

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
July 28, 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 July 12, 2022 minutes. Commissioner Foster seconded the motion. The motion carried unanimously.

ERRONEOUS ASSESSMENTS

Commissioner Ellis made a motion to approve the Erroneous Assessments as presented:

Atlas Property Maintenance LLC or James Morgan, Jamie David &/or Jami L. Carte, Jack R. or Valery Eastwood, Chad &/or Amy Hemming, Elizabeth (Damron) Livingston, Jerry A. &/or Sandra K. Jeffers, Charlton Jordan, Garrett Lewis, Scott A. &/or Lori McCracken, James K. II &/or Jennifer D. Pickron, Robert W. Staton, Matthew T. Stuart, Diana J. Taylor

13 Erroneous Assessment were approved totaling \$2,278.00 in deduction of taxes.

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 for Melissa Massey, Part-time, Worthless Check Clerk, Department 415, effective June 30, 2022 as presented by the Commission Secretary

2. An Order to delete from payroll for Brian Sullivan, Full-time, EMT, Department 715, effective July 19, 2022 as presented by the Commission Secretary
3. An Order to delete from for Patricia Johnson, Full-time, Real Estate Supervisor, Department 406, effective July 31, 2022 as presented by the Commission Secretary
4. An Order to add to payroll for Patricia Johnson, Part-time, Real Estate Deputy, Department 406, \$21.65/hourly, effective August 1, 2022 as presented by the Commission Secretary
5. An Order to add to payroll for Krista Goodwin, Full-time, Deputy Clerk, Department 402, \$13.50/hourly, effective August 1, 2022 as presented by the Commission Secretary
6. An Order to add to payroll for Cindy Powell, Full-time, Deputy Clerk, Department 402, \$13.50/hourly, effective August 1, 2022 as presented by the Commission Secretary
7. An Order to add to payroll for Luanne Runyon, Full-time, Deputy Assessor, Department 406, \$15.21/hourly, effective August 1, 2022 as presented by the Commission Secretary
8. An Order to make a payroll change for Paul Wray, Full-time, Chief Appraiser, Department 407, \$24.89/hourly, effective July 25, 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 (#72) in the amount of \$1,505.00 payable to Henning Counseling and Consultation, LLC (invoice 6/26/22-6/30/22)
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$840.00 payable to Henning Counseling and Consultation, LLC (invoice 7/13/22-7/14/22)
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$1,680.00 payable to Henning Counseling and Consultation, LLC (invoice 7/18/22-7/21/22)
4. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$140.00 payable to Reconnect, Inc. (June services)
5. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of 285.00 payable to QLABS (June services)
6. 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 (August Invoice)

7. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$179.11 payable to ODP Business Solutions 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: Scott Monroe Beane, Jr. Charlotte Ann Cumbridge, Charles Neal Cunningham, Harry Proctor Dotson, Martha Opal Dotson, Jeanetta Imogene Estes, Harold Wilbur Grueser, Jr., Mildred B. Lambert, Nathan Hallie McCallister, Marian Frances Michels, Eleanor June Noffsinger, Gregory Allen Townsend, Wanda June Wright

LONG FORM SETTLEMENTS: None

CERTIFICATES OF COMPLETION: None

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

An Order of "Appointment List" of Actions of Fiduciary Supervisor from July 9, 2022 through July 23, 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 REPORTS

Commissioner Skidmore reported about having a Transportation meeting July 25, 2022 and the road work on the Nitro/St. Albans Interstate 64 bridge. Things are progressing well. They do anticipate to having the new bridge complete with in a year's time and start taking apart the old bridge with the total project to be finished by 2025.

PUBLIC COMMENT

There were none.

LARRY FRYE, COUNTY ATTORNEY

Commissioner Ellis made a motion for the Commission President to sign off on the Estate Settlements and Fiduciary Orders. Administratively Closing the Estates of Eric Matthew James Charles Frederick Ray, Steven B. Reel, Harold J. Runion, Dana Monroe Sanders, Betty L. Saunders, Doran Dale Sayre. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion for Cecil B. Willis estate be tabled for 90 days. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion for the Removal of Administratrix of Estate of Deceased Individual filed by Travis W. Hoffman, Esq. in the Estate of Lloyd Christopher Lawson. Commissioner Ellis seconded the motion. The motion carried unanimously. Commissioner Foster made a motion to appoint Sherriff Eggleston as administratrix of the estate. Commissioner Ellis seconded the motion. Commissioner Foster amended the motion for the President to sign the order appointing the Sheriff over the estate. Commissioner Ellils seconded the motion.

Commissioner Skidmore recused himself due to being the City Manager for the City of Hurricane, and exited the courtroom. Commissioner Foster made a motion in the absence of Commissioner Skidmore that Commissioner Ellis act as acting President. Commissioner Ellis seconded. Commissioner Ellis made a motion to approve the Petition to annex 0.53 acre, more or less, of territory identified as Project No. 2019102 into the Corporate Limits of the City of Hurricane pursuant to W.Va. Code §8-6-4. Property is situate along US Route 60 in Curry District, Putnam County, West Virginia. Commissioner Foster seconded the motion. The motion carried unanimously.

Thereafter Commissioner Skidmore returned to the courtroom.

TINA PECK, OPI PLANNER

Commissioner Skidmore made a motion to accept the rezoning request regarding the Linville Enterprise Golf. Commissioner Ellis made a motion to accept the rezoning request for the Linville Enterprise Golf property Tax Map 172, Parcel 4, as presented. Commissioner Foster seconded the motion. The motion carried unanimously.

TINA PECK, DAEA PROGRAM DIRECTOR

Commissioner Ellis made a motion to Dismiss DAEA Case: 2022-20, 2022-28, 2021-09, 2021-18 and 2021-41. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to take off the table, DAEA Case 2022-42. Commissioner Foster seconded the motion. Commissioner Ellis made a motion to dismiss. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis motioned to approve a Final Order against Case 2022-16, recommending the landowner to comply with the Recommendations contained within the Prior DAEA Complaint. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Decision to impose Liens on DAEA Case 2021-46. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion on DAEA Case 2021-23 to impose a Sanction of \$25/day for Thirty (30) days, then review again. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion on DAEA Case 2021-44 to impose a Sanction of \$25/day for Thirty (30) days, then review again. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion on DAEA Case 2022-01 to impose a Sanction of \$100/day for Thirty (30) days, then review again. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion on DAEA Case 2022-03 to impose a Sanction of \$25/day for Thirty (30) days, then review again. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion on DAEA Case 2022-04 to impose a Sanction of \$50/day for Thirty (30) days, then review again. Commissioner Foster seconded the motion. The motion carried unanimously.

MIKYLE WHITE, OES/911 DIRECTOR

Mikyle White along with Jesse Parker S&S Engineering gave an update on the Kale 911 Tower Site access road slips on the property.

Commissioner Ellis made a motion to approve and authorize a 90-day extension on the Kale 911 Tower Site. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis amended his above motion for County Manager, Jeremy Young, to get 3 quotes on the GEO Technical Investigation of the access road slips. Foster seconded the motion. The motion carried unanimously.

JEREMY YOUNG, COUNTY MANAGER

Commissioner Ellis made a motion to approve the President to sign the State Budget Revision #1 – General County Fund. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Foster amended his motion for the President to sign. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Annual Increment Pay to Putnam County Employees in the amount of \$58,080.00. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Order to issue a check from the E-911 Fund (007-215-00) in the amount of \$18,102.44 payable to the General County Fund for the final FY2022 expenses. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Order to issue a check from the Water and Sewer Fund (045-809-5-66) in the amount of \$2,100.00 (invoice #38196) payable to Terradon Corporation. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Order to issue a check from the Spay and Neuter Fund in the amount of \$388.00 payable to Help for Animals.

Commissioner Ellis made a motion to approve the Order to issue a check from the Putnam County Employee Benefits Fund in the amount of \$125,000.00 payable to Benefit Assistance Corporation.

Commissioner Ellis made a motion to approve the payment of invoices and orders as presented.

1. An Order to issue a check from the Putnam County Building Fund (#044-424-2-23.0) in the amount of \$29,729.70 payable to Silling Architects (invoice #5892) for design work associated with the Putnam County Sheriff Facilities
2. An Order to issue a check from the Putnam County Building Fund (#044-425-4-60.0) in the amount of \$525.00 payable to NGE, Inc. for Geotechnical work completed on the Putnam County Sheriff's Facility Project
3. An Order to issue a check from the Putnam County Building Fund (#044-425-4-60.0) in the amount of \$1,959.75 payable to Triad Engineering for construction testing completed on the Putnam County Sheriff's Facility Project
4. An Order to issue a check from the Putnam County Building Fund (#044-425-4600) in the amount of \$192,334.09 payable to Swope Construction (Pay app#4) for work associated with the Sheriff's Facility Project

Commissioner Foster seconded the motion. The motion carried unanimously.

BOARD RECOMMENDATION

Commissioner Ellis made a motion to approve a letter to WVDEP to recommend David Trauffer to be appointed to serve on the Putnam County Solid Waste Authority Board as a DEP Appointee. Commissioner Foster seconded the motion. The motion carried unanimously.

BOARD APPOINTMENT

Commissioner Ellis made a motion to rescind the prior appointments of Larry Zuspan and Sergeant Eric McClung to serve on the Putnam County E-911 Advisory Board. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to re-appoint Jim Withrow to serve on the Putnam County Building Commission Board effective August 28, 2022 with a term to expire on August 27, 2027. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to re-appoint Vic Mays, David Mills, and Glenn Yeager II to serve on the Putnam County Planning Commission Board, effective February 7, 2022 with a term to expire on February 6, 2025. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to re-appoint David Holtzapfel and Douglas Pierson to serve on the Putnam County Parks and Recreation Board effective September 1, 2022 with a term to expire on August 31, 2025. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to re-appoint Brian Ellis to serve on the Putnam County Parks and Recreation Board effective September 1, 2022 with a term to expire on August 31, 2025. Commissioner Skidmore seconded the motion. The motion carried unanimously.

ADJOURN

At 7:05 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 Thursday, August 11, 2022 at 9:00 a.m.

Respectfully submitted,

Melissa Smith
Secretary