian Ellis to serve on the Putnam County Planning Commission Board, effective May 26, 2022 with a term to expire on February 6, 2024. Commissioner Skidmore seconded the motion. The motion carried unanimously.

LARRY FRYE, COUNTY ATTORNEY

Commissioner Ellis made a motion to sign a deed transferring 0.116 acres in Curry District from the Putnam County Commission to Sierra Sheltz and Jacob Burns as a result of the property being sold on GovDeals.com as presented by Mr. Frye. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to amend the County Personnel Policy and Procedures Manual to include provisions for County Commissioners to be reimbursed for mileage and lodging for business purposes as presented by Mr. Frye. Commissioner Foster seconded the motion. The motion carried unanimously.

DEE PRICE ON BEHALF OF KATHRYN E. LANHAM

Commissioner Ellis made a motion to appoint Eric Embree as Committee for Todd P. Carpenter pursuant to the provisions of W.Va. Code §28-5-33 and motion by Kathryn E. Lanham. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to set the bond for \$1,000.00. Commissioner Ellis amended his motion to clarify that the bond be posted in 60-days. Commissioner Foster seconded the motion. The motion carried unanimously.

TINA PECK, DAEA PROGRAM DIRECTOR

Commissioner Foster made a motion to dismiss DAEA Case 2021-25 as presented by Ms. Peck. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to dismiss DAEA Case 2022-24 as presented by Ms. Peck. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to dismiss DAEA Case 2022-25 as presented by Ms. Peck. Commissioner Ellis 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 2022-28 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 DAEA Case 2022-28 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 Foster seconded the motion. The motion carried unanimously.

PUBLIC COMMENT

There were none.

ADJOURN

At 6:17 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, June 14, 2022 at 9:00 a.m.

Respectfully submitted,

Marcie Kimberling
Secretary