

APPROVED: _____

DATE: _____

MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
June 14, 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

Commissioner Ellis made a motion to approve invoices as reflected in the edit registers. 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 Ariel Taylor, Full-Time, Dispatcher, Department 712, effective June 1, 2022 as presented by the Commission Secretary
2. An Order to add to payroll Bradley M. Hodges, Full-time, Deputy, Department 700, \$20.00/hourly, effective July 1, 2022 as presented by the Commission Secretary
3. An Order to add to payroll Ryan H. Moses, Full-time, Deputy, Department 700, \$20.00/hourly, effective July 1, 2022 as presented by the Commission Secretary
4. An Order to add to payroll Matthew D. Wood, Full-time, Deputy, Department 700, \$20.00/hourly, effective July 1, 2022 as presented by the Commission Secretary
5. An Order to add to payroll Noah A. Miller, Full-time, Deputy, Department 700, \$20.00/hourly, effective July 1, 2022 as presented by the Commission Secretary
6. An Order to add to payroll David M. O'Conner, Full-time, Deputy, Department 700, \$20.00/hourly, effective July 1, 2022 as presented by the Commission Secretary
7. An Order to delete from payroll Seth Lewis, Full-Time, Corporal, Department 700, effective May 26, 2022 as presented by the Commission Secretary
8. An Order to make a payroll change for Tim Hanna, Full-Time, Project Coordinator,

Department 401, \$48,080/salary, effective June 1, 2022 as presented by the Commission Secretary

9. An Order to add to payroll Melissa J Smith, Full-time, Executive Assistant, Department 401, \$16.00/hourly, effective July 21, 2022 as presented by the Commission Secretary
10. An Amended Order to make a payroll change for Marcie Kimberling, Full-time, Legal Assistant, Department 401 to 405, \$18.00/hourly, effective June 1, 2022 as presented by the Commission Secretary
11. An Order to add to payroll Corey Bell, Part-time, EMT, Department 715, \$12.70/hourly, effective June 10, 2022 as presented by the Commission Secretary
12. An Order to delete from payroll Vanessa Boggess, Part-Time, EMT, Department 715, effective June 10, 2022 as presented by the Commission Secretary
13. An Order to delete from payroll Valerie Boggess, Part-Time, EMT, Department 715, effective June 10, 2022 as presented by the Commission Secretary
14. An Order to delete from payroll Ryan Burger, Part-Time, Paramedic, Department 715, effective June 10, 2022 as presented by the Commission Secretary
15. An Order to delete from payroll Lisa Herdman, Full-Time, Office Manager, Department 716, effective June 6, 2022 as presented by the Commission Secretary
16. An Order to make a payroll change for Eric Whitney, Full-time, Bailiff, Department 730, \$15.00/hourly, effective July 1, 2022 as presented by the Commission Secretary
17. An Order to add to payroll Todd Lowe, Part-Time, Bailiff, Department 730, effective July 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 \$1680.00 payable to Henning Counseling and Consultation, LLC (5/23/22-5/26/22 invoice)
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$490.00 payable to Henning Counseling and Consultation, LLC (5/30/22-5/31/22 invoice)
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1330.00 payable to Henning Counseling and Consultation, LLC (6/1/22-6/9/22 invoice)

4. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$45.84 payable to Compton Office Machine Company
5. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$56.56 payable to ODP Business Solutions LLC
6. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$1035.00 payable to Chris Moles (May BIPP/SAFE invoice)
7. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$180.00 payable to Reconnect, Inc.
8. An Order to issue a check from the Putnam County Community Criminal Justice Fund in the amount of \$2325.00 payable to Kimberly Sizemore (May invoice)

Commissioner Foster seconded the motion. The motion carried unanimously.

PUBLIC COMMENT

Dorsel Cobb Jr, appeared before the Commission to discuss heirship property that was divided between heirs and they have issues with Planning Commission regulations for subdivisions.

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: Delmar “Dake” “Moe” Absten, Alice Marguerite Bartley, Kathy Lee Buckley, Kenneth Carl Colston, Junior Eugene Fizer, William Lyle Gibson, Julia Cathrine “Catherine” Greene, Elma Lee Hornish, Dale Eric Hughes, Barbara Ann Knuckles, Sherill Lynn Morris, Mary Lenore Newman, Lawrence Perry Perkins, Jr., Thurman Dwight Sargent, Joel Clayton Snodgrass, Eloise Erwin Thompson

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

Eric Matthew James, Charles Frederick Ray, Steven B. Reel, Harold J. Runion, Dana Monroe Sanders, Betty L. Saunders, Doran Dale Sayre, Cecil B. Willis

An Order to disburse the sum of \$90.00 from the Fiduciary Special Fund made payable to State Tax Department for estate tax administration fees.

An Order to disburse the sum of \$193.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements.

A General Order to Show Cause for the Estates of Scott Monroe Beane, Tony Bartram, Dencil Edward Bess, Myrtle Evangaline Bias, Gloyd Kenneth Blessing, Katherine Ann Beckett, Hazel Virginia Sovine Billups.

An Order of "Appointment List" of Actions of Fiduciary Supervisor from May 21, 2022 through June 10, 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.

SUSAN BLAKE

Susan Blake appeared before the Commission to discuss her struggles with aphasia related from a stroke.

Commissioner Ellis read the Aphasia Awareness Month Proclamation and designated June as Aphasia Awareness Month.

GARY WARNER, ASSESSOR

Gary Warner presented the Commission with an "Oath and Certification" for the 2022 Land Tax Books for signature. Commissioner Ellis made a motion to accept and sign the "Oath and Certification" for the Land Books as presented by Mr. Warner. Commissioner Foster seconded the motion. The motion carried unanimously.

PATRICK CADLE, CCAWV

CCAWV Executive Director Patrick Cable and Denise Allen appeared before the Commission to acknowledge Luke Craigo the second-place winner of the CCAWV Essay Contest and was awarded \$300.00 and Nick McDaniel placed honorable mention and was awarded \$50.00.

RICH PULLIN, FIRE ADMINISTRATOR

Rich Pullin appeared before the Commission to discuss a Putnam County Fire Service Board Excess Levy Proposal. The Commissioners requested a meeting with Mr. Pullin for further discussion.

TINA PECK, DAEA PROGRAM DIRECTOR

Commissioner Ellis made a motion to dismiss DAEA Case 2021-08 as presented by Ms. Peck. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to table DAEA Case 2021-41 as presented by Ms. Peck. Commissioner Foster seconded the motion. The case will be discussed at a later meeting.

Commissioner Elis made a motion to dismiss DAEA Case 2022-09 as presented by Ms. Peck. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Elis made a motion to table DAEA Case 2022-42 as presented by Ms. Peck. Commissioner Foster seconded the motion. The case will be discussed at a later meeting.

Commissioner Ellis made a motion to table DAEA Case 2022-44 as presented by Ms. Peck. Commissioner Foster seconded the motion. The case will be discussed at a later meeting.

JAMEY HUNT, DAY REPORT DIRECTOR

Commissioner Ellis made a motion to approve and authorize the President to sign the Community Corrections Grant Contract in the amount of \$130,000.00 as presented by Mr. Hunt. Commissioner Foster seconded the motion. The motion carried unanimously.

JEREMY YOUNG, COUNTY MANAGER

Commissioner Ellis made a motion to approve the Final State Budget Revision #2 FY2022 to increase revenue and expenses by \$1,321,152.00 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 the consideration and decision on City of Hurricane's Request for Annexation by Petition of 7.59 acres Pursuant to WV Code 8-6-4 as presented by Mr. Frye. 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 Commission as presented by Mr. Young:

1. Department #401 for legal advertisements, training and education, and professional services
2. Department #402 for part-time wages, travel, materials, and supplies
3. Department #404 for printing
4. Department #404 for materials and supplies
5. Department #404 for part-time employees wages, part-time employees overtime
6. Department #405 for part-time salaries and wages, part-time wages - overtime, capital outlay, supplies and materials, telephone, postage
7. Department #411 for full-time employees over-time, advertising/legal publication
8. Department #413 for retirement expense, full-time employees – overtime
9. Department #700 for building and equipment rent, uniforms, contracted services
10. Department #705 for contracted services
11. Department #715 for automobile supplies, printing, dues and subscriptions
12. Department #716 for travel, training and education, uniforms, automobile supplies
13. Department #439 for full-time employees – overtime, printing, M&R – auto and trucks, postage

Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve Clerk to issue Deputy Sheriff civil service pay increments for fiscal year 2021/2022 for those who continue to be employed with the County as of June 30, 2022. 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 \$9,291.36 payable to Silling Architects (invoice#5864) 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 (#044-425-4600) in the amount of \$25,920.00 payable to Astech Corporation a 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 (#001-902-5-67.0) in the amount of \$8,000.00 payable to Putnam County 4-H Leaders Association 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 (#001-401-2-23.0) in the amount of \$1,500.00 payable to WesBanco (invoice # 6851) as presented by Mr. Young. Commissioner Foster seconded the motion. The motion carried unanimously

Commissioner Ellis made a motion to approve a transfer of funds from Department 911-07 to Premier Construction Group LLC in the amount of \$26,000.00 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 \$3,500.00 (invoice #38024) payable to Terradon Corporation 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 \$19,547.04 payable to WesBanco Bank, Inc. (Acct. #108507771 revenue fund) as presented by Mr. Young. Commissioner Foster seconded the motion. The motion carried unanimously

Commissioner Ellis made a motion to approve a transfer funds from Department 911-07 to Premier Construction Group LLC in the amount of \$3,326.64 as presented by Mr. Young. Commissioner Foster seconded the motion. The motion carried unanimously

ADJOURN

Having no further business, Commissioner Ellis made a motion and Commissioner Foster seconded to adjourn the regular session of the County Commission until Thursday, June 30, 2022 at 5:30 p.m.

Respectfully submitted,

Melissa Smith
Secretary