

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
September 13, 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.

Commissioner Ellis made a motion to accept the Order of Election Officials presented by the clerk. Commissioner Foster seconded the motion. The motion carried unanimously.

GENERAL BUSINESS

Commissioner Ellis made a motion to approve the August 30, 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 for Denise May, Full-time, Administrative Planner, Department 439, \$16.00/hourly, effective September 7, 2022, as presented by the Commission Secretary
2. An Order to delete from payroll for Eric S. Hayzlett, Full-time, Chief Deputy, Department 700, effective September 30, 2022, as presented by the Commission Secretary
3. An Order to delete from payroll for Corey Coen, Full-time, Telecommunicator, Department 712, effective September 6, 2022, as presented by the Commission Secretary

4. An Order to delete from payroll for Larry A. Edwards, Full-time, Court Bailiff, Department 730, effective December 16, 2022, as presented by the Commission Secretary
5. An Order to delete from payroll for Tina Peck, Full-time, Planner, Department 439, effective August 31, 2022, as presented by the Commission Secretary
6. An Order to delete from payroll for Leslie Hardman, Part-time, Kennel Tech/Office Assistant, Department 716, effective September 8, 2022, as presented by the Commission Secretary
7. An Order to make a payroll change for Adam C. Walters, Full-time, Deputy, Department 700, \$22.75/hourly, 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 (#72) in the amount of \$980.00 payable to Henning Counseling and Consultation, LLC (8/21/22-8/25/22)
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$1,120.00 payable to Henning Counseling and Consultation, LLC (8/29/22-9/1/22)
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$420.00 payable to Henning Counseling and Consultation, LLC (9/4/22-9/8/22)
4. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$150.00 payable to Reconnect, Inc.
5. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$52.44 payable to Compton Office Machine Company
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 (October invoice)
7. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$1,043.75 payable to QLABS

Commissioner Foster seconded the motion. The motion carried unanimously.

PUBLIC COMMENT

There were no comments.

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: Imogene Winona Dunagan, Dorothy Mae Geyer, Toby Ann “Anne” Gilkeson, Roderick Coles Jackson, Jr., Doborah Lea Linkenhoker, Clifford Gaines Stratton, Patricia Sutphin

LONG FORM SETTLEMENTS: Elizabeth Agnes Moore, Steven Allen Steele

CERTIFICATES OF COMPLETION:

None

REPORT AND NOTICE OF FIDUCIARY SUPERVISOR ON ORDER TO SHOW CAUSE AGAINST DELINQUENT OR UNPROGRESSED ESTATE (NO GOOD CAUSE SHOWN):

Ronald Jessie Bird, Benjamin Fretwell Bleckley, Jr., Bobby Lee Bonnett, Sr., Justin Lee Bradford, John A. Grandbouche

An Order to disburse the sum of \$155.00 from the Fiduciary Special Fund made payable to State Tax Department for estate tax administration fees

An Order to disburse the sum of \$112.00 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 August 27, 2022 through September 9, 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.

JEREMY YOUNG, COUNTY MANAGER

Commissioner Ellis made a motion to approve the Budget Revision Form for Other Buildings, Department #425 as presented by Mr. Young. Commissioner Foster seconded the motion. The motion carried unanimously.

EXECUTIVE SESSION

At 9:05 a.m. Commissioner Ellis made a motion to enter into executive session for board interview with Thomas Keefer. Commissioner Foster seconded the motion. The motion carried unanimously.

At 9:10 a.m., Commissioner Ellis made a motion to enter back into regular session. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to appoint Thomas A. Keefer to serve on the Putnam County E-911 Advisory Board, effective September 13, 2022, with a term to expire on June 30, 2025. Commissioner Foster seconded the motion. The motion carried unanimously.

ALAN PRITT, ATTORNEY

Mr. Pritt spoke about the Opioid Settlement. Putnam County will receive approximately 1-1 1/2 million over next 12 years. The County will receive 20% - 25% by February 2023.

Commissioner Ellis made a motion for the Commission President to sign and ratify the Opioid Settlement as presented. Commissioner Foster seconded the motion. The motion carried unanimously.

LARRY FRYE, COUNTY ATTORNEY

Commissioner Foster made a motion to table the Putnam County Towing Policy. Commissioner Ellis seconded the motion. The motion carried unanimously.

DAVID COLL, PLANNING DIRECTOR & LARRY FRYE, COUNTY ATTORNEY

Commissioner Foster made a motion regarding DAEA Case 2021-44 for staff to review the Original Order that was entered to determine if progress has been made and bring back to the next Commission meeting on September 29, 2022 to make a decision whether to waive the sanctions. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore stated No Actions to be taken against DAEA Case 2022-03. Ms. Meadows stated that she needs to speak with other family members before she consents to a lien being placed against the property in order for the property to be cleaned up by the county.

Commissioner Ellis made a motion to accept the formal complaint DAEA Board Case 2022-31 as presented. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to file the formal complaint DAEA Board Case 2022-31 as presented. Commissioner Foster seconded the motion. The motion carried unanimously.

PUBLIC HEARING

Commissioner Ellis made a motion to open a public hearing regarding FY22 Hazard Mitigation Grant Application – Putnam County Emergency Generator Project. Commissioner Foster seconded the motion. The motion carried unanimously. There were no public comments.

Commissioner Skidmore entertained a motion to close the public hearing regarding FY22 Hazard Mitigation Grant Application – Putnam County Emergency Generator Project. Commissioner Ellis made a motion to close the public hearing regarding FY22 Hazard Mitigation Grant Application – Putnam County Emergency Generator Project. Commissioner Foster seconded the motion. The motion carried unanimously.

TIM HANNA, PROJECT COORDINATOR

Commissioner Ellis made a motion for the Commission President to sign the FY 22 Hazard Mitigation Grant Application – Putnam County Emergency Generator Project as presented. Commissioner Foster seconded the motion. The motion carried unanimously.

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

Commissioner Ellis made a motion to accept the FY22 HAVA Grant Application as presented. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to accept the FY22 CFIA Grant Application as presented. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to amend the motion for the President to sign the FY22 CFIA Grant Application as presented. Commissioner Foster seconded the motion. The motion carried unanimously.

JEREMY YOUNG, COUNTY MANAGER

Commissioner Ellis made a motion to accept Change Order #2 – Swope Construction (Putnam County Sheriff Facility Project) order as presented. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to accept the Order to issue a check from the Putnam County Building fund (#044-424-5-66.0) in the amount of \$1,076,806.44 payable to the WesBanco Bank, Inc. Trustee for Equity Contribution for the Putnam County Sheriff's Department Complex as presented. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to accept the Order to issue a check from the Technology Fund (020-982-4-59.0) in the amount of \$47,041.93 payable to De Lage Landen Public Finance LLC, invoice #77424191 for the Technology Upgrade Project as presented. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to accept the Order to transfer from the 911-07 Fund to Carolina Recording Systems, LLC in the amount of \$9,795.00 for Equipment Cost for Recorder Upgrade as presented. Commissioner Foster seconded the motion. The motion carried unanimously.

BOARD APPOINTMENT

Commissioner Ellis made a motion to appoint Sheriff Bobby Eggleton to serve on the Putnam County E-911 Advisory Board effective September 13, 2022, with a term to expire on June 30, 2025. Commissioner Foster seconded the motion. The motion carried unanimously.

ADJOURN

At 9:58 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 Thursday, September 29, 2022, at 5:30 p.m.

Respectfully submitted,

Melissa Smith
Secretary