

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
August 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 by County Clerk Brian Wood. The Pledge of Allegiance followed.

BRIAN WOOD, COUNTY CLERK

1. Edit registers and checks
2. An Order to transfer from the Putnam County Community Criminal Justice Fund to the General County Fund, the sum of \$28,253.86 for the month of June 2022
3. An Order to transfer from the General County Fund to the Putnam County Employee Benefit Fund, the sum of \$9,139.50 for the month of July 2022
4. An Order to transfer from the General County Fund to the Putnam County Employee Benefit Fund, the sum of \$8,657.50 for the month of June 2022

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

GENERAL BUSINESS

Mr. Wood spoke about the election and The Constitutional Amendments, Fire Service, EMS Levy. Early voting will start October 26, 2022 and run thru November 5, 2022. Voter resignation deadline is October 18, 2022. The website is updated with the Fire Levy and EMS language and the four (4) Constitutional Amendments that will be on the ballot. Precinct 1 – Buffalo, Precinct 16 – Poca, Precinct 18 – Bancroft, Precinct 26-1 – Winfield, and Precinct 26-2 - Winfield will appear on the County's 2022 General Election Ballot for the Municipal Elections.

Commissioner Ellis made a motion to approve the August 11, 2022 minutes. Commissioner Foster seconded the motion. The motion carried unanimously.

ERRONEOUS ASSESSMENTS

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

Brenda Blizzard, Andrew J. Board Jr., Mary Casto, Stanley Edward &/or Mariann Calton Cooper, Richard Alan Cross et al, Richard Alan Cross et al, DS Parties Plus, Randy & Kathy Fields, Kevin A. &/or Susan M. Hager, Elsie Hensley, Elsie Hensley, Elsie Hensley, Linda Holliday, William David & Alice Marie Hunt, Jeffrey A. Hiestand Insurance Financial Services LLC, Richard W. & Rheba Jividen, Mary Jordan, Keystone Automotive Industries Inc., Tammy J. (Harper) Lambert, Jacob M. Lett, Patty A. Middaugh, Teresa A. &/or Joseph D. Miller, McKenzie or Dean Newman, Nicholas &/or Catherine Ivy (Shouldis) Hanna, Timothy R. & Tiffany J. Noffsinger Jr., Timothy R. & Tiffany J. Noffsinger Jr., Charles J. Pifer et al, Lisa or Alexander John Paolini III, Pride Inc DBA Southern Pride Lounge, Darlina Randolph, Victoria Sue Ray, Michael J. &/or Elizabeth Ross, RT 62 Carwash Russell Shrewsbury Investments, Elissa & David Shell, Smith V. Courtlandt II, John or Kristen Spurgeon, Katrinka L. Patton Stewart, Tate Douglas, Tate Douglas, Tate Douglas, Jeremy A. & Carly M. Taylor, Ton Thao That, William L. Vance Sr., Darrell Walker, David M. & Karen L. Wallace, Derick Wolfe

46 Erroneous Assessment were approved totaling \$16,858.91 in deduction of taxes.

Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis read the two Erroneous Assessments that were denied, Martin A. Payne and Leona A. Casto. Commissioner Skidmore made a motion to deny the two Erroneous Assessments and 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 make a payroll change for Elizabeth White, Full-time, Deputy Assessor, Department 406, \$11.50/hourly, effective August 8, 2022, as presented by the Commission Secretary
2. An Order to make a payroll change for Brandon W. Pauley, Full-time, Deputy, Department 700, \$24.00/hourly, effective August 21, 2022, as presented by the Commission Secretary
3. An Order to add to payroll for Mary Dalton, Part-time, Kennel Tech/Office Assistant, Department 716, \$12.00/hourly, effective August 31, 2022, as presented by the Commission Secretary
4. An Order to delete from payroll for Kathy Hicks, Full-time, Administrative Planner, Department 439, effective August 23, 2022, as presented by the Commission Secretary
5. An Order to add to payroll for Jonathan Smith, Full-time, Planner, Department 439,

\$38,000.00/salary, effective September 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 (#72) in the amount of \$2,000.00 payable to EBE Investments, (September Invoice)
2. 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
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$134.00 payable to QLABS
4. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$1,330.00 payable to Henning Counseling and Consultation, LLC (8/14/22-8/18/22)
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 (8/7/22-8/11/22)

Commissioner Foster seconded the motion. The motion carried unanimously.

COMMISSIONER REPORTS

Commissioner Ellis spoke about upcoming meetings for the following Boards: Parks and Recreation Board September 1, 2022, at 6:00pm at the Valley Park. Fire Service Board September 13, 2022, at 6:00pm and Planning Commission September 20, 2022, at 7:00pm.

Commissioner Foster had nothing to report.

Commissioner Skidmore spoke about the upcoming meeting for The Regional Intergovernmental Council September 1, 2022, at 12:00pm.

PUBLIC COMMENT

Dallas Smith 615 Custard Ridge, Buffalo asked about getting water on Custard Ridge. Commissioner Skidmore spoke about Terradon performing a feasibility study on water projects within the County, and Custard Ridge is not eligible for Federal funding. All the funding would have to come from the county because there are certain criterias that must be met, such as, income ratio, etc. So, Custard Ridge was not eligible for the county to apply for a Small City's Community Development Block Grant.

Mary McClung spoke about her DAEA case and asking the commissioners to waive the \$25/day stating that she has complied with DAEA. Commissioner Foster spoke that since this case was not on the agenda, no action can be taken. Since she brought pictures in at this meeting showing her progress, they can utilize them effective today for when a decision is made at the next meeting so that any penalties that go on they can revert back or remove them. Commissioner Skidmore stated that the Planning Department will go on site to verify what she presented is accurate and contact her.

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 Anders, Mary Jane Anderson, Jacqueline Carol Aylestock, George Reinhold Bock, William Alexander Byus, III, John Lawrence Cottrell, John Henry Crist, Keith Eugene Dean, Shirley Fay Edwards, Enola Gay Ellis Kathaleen Erwin, Andre George Haikal, Sr., Anna Lee Hatcher, Glenn Francis Hazlett, Robert Martin Hensley, Donald Lee Jones, Donald Jean King, Shanda Lynn Lucas, Larry Dwight McKinney, Lenore Frances Perkins, Duane Linbergh Plants, Wylodine Setliff, Mary Elaine Smith, James Levan Thornton

LONG FORM SETTLEMENTS: Hoyt Ray Belcher, Deborah Kay Casto

CERTIFICATES OF COMPLETION:

None

An Order to disburse the sum of \$385.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements

An Order reopening the Estate of Robert Henson Treadway and appointing Glenna H. Treadway for the sole purpose of transferring the title of the mobile home in Georgetown Co., SC

An Order reappointing Jacqueline O'Brien as Administratrix DBN of the Estate of Marjorie M. cook due to the death of former executrix Kay Hazelett and releasing the bond posted by Jacqueline O'Brien for Kay Hazelett

An Order reappointing Linda Owsley as Administratrix DBN of the Estate of John Henry Chandler, Jr., due to the death of former administratrix Judith A. Chandler and releasing the bond posted by Western Surety Company for Judith A. Chandler

An Order approving the Accounting Reports of Kimberly Romeo, Executrix for the Estate of James Franklin Blake, Sr., from 6/17/2016-6/16/2017

An Order approving the Accounting Reports of Kimberly Romeo, Executrix for the Estate of James Franklin Blake, Sr., from 6/17/2017-6/16/2018

An Order approving the Accounting Reports of Kimberly Romeo, Executrix for the Estate of James Franklin Blake, Sr., from 6/17/2018-6/16/2019

An Order approving the Accounting Reports of Kimberly Romeo, Executrix for the Estate of James Franklin Blake, Sr., from 6/17/2019-6/16/2020

An Order approving the Accounting Reports of Kimberly Romeo, Executrix for the Estate of James Franklin Blake, Sr., from 6/17/2020-6/16/2021

An Order approving the Accounting Reports of Kimberly Romeo, Executrix for the Estate of James Franklin Blake, Sr., from 6/17/2021-6/16/2022

Hearing and Order Administratively Closing the Estates of Julia Elizabeth Armstrong, Samuel Tyler Bennett, William Smith Reveal, Randall Eugene Shilling, and Larry Bruce Slater

Hearing and Order Administratively Closing the Estate of Garmie Franklin Landers

An Order of "Appointment List" of Actions of Fiduciary Supervisor from August 6, 2022 through August 26, 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.

PROCLAMATION

Commissioner Ellis read the Proclamation for September 6, 2022, as First Responders Day.

Rich Pullin spoke about the Proclamation thanking the Commissioners for their support. On Saturday September 10, 2022 from 11:00am-4:00pm there will be an event held at FMC for all Law Enforcement, EMS, Fire and Dispatch within Putnam County to show their appreciation.

Sheriff Eggleton spoke thanking all the First Responders for their service and the Commissioners for their support.

FINANCIAL UPDATES

Morganne Tenney with Putnam County Development Authority stated that within the last five (5) months since she has taken over, they have completely restructured the organization, changed staffing, operations, accounting, marketing and fundraising. Currently undergoing new branding and aggressively trying to increase their visibility to get more community support, financial support and awareness. PCDA operates a 501C3 called Protech, an organization that receives the fundraising, an opportunity for companies to give a tax-deductible donation. They are having for the first time an Annual Dinner, September 22, 2022 used as a fundraiser. PCDA has

reduced overhead costs and off shored some of their responsibilities, and thru donations from Toyota they have been able to sell some equipment to collect gains. Working on submitting applications for State and Federal money and have received a private match from AEP to do a Strategic Plan and working on getting Federal Funding. Working on refinancing some loans thru the Infrastructure Jobs Development Council for better terms. One of the goals is to create more income generators and are starting that with fundraising. Less than sixty days into the new fiscal year and have already collected more in company donations than they have in the last five years combined. PCDA received a settlement fund due to pipeline thru the business park. They are in negotiation with the State to use that money for redevelopment of their business park and to be able to upgrade infrastructure in the business park to try to attract more development in Fraziers Bottom. Ms. Tenney discussed how a lot of the community does not know what PCDA does, in short, they develop Putnam County. They are working on projects within the county, such as: Utility Extension along Route 35, they have a lot of interest in development along that new corridor; working on Work Force Development with Toyota along with other manufacturers to retain and attract new talent; facilitating new prospects, one is from Germany that is looking into putting a plant here in Putnam County; and working with Nucor, a Steel Mill that is coming to Mason County, capturing a lot of the talent that wants to live in Putnam County.

Crystal Moberley with Putnam County Health Department spoke about being in a positive cash balance. The Clinic Department is working more diligently in community now that they have moved away from COVID to immunize and continue to provide disease prevention, held a positive back to school campaign. Monkeypox, they are monitoring with very strict protocols and a plan in place in case it would become a pandemic, there are no positives within the county at this time. Environmental Department focuses on protecting the community. The Board of Health agreed to pass the increase of the permit fees, this will increase new revenue by \$28,500.00 across fiscal year 2023. There is a State Law Protocol to be able to implement the increase therefore they will be posting the permit fee increase on their website for public comment period of thirty days and also asks for The Commissioners, based on the required law, to post on The Putnam County Commissioner web site page and public offices for thirty days public comment period. That will set them in motion after that period to implement the changes, by fall, the next invoicing period. Restaurant Department, still working diligently to catch up on the inspections after COVID. They only have two full-time and one part-time inspector for the entire county which they are striving to maintain the permits, for the sewer, septic, and restaurant inspections. Health Promotions Department, after moving away from COVID they are ready to reignite their strategic planning along with their Board of Health to begin reestablishing their goals for the community and networking within the community. They are targeting the sixty-five and older population, aligning with senior centers. They are wanting to start partnering with EMS and Law Enforcement to start servicing the community with programs targeting teen violence, drug addiction awareness, those types of healthy living education pieces within our community and schools. They meet every other month, the fourth Tuesday at 4:00pm.

Megan Tarbett with Putnam County Libraries spoke about being almost back up to pre-pandemic levels of programing, people coming into the libraries and books and materials going out of the libraries. Between their five branches, they had over 48,000 in library visits last year, not counting their outings within the community doing their community outreach events or their outdoor programing during the summer. Last year they did almost 500 programs in various categories with almost 10,000 people attend. They attended over thirty community outreach events and reached over 600 people. Services they have added: hotspots that people can check out to take with them, each library has chrome books you can check out for in-library use,

updated the public access desk-top computers. There are over 45,000 registered card holders in the county. As of July 1, 2022 the libraries will be “fine free”, you will no longer be charged a fee for returning books late. This increases usership and circulation. The Putnam County Library was awarded a Public Library Association Digital Literacy Workshop Incentive Grant. The library purchased a vehicle, Ford E Fleet vehicle, this is an electric cargo van. The van will be equipped with a lift gate to be able to wheel books on and off for transportation for various community programs and activities. Revitalizing Friends of The Library Program, they will be doing two different functions: 1- Everyday donors and program support, increasing support in the municipalities and 2- Start looking for a capital campaign for a new main library.

Kelli Steele with Putnam County Convention and Visitors Bureau spoke about Putnam County’s overnight visitor’s levels have returned to pre pandemic levels and hotel occupancy is about 3% above pre pandemic. The hotel/motel tax revenue has increased since last fiscal year since fiscal year 2021. The visitor economies impact of visitors coming to Putnam County has helped create 3337 jobs and is responsible for more than \$8 million in wages in just the hospitality and leisure sector. Kelli spoke about the technology they use to see where visitors go when they come to the county and what markets they come from so they can make more strategic and efficient decisions about marketing.

S&S ENGINEERS, JESSIS PARKER

Commissioner Foster made a motion to reject the bid and rebid the process. Commissioner Ellis seconded the motion. The motion carried unanimously.

TINA PECK, PLANNER

Commissioner Skidmore entertained a motion to open up a public hearing regarding Text Amendment for Article 150.02. Commissioner Ellis made a motion to open a public hearing. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore asked if there were any public comments on Text Amendment regarding Article 150.02, Definition of Terms to include the Definitions of Change of Business and Change of Land Use. With no comments, Commissioner Skidmore entertained a motion to close public hearing.

Commissioner Ellis made a motion to close Public Hearing. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore entertained a motion to approve the Text Amendment for Article 150.02 as presented.

Commissioner Ellis made a motion that was seconded by Commissioner Foster to adopt the Planning Commission’s recommended approval and specifically FIND, based thereon, that the text amendment for Article 150.02, Definition of Terms: Will protect and promote the public health, safety, convenience, morals, and general welfare because it allows for clarification of the ordinance and makes it more simple and less confusing for the public. In addition, in speaking with business owners who went through delays and hassle of when the same type of business

was going into a building it made no sense for a (CLU) Change of Land Use; and the amendment is consistent with the adopted Comprehensive Plan, the U.S. Corridor 35 Management Plan and the Teays Valley Land Use Plan because it allows for the maximization for the land use and allows for an easier transition from one business to another in a facility. Criteria #1 and #2 of the “Worksheet – Facts That Need to Be Determined for A. Zoning Amendment Text Amendment” being answered in the affirmative, Commissioner Ellis moved that the proposed amendments be approved, and the motion was seconded by Commissioner Foster. The motion carried unanimously.

Commissioner Skidmore entertained a motion to open up a public hearing regarding Article 100-§100.01-100.12.

Commissioner Ellis made a motion to open up a public hearing regarding Article 100-§100.01-100.12. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Skidmore asked if there were any public comments regarding Text Amendment for Article 100-§100.01-100.12 Subdivision Application Procedure and Approval Process. With no comments, Commissioner Skidmore entertained a motion to close public hearing.

Commissioner Ellis made motion to close public hearing. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion that was seconded by Commissioner Foster to adopt the Planning Commission’s recommended approval and specifically FIND, based thereon, that the text amendment for Article 100, §100.01-100.12, Subdivision Application Procedure and Approval Process: Will protect and promote the public health, safety, convenience, morals, and general welfare because the amendment will streamline our process, clarifies definitions, and makes it more user friendly for both Staff and public; and the amendment is consistent with the adopted Comprehensive Plan, the U.S. Corridor 35 Management Plan and the Teays Valley Land Use Plan because it allows for maximization of land use with minimal amount of confusion with the ordinances versus what one needs to do in the field. It is much more user friendly for Staff and the Public. In addition, the available land in the County we are seeing fewer locations for development, and anything we can do to encourage development for those open spots, especially on the North side of the river and down the Fraziers Bottom area, we definitely want to do what we can in those areas we are finding out that Putnam County is running out of useful land and this will encourage developers to develop land in a timely manner. Criteria #1 and #2 of the “Worksheet – Facts That Need to Be Determined for A. Zoning Amendment” being answered in the affirmative, Commissioner Ellis moved that the proposed amendments be approved, and the motion was seconded by Commissioner foster. The motion carried unanimously.

LARRY FRYE, COUNTY ATTORNEY

Commissioner Ellis made a motion to Administratively Close the Estates of Julia Elizabeth Armstrong, Samuel Tyler Bennett, William Smith Reveal, Randall Eugene Shilling, and Larry Bruce Slater. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion for the President to sign off on the order to close the Estates as presented. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to Close Administratively the Estate of Garmie Franklin Landers and authorize the Commission President to sign. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion for the Commission President to sign off on the Sub-Agreement between The West Virginia Conservation Agency and the Putnam County Commission. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to accept the Special Levy revisions from the State Auditors Office. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion for the Commission President to sign off on the Sample Ballot and a motion for the Advertisement. Commissioner Foster seconded the motion. The motion carried unanimously.

TIM HANNA, PROJECT COORDINATOR

Commissioner Ellis made a motion to accept the Affirmation of the Decision on the WVIJDC. 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 \$1,650.00 payable to the WV Corp for the DOH Bond Premium on the Jim Ridge Phase II Water Project. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Order to issue a check from the Technology Fund (020-482-2-30.0) in the amount of \$6,956.90 payable to Alpha Technologies, Inc. (Invoice #81564) for additional storage capacity. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Order to transfer from the 911-07 Fund to Electronic Services Inc. in the amount of \$13,759.09 for Equipment Cost for Lightening Damage to Radios. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Order to transfer from the 911-07 Fund to Bridgeport Equipment in the amount of \$4,798.00 for Equipment Cost for Lightening Damage. Commissioner Foster seconded the motion. The motion carried unanimously.

BOARD APPOINTMENT

Commissioner Ellis made a motion to re-appoint Zach Crede to serve on the Putnam County Development Authority Board effective October 1, 2022, with a term to expire on September 30, 2025. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to re-appoint Jack McLane to serve on the Putnam County Development Authority Board, effective October 1, 2022, with a term to expire on September 30, 2025. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to re-appoint Alan Noffsinger to serve on the Putnam County Development Authority Board, effective October 1, 2022, with a term to expire on September 30, 2025. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to re-appoint Jolita Raine to serve on the Putnam County Development Authority Board, effective October 1, 2022, with a term to expire on September 30, 2025. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to re-appoint Doug Tate to serve on the Putnam County Development Authority Board, effective October 1, 2022, with a term to expire on September 30, 2025. Commissioner Foster seconded the motion. The motion carried unanimously.

ADJOURN

At 7:08 p.m., having no further business, Commissioner Skidmore made a motion and Commissioner Ellis seconded to adjourn the regular session of the County Commission until Tuesday, September 13, 2022, at 9:00 a.m.

Respectfully submitted,

Melissa Smith
Secretary