

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
August 11, 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. 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 28, 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 delete from payroll for Josh Staley, Full-time, Telecommunicator, Department 712, effective August 11, 2022 as presented by the Commission Secretary
2. An Order to delete from payroll for Tiffany Mathis, Part-time, Kennel Tech, Department 716, effective July 23, 2022 as presented by the Commission Secretary
3. An Order to delete from payroll for Harleigh Casto, Part-time, Kennel Tech, Department 716, effective July 30, 2022 as presented by the Commission Secretary
4. An Order to add to payroll for Destiny Fields, Part-time, Kennel Tech, Department 716, \$12.00/hourly, effective August 8, 2022 as presented by the Commission Secretary
5. An Order to add to payroll for Chyanna Wilkinson, Part-time, Kennel Tech, Department 716, \$12.00/hourly, effective August 8, 2022 as presented by the Commission Secretary

6. An Order to make a payroll change for Paul Wray, Full-time, Chief Appraiser, Department 407, \$24.89/hourly, effective July 24, 2022 as presented by the Commission Secretary
7. An Order to make a payroll change for Luanne Runyon, Transfer Clerk, Department 406, \$15.21/hourly, effective July 24, 2022 as presented by the Commission Secretary
8. An Order to delete from payroll for M. Kevin Woodford. Full-time, Deputy, Department 700, effective August 8, 2022 as presented by the Commission Secretary
9. An Order to make a payroll change for Calley Yingst, Full-time, Paramedic, Department 715, \$15.70/hourly, effective August 7, 2022 as presented by the Commission Secretary
10. An Order to add to payroll for William Hunter Bogle, Full-time, Deputy, Department 700, \$22.75/hourly, effective August 29, 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 \$1,190.00 payable to Henning Counseling and Consultation, LLC (invoice 8/1/22-8/4/22)
2. 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.
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$770.00 payable to Henning Counseling and Consultation, LLC (invoice 7/25/22-7/26/22)
4. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$55.26 payable to ODP Business Solution LLC

Commissioner Foster seconded the motion. The motion carried unanimously.

COMMISSIONER REPORTS

Commissioner Skidmore reported Development Authority Board will have a meeting August 23, 2022 at 4:30pm and the Board of Health will have a meeting August 23, 2022 at 6:00pm

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: Betty Lou Bowers, Johnie Patricia Brown, Glen Russell Erwin,

Sr., Nancy Lou Erwin, Earl Freeman Hawley, Barbara Allen Keeling, William Edward Leslie, Carolyn Sue Parsons Null, Maynard Lee Schoolcraft, Iva May ("Mae") Snyder, Janice Loretta Stowers, Rosalee Venitsanos, Charles Vanden Wilkinson, Jr., David Earl Wood

LONG FORM SETTLEMENTS: None

CERTIFICATES OF COMPLETION: None

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

Tony Bartram, Katherine Beckett, Dencil Edward Bess, Myrtle Evangeline Bias, Floyd Kenneth Blessing, Hazel Virginia Sovine Billups

An Order to disburse the sum of \$165.00 from the Fiduciary Special Fund made payable to State Tax Department for estate tax administration fees

An Order to disburse the sum of \$170.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements

A General Order to Show Cause for the Estates of Sandra Denise McKneely; Bobby L. Ranson, Sr.; Ruby E. Ranson; Darrell Lee Scarberry; William Preston Setliff; Ward Shamblin; and William Boyd Shamblin

An Order re-closing the Estate of Dale Arthur Luikart due to the asbestos litigation has been completed

An Order of "Appointment List" of Actions of Fiduciary Supervisor from July 23, 2022 through August 5, 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.

PUBLIC COMMENT

There were none.

JESSIE PARKER JR., S&S ENGINEERS

Commissioner Ellis made a motion to allow County Manager Jeremy Young to sign the S&S Engineering Agreement for the design of the Winfield, Hurricane, and Kale Tower Sites. Commissioner Foster Seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to for the County Manager Jeremy Young to sign all documents as required for the Geotechnical and Engineering Reports on the Kale Property access road. Commissioner Foster seconded the motion. The motion carried unanimously.

MAYOR RANDY BARRETT, CITY OF WINFIELD

Mayor Randy Barrett spoke about the 93rd Putnam County Homecoming festivities that will take place September 10-11, 2022.

Commissioner Ellis made a motion to approve \$1525.00 to the City of Winfield for the Putnam County Homecoming for portable restrooms, sinks and power cords. Commissioner Foster seconded the motion. The motion carried unanimously.

LARRY FRYE, COUNTY ATTORNEY; ERIC EMBREE & TRAVIS HOFFMAN, TYREE EMBREE & ASSOCIATES

Putnam County Commission v. Jeremy Starks v. Putnam County Commission and PCGC USCA, Civil Action No. CC-40-2022-P-76 currently pending before the Honorable Phillip M. Stowers in the Circuit Court of Putnam County, West Virginia.

EXECUTIVE SESSION

At 9:15 a.m. Commissioner Ellis made a motion to enter into executive session for discussion sale or lease regarding Civil Action No. CC-40-2022-P-76 Putnam County Commission v. Jeremy Starks v. Putnam County Commission and PCGC USCA. Commissioner Foster seconded the motion. The motion carried unanimously. At 9:49 a.m., Commissioner Ellis made a motion to enter back into regular session. Commissioner Foster seconded the motion. The motion carried unanimously.

FINANCIAL UPDATES

Justin Williams with Putnam County Parks and Receptions spoke of various activities that take place and the Wave Pool with lifeguards getting them trained. Mr. Williams spoke of the funds coming in and paying loans off.

Jamey Hunt with Day Report spoke of finances, community projects, and services provided to clients.

TINA PECK, OPI PLANNER

Commissioner Ellis made a motion to accept the Order of Approval of PCPC REZ 2022-01 for Rezoning of Tax Map 172, Parcel 4, from IOP to C-2 and R-2 to C-2. Commissioner Foster seconded the motion. The motion carried unanimously.

TINA PECK, DAEA PROGRAM DIRECTOR

Commissioner Ellis made a motion to accept the complaint on DAEA Case 2022-53. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to file the complaint on DAEA Case 2022-53. Commissioner Foster seconded the motion. The motion carried unanimously.

LARRY FRYE, COUNTY ATTORNEY

Commissioner Ellis made a motion to accept the Levy for the Fire and EMS to be placed on the November 8, 2022 election ballot. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion for the Commission President to sign the proposed ballot for the Election on November 8, 2022. Commissioner Foster seconded the motion. The motion carried unanimously.

TRICK OR TREAT

Commissioner Ellis made a motion to designate Monday, October 31, 2022 as Trick or Treat from 6:00 p.m. to 8:00 p.m. for all areas of Putnam County outside of city limits. Commissioner Foster seconded. The motion carried unanimously.

JEREMY YOUNG, COUNTY MANAGER

Commissioner Ellis made a motion to approve the Budget Revision, Department 700, Capital Outlay Equipment and Auto Supplies in the amount of \$27,000.00. Commission Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve Order to issue a check from the TIF Fund (273-430-5-66.0) in the amount of \$62,825.87 payable to WesBanco Bank, Inc, Trustee for July 2022 TIF Revenue. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Order to issue a check from the General County Fund in the amount of \$1,420.09 (#001-442-567V) payable to Violent Crime Drug Task

Force West for purchase of evidence/information. 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 \$281.00 payable to Help for Animals for services provided. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Order to issue a check from the Putnam County Building Fund (#044-424-2-23.0) in the amount of \$15,333.70 payable to Silling Architects (Invoice #5920) for design work associated with the Putnam County Sheriff Facilities. 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 following orders:

1. An Order to issue a check from the Water and Sewer Fund (045-809-5-66) in the amount of \$750.00 (invoice #38371) payable to Terradon Corporation for engineering services for the Deerfield Estates Water Project
2. An Order to issue a check from the Water and Sewer Fund (045-809-5-66) in the amount of \$900.00 (invoice #38370) payable to Terradon Corporation for engineering services for the Jim Ridge Phase II Water Main Extension Project

Commissioner Foster seconded the motion. The motion carried unanimously.

ADJOURN

At 10:18 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 Tuesday, August 30, 2022 at 5:30 p.m.

Respectfully submitted,

Melissa Smith
Secretary