

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

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

**MINUTES  
PUTNAM COUNTY COMMISSION REGULAR SESSION  
September 29, 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 Commissioner Skidmore. The Pledge of Allegiance followed.

**BRIAN WOOD, COUNTY CLERK**

1. Edit registers and checks
2. An Order to transfer from the General County Fund to the Putnam County Employee Benefit Fund, the sum of \$490.00 for August 2022 Optical Deduction
3. An Order to transfer from the General County Fund to the Putnam County Employee Benefit Fund, the sum of \$875.00 for August 2022 Optical Benefit
4. An Order to transfer from the General County Fund to the Putnam County Employee Benefit Fund, the sum of \$4,140.00 for August 2022 Dental Deduction
5. An Order to transfer from the General County Fund to the Putnam County Employee Benefit Fund, the sum of \$3,546.50 for August 2022 Dental Benefit

Commissioner Ellis made a motion to approve the invoices as reflected in the edit registers and the orders as presented. Commissioner Foster seconded the motion. The motion carried unanimously.

**GENERAL BUSINESS**

Commissioner Ellis made a motion to approve the September 13, 2022 minutes. Commissioner Foster seconded the motion. The motion carried unanimously.

**ERRONEOUS ASSESSMENTS**

Commissioner Ellis made a motion to rescind the Erroneous Assessment for Misty D. or Justin L. Riddle. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to deny the Erroneous Assessments for Romie Edward Litton, Peggy A. Chandler, James Johnson, Angela Beller. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Erroneous Assessments as presented: Regina E. Huffman, Andre Haikal, Shonn Cobb, Roger D. Chaffin ET UX, Melissa Patton, Betty J. Armstead, Bobby Joe &/or Patricia Arvis, John Clark Bumgarner, Larry L. &/or Erma J. Burdette, Carl E. &/or Helen Marie Gibson Beaver II, Brian R. Sunyog, Truck Rite Supply LLC, Frank J. & Gail S. Trupo, Lorrie &/or James A. Zappitelli, Leella M. (Hedrick) Wyant, Helen Colleen White, William M. Wendell, US Foods INC., TRB Construction LLC, Toyota Industries Commercial Finance, Superkids Consulting INC. C/O William R. Pullen, Roy O. or Patricia P. Stone, Larry K. & Martha Smith, Judith L. Smith, David A. Scott, Cory &/or Lindsey Rueckert, Thomas A. or Beth A. Robinson, Laura A. Reinacher, Misty L. &/or Bryan Price, Rodney D. &/or Margaret A. Parsons, Jason or Kalli Moore, Barbara S. Pullin, Marsha D. &/or Melvin Mace, two for Michaela E. Leffler, Mark N. Lines, J. Rettenmaier USA LP, Bobby Joe &/or Patricia Jarvis, Hyundai Lease Titling Trust, Shayne M. &/or Hannah M. Hutchinson, Tyler C. Hood, Linda Holliday, Dola M. Hill, Sharon Henson, Jody Henson, Emma K. Lyons Estep, Angeline King Easter, Deborah Dodrill, David &/or Virgena G. Dillon, Lyndsey Cochran, Pamela Carter, CCAP Auto Lease LTD

52 Erroneous Assessments were approved totaling \$43,558.96 in deduction of taxes.

Commissioner Foster seconded the motion. The motion carried unanimously.

### **COURT ORDERS APPROVED**

Commissioner Ellis made a motion to approve the following orders, personnel payroll changes and certifications:

1. An Order to delete from payroll for Mark A. Bledsoe, Full-Time, Sergeant, Department 700, effective September 30, 2022, as presented by the Commission Secretary
2. An Order to add to payroll for Mark A. Bledsoe, Full-Time, Home Confinement Officer, Department 705, \$15.50/hourly, effective October 2, 2022, as presented by the Commission Secretary
3. An Order to delete from payroll for Caitlyn Chianesi, Full-Time, EMT, Department 715, effective September 12, 2022, as presented by the Commission Secretary
4. An Order to make a payroll change for Shane Shamblin, Full-Time, Chief Deputy, Department 700, \$36.00/hourly, effective October 1, 2022, as presented by the Commission Secretary
5. An Order to delete from payroll for Aimee Dillon, Full-Time, Home Confinement Officer, Department 705, effective September 20, 2022, as presented by the Commission Secretary

6. An Order to delete from payroll for Kimberly Pullin, Full-Time, Legal Assistant, Department 405, effective October 15, 2022, as presented by the Commission Secretary
7. An Order to add to payroll for Katelyn Barr, Full-Time, Legal Assistant, Department 405, \$18.24/hourly, effective October 3, 2022, as presented by the Commission Secretary
8. An Order to delete from payroll for Todd Lowe, Full-Time, Court Bailiff, Department 700, effective September 27, 2022, as presented by the Commission Secretary
9. An Order to make a payroll change for Melissa Smith, Full-Time, Executive Assistant, Department 401, \$17.00/hourly, effective September 18, 2022, as presented by the Commission Secretary
10. An Order to delete from payroll for Chad Ashley, Full-Time, Sergeant, Department 700, effective December 23, 2022, as presented by the Commission Secretary
11. An Order to add to payroll for Corey Garcia, Full-Time, Telecommunicator, Department 712, \$19.00/hourly, effective October 10, 2022, as presented by the Commission Secretary
12. An Order to add to payroll for Jessi Hale, Full-Time, Telecommunicator, Department 712, \$19.00/hourly, effective October 10, 2022, as presented by the Commission Secretary
13. An Order to add to payroll for Nicholas Justice, Full-Time, Telecommunicator, Department 712, \$19.00/hourly, effective October 10, 2022, as presented by the Commission Secretary
14. An Order to add to payroll for Jayden Mitchell, Full-Time, Telecommunicator, Department 712, \$19.00/hourly, effective October 10, 2022, as presented by the Commission Secretary
15. An Order to make a payroll change for Christa Miller, Full-Time to Part-Time, Addressing/Administrative Assistant, Department 712, \$16.00/hourly, effective October 10, 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 \$31.24 payable to Swana Lovejoy
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$1,225.00 payable to Henning Counseling and Consultation, LLC

Commissioner Foster seconded the motion. The motion carried unanimously.

## **PUBLIC COMMENT**

Chris Chaney presented his product, NEWTECH Systems, to the Commissioners and the Sheriff. This product is designed to detect guns that are concealed in purses, backpacks, etc. Mr. Chaney invited all to attend a demo on October 12, 2022 at Charleston Marriott Town Center, Hawks Nest Room.

## **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:** Tony Bartram, Millard Carroll Boggess, Lois Jean Chapman, Richard Lee Harrison, Eileen Elizabeth McKinnon, Allen Ray Montgomery, Phyllis A. Payne, Leoma C. Roberts, Alvin Rumbaugh, Shirley Virginia Smith

**LONG FORM SETTLEMENTS:** Angela Dawn Beller, Esther Freda Coleman

**CERTIFICATES OF COMPLETION:** Gisela Emma Casey, Larry Allen Harris, Vandall Eugene Knapp

**REPORT AND NOTICE OF FIDUCIARY SUPERVISOR ON ORDER TO SHOW CAUSE AGAINST DELINQUENT OR UNPROGRESSED ESTATE (NO GOOD CAUSE SHOWN):**  
None

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 Ellis made a motion to approve the Order to disburse the sum of \$180.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Order appointing Harvey Peyton, Esq., and Michael Bell, Esq., as Fiduciary Commissioners for Putnam County and affirming Timothy J. LaFon, Esq., as Fiduciary Commissioner. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Order referring the Estate of Thomas Dudley Johnson, Sr. to Fiduciary Commissioner Harvey Peyton for recommendation. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Order of "Appointment List" of Actions of Fiduciary Supervisor from September 10, 2022 thorough September 23, 2022. Commissioner Foster seconded the motion. The motion carried unanimously.

## **JEREMY YOUNG, COUNTY MANAGER**

Commissioner Ellis made a motion to approve the project from Rt 817 to the Kale Tower Site. Commissioner Ellis made a motion to amend his motion to authorize engineering to be done on the Kale Property Communications Tower Access Road with an estimation of \$244,000.00 for the 817 Right of Way and Final Design. Commissioner Foster seconded the motion. The motion carried unanimously.

## **PROCLAMATION**

Commissioner Ellis read the Proclamation that October 2, 2022 through October 8 2022, is National 4-H Week.

## **EXECUTIVE SESSION**

At 5:50 pm Commissioner Skidmore entertained a motion to go into executive session for discussion relating to personnel issues with Wendy Greve, Attorney with Pullin, Fowler, Flanagan, Brown, & Poe, PLLC, and to invite in County Attorney Larry Frye and Sheriff Bobby Eggleton. Commissioner Ellis made a motion to go into executive session for the purpose of personnel issues. Commissioner Foster seconded the motion. The motion carried unanimously.

At 6:14 pm Commissioner Ellis made a motion to enter back into regular session. Commissioner Foster seconded the motion. The motion carried unanimously.

## **RAECHEL NEAL, WVU EXTENSION SERVICE**

Raechel spoke about their quarterly report, May thru July 2022. Meghan Des Rochers, 4-H member and team leader, spoke about numbers being down for camp and focusing on the elementary schools to try and get more kids involved. 4-H Camp that was held this summer, they had 120 campers and 50 volunteers. Spoke about the Putnam County Fair and their involvement, different projects 4-H is coordinating and participating in.

## **LISA COPLEY, ACCOUNTANT**

Commissioner Ellis made a motion to accept the financial statements as presented. Commissioner Foster seconded the motion. The motion carried unanimously.

## **MARIAN SMITH, VICTIM'S LIAISON, PUTNAM COUNTY PROSECUTOR'S OFFICE**

Commissioner Ellis made a motion for Commission President to sign all documents necessary for the FY 22-23 Victims of Crime Act (VOCA) Supplemental Grant Funds Contract. Commissioner Foster seconded the motion. The motion carried unanimously.

**LARRY FRYE, COUNTY ATTORNEY**

Commissioner Ellis made a motion to Administratively Close the Estates of Katherine Beckett, Dencil Bess, Floyd Blessing, and Hazel Billups. Commissioner Foster seconded the motion. The motion carried unanimously. Commissioner Ellis amended his motion for the President to sign this order. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion table the Closing of the Estate of Cecil B. Willis until further notice. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to remove Lynn Renee Jarrett and appoint John Jarrett as the Executrix of the Estate of Bobby Lee Jarrett. Commissioner Ellis seconded the motion. The motion carried unanimously. Commissioner Foster made a motion to authorize the President to sign off on the removal. Commissioner Ellis seconded the motion. The motion carried unanimously.

**LARRY FRYE, COUNTY ATTORNEY**

Commissioner Ellis made a motion to take off the table the Putnam County Towing Policy W.Va. Code §24-6-12. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to accept the Putnam County Towing Policy W.Va. Code §24-6-12 as presented. Commissioner Skidmore seconded the motion. Commissioner Foster voted not to approve. Commissioners Skidmore and Ellis voted to approve the motion.

**JEREMY YOUNG, COUNTY MANAGER**

Commissioner Ellis made a motion for the Commission President to sign the necessary documents for the FY 22-23 Victims of Crime Act (VOCA) Supplemental Grant Fund Contract Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to accept the Order for Change Order #2 – Swope Construction (Putnam County sheriff Facility Project) as presented. Commissioner Ellis amended his motion for the President to sign the Order. Commissioner Foster seconded the motion. The motion carried unanimously.

**JEREMY YOUNG, COUNTY MANAGER**

Commissioner Ellis made a motion to issue a check from the TIF Fund (273-430-5-66.0) in the amount of \$275,845.13 payable to WesBanco Bank Inc., Trustee for August 2022 TIF Revenue 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 \$136.00 payable to Help for Animals for services provided. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check from the Water and Sewer Fund (045-809-2-23.03) in the amount of \$6,987.50 payable to Tyree, Embree & Associates, PLLC for invoice number 26603 for title work completed on the Jim Ridge Phase Two Waterline Extension Project. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to transfer from 911-07 Fund to Premier Construction Group LLC in the amount of \$104,426.07 for Confidence Tower Site Work. Commissioner Foster seconded the motion. The motion carried unanimously.

## **ADJOURN**

At 6:41 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 October 11, 2022, at 9:00 a.m.

Respectfully submitted,

Melissa Smith  
Secretary