

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

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

**MINUTES  
PUTNAM COUNTY COMMISSION REGULAR SESSION  
June 30, 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. 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.

**GENERAL BUSINESS**

Commissioner Ellis made a motion to approve the May 26, 2022 minutes. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the June 14, 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 Hunter J. Shockey, Part-time, Intern, Department 405, \$10.00/hourly, effective June 21, 2022 as presented by the Commission Secretary
2. An Order to add to payroll Bridget Black, Full-time, Janitor, Department 424, \$12.00/hourly, effective June 27, 2022 as presented by the Commission Secretary
3. An Order to delete from payroll Jessi Hale, Part-time, Dispatcher, Department 712, effective June 30, 2022 as presented by the Commission Secretary
4. An Order to delete from payroll Rich Pullin, Part-time, Dispatcher, Department 712, effective June 30, 2022 as presented by the Commission Secretary
5. An Order to delete from payroll Nyle Whittington, Part-time, Dispatcher, Department 712, effective June 30, 2022 as presented by the Commission Secretary

6. An Order to make a payroll change for Jamie Bandy, Full-time, Humane Officer, Department 716, \$12.50/hourly, effective June 27, 2022 as presented by the Commission Secretary
7. An Order to add to payroll Leslie Hardman, Part-time, Kennel Tech, Department 716, \$12.00/hourly, effective June 28, 2022 as presented by the Commission Secretary
8. An Order to add to payroll Tiffany Mathis, Part-time, Kennel Tech, Department 716, \$12.00/hourly, effective June 21, 2022 as presented by the Commission Secretary
9. An Order to delete from payroll Eric Thomas, Part-time, Kennel Tech, Department 716, effective June 30, 2022 as presented by the Commission Secretary
10. An Order to make a payroll change for Jamey Hunt, Full-time, Director Day Report, Department 731, \$54,884.00/salary, effective July 1, 2022 as presented by the Commission Secretary
11. An Order to make a payroll change for Tori Ward, Full-time, Day Report Officer, Department 731, \$17.77/hourly, effective June 27, 2022 as presented by the Commission Secretary
12. An Order to make a payroll change for Robert Myles, Full-time, Day Report Officer, Department 731, \$17.77/hourly, effective June 27, 2022 as presented by the Commission Secretary
13. An Order to make a payroll change for Swana Lovejoy, Full-time, Day Report Assistant, Department 731, \$13.72/hourly, effective June 27, 2022 as presented by the Commission Secretary
14. An Order to make a payroll change for Hunter J. Shockey, Part-time, Intern, Department 405, \$15.00/hourly, effective July 1, 2022 as presented by the Commission Secretary
15. An Order to transfer from the General County Fund to the Putnam County Employee Benefit Fund in the amount of \$8,581.00
16. An Order to transfer from the Putnam County Community Criminal Justice Fund to the General County Fund in the amount of \$15,715.44
17. An Order to transfer from the Putnam County Community Criminal Justice Fund to the General County Fund in the amount of \$14,100.03
18. An Order to transfer from the Putnam County Community Criminal Justice Fund to the General County Fund in the amount of \$20,470.26
19. An Order to issue a check from the General County Fund in the amount of \$1,961.00 (#001-442-567V) payable to Violent Crime Drug Task Force West

20. An Order to issue a check from the Coal Severance Fund (002-809-5-67.0) in the amount of \$47,000.00 payable to Putnam County Building Commission Series B Bond Revenue Account
21. An Order to issue a check from the Putnam County Building Fund (#044-425-4-60.0) in the amount of \$436.50 (#044-425-4-60.0) payable to Triad Engineering

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 (#72) in the amount of \$1,445.00 payable to Board of Risk and Insurance Management
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$186.00 payable to QLABS
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$2,000.00 payable to EBE Investments (July Invoice)
4. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$144.96 payable to Swana Lovejoy
5. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$1,400.00 payable to Henning Counseling and Consultation, LLC (6/13/22-6/16/22)
6. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$1,155.00 payable to Henning Counseling and Consultation, LLC

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:**

Lola Irene Burford, Kenneth Carl Colston, Jr., Thelma Louise Comer, Bonnie J. Davis Craig, Timothy Craig Fielder, Angela Hamon McCallister Ford, James Robert Hamilton, James William Holston, Jr., Dayton Eugene Knapp, Larry David Landers, William Edward Lemon, Rose Anna Mullins, William Ray Noffsinger, William Douglas O'Dell, Annabell Rose, Lillian Madaline Thorne, Robert Ray Vanater, Jr., James Calvin Walker, Lois Jean Wolfe, Margaret Wyrick

**Long Form Settlements:** Brenda Carol Fields, Regina Yvonee Marcum, Joyce Lee Vaughn

An Order to disburse the sum of \$291.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements.

An Order to approve the Annual Accounting Report of Eric Embree, Administrator CTA of the Estate of Thomas Leo Watson.

An Order to approve the Annual Accounting Report of Janet C. Williams, Executrix of the estate of Frank Dee Williams.

An Order to reappoint James Wendell Estes as Executor DBN of the Estate of Jeanetta Imogene Estes due to the death of former Executor to complete administration of the Estate.

An Order to declare the Last Will and testament of Glen Russell Erwin, Sr., dated July 1, 2021 to be declared INVALID: that the Last Will and Testament of Glen Russell Erwin, Sr., dated August 31, 2009, be ADMITTED as the proper and valid will; that the Administrator Bond of record in Bond Book 16, at Page 444 be RELEASED; and that Glen Erwin, Jr., be reappointed as Executor of the Estate of Glen Russell Erwin, Sr. pursuant to Order of Circuit Court.

Dearing and Order Administratively Closing Delinquent or Unprogressed Estates of Tammy Ranea Johnson, Janice June Johnston, Jeremy William Jones, Kit Earl Jones, Catherine Kainniainen, and Garmie Franklin Landers.

An Order of "Appointment List" of Actions of Fiduciary Spervisor from June 11, 2022 through June 24, 222

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.

**ERIC HAYZLETT, CHIEF DEPUTY**

Commissioner Skidmore swore in Sheriff Deputy new hires: David M. O'Conner, Noah A. Miller, Matthew D. Wood, Bradley M. Hodges, and Ryan H. Moses.

**PUBLIC COMMENT**

There were none.

**LARRY FRYE, COUNTY ATTORNEY**

Commissioner Ellis made a motion to approve Town of Poca's Request for Annexation by Petition of 17.99 acres, more or less, pursuant to W.Va. Code 8-6-4. Commissioner Foster seconded the motion. The motion carried unanimously.

**WILLIAM JONES, MAYOR OF POCA**

Commissioner Ellis made a motion to approve and authorize the President to sign the MOU for Town of Poca to extend enforcement of the Putnam County DAEA Ordinance with the Municipal limits of the Town of Poca. Commissioner Foster seconded the motion. The motion carried unanimously.

**TERRY MARTIN, REGIONAL INTERGOVERNMENTAL COUNCIL**

Commissioner Foster made a motion to approve filing West Virginia Infrastructure and Jobs Development Council Critical Needs Grant Application as presented by Mr. Martin. Commissioner Ellis seconded the motion. The motion carried unanimously.

**DAVID COLL, DIRECTOR OF PLANNING & INFRASTRUCTURE**

Commissioner Foster made a motion to table the engineering services proposal to the Office of Planning and Infrastructure for David Coll to do further research on the proposals. Commissioner Ellis seconded the motion. The motion carried unanimously.

**LARRY FRYE, COUNTY ATTORNEY**

Commissioner Ellis made a motion to administratively close the delinquent or unprogressed Estate of Estate of Tammy Renae Johnson as presented by Mr. Frye. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to administratively close the delinquent or unprogressed Estate of Estate of Janice June Johnston as presented by Mr. Frye. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to administratively close the delinquent or unprogressed Estate of Estate of Jeremy Williams as presented by Mr. Frye. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to administratively close the delinquent or unprogressed Estate of Estate of Kit Earl Jones as presented by Mr. Frye. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to administratively close the delinquent or unprogressed Estate of Estate of Catherine Kainnianinen as presented by Mr. Frye. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to delay closure for thirty days on the Estate of Estate of Garmie Franklin Landers as presented by Mr. Frye. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve and authorize the President to sign the order administratively close the Estate of Tammy Renae Johnson, Janice June Johnston, Jeremy Williams, Kit Earl Jones, and Catherine Kainnianinen 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 a transfer of funds to the General County Fund representing reimbursement for FY 2021-2022 budget expenditures: PCES (E911) Fund \$1,100,456.45, PC Fiduciary Fund \$51,500.00, PC Dog Fund \$58,500.00, PC Home Confinement Fund \$56,500.00 as presented by Mr. Young. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to pay full-time employees scheduled to work between 8:00am and 9:00am on June 14, 2022 their regular rate of pay due to a power outage causing closure of the courthouse 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 \$266,267.70 payable to Swope Construction (Pay app #3) 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 \$5,500.00 payable to West Virginia American Water 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 (#044-425-4-60.0) in the amount of \$350.00 payable to NGE, Inc. 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 \$10,000.00 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 Hotel/Motel Tax fund to the following: Convention and Visitors Bureau in the amount of \$54,500.00, Parks and Recreation Commission in the amount of \$39,500.00, Recreation Enhancement Fund in the amount of \$15,000.00 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 Spay and Neuter Fund in the amount of \$236.00 payable to Help for Animals 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 School Fund (#004-415-2-24.0) in the amount of \$15,410.00 payable to WV State Auditors Office 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 Technology Fund (020-482-2-30.0) in the amount of \$4,072.72 payable to Alpha Technologies, Inc. as presented by Mr. Young. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to make annual disbursements on quarterly basis beginning in July 2022 to the following agencies: Putnam Development Authority in the amounts of \$42,500.00, Putnam Parks & Recreation in the amounts of \$96,250.00, Putnam Libraries in the amounts of \$72,500.00, Community Corrections in the amounts of \$50,000.00 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 General County Fund (001-800-5-67.0) in the amount of \$50,000.00 after July 1, 2022, payable to Putnam County Health Department as presented by Mr. Young. Commissioner Foster seconded the motion. The motion carried unanimously

1. An Order to transfer from the 911-07 Fund in the amount of \$37,980.00 to Bird Excavating for Winfield Tower Road – Slip Repairs
2. An Order to transfer from the 911-07 Fund in the amount of \$8,108.00 to Secure Communications for Winfield Tower Fiber Project
3. An Order to transfer from the 911-07 Fund in the amount of \$25,453.04 to Electronic Services Inc. for Equipment Cost for Lightening Damage on Radio System

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

### **BOARD APPOINTMENT**

Commissioner Ellis made a motion to appoint Veronica Dale Parkins to serve on the Putnam County Library Board, effective June 30, 2022 with a term to expire on June 30, 2025. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to appoint Mark Stolle to serve on the Citizen Representative to the Regional Intergovernmental Council, effective July 1, 2022 with a term to expire on June 30, 2025. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to appoint Ronald R. Foster to serve on the Putnam County Planning Commission Board, effective June 30, 2022 with a term to expire on February 6, 2025. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to appoint Dave Gilpin to serve on the Putnam County Convention and Business Bureau Commission Board, effective July 1, 2022 with a term to expire on June 30, 2025. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to appoint Megan Tarbett to serve on the Putnam County Convention and Business Bureau Commission Board effective July 1, 2022 with a term to expire on June 30, 2025. Commissioner Foster seconded the motion. The motion carried unanimously.

### **ADJOURN**

At 6:24 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, July 12, 2022 at 9:00 a.m.

Respectfully submitted,

Melissa Smith  
Secretary