

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
October 11, 2022**

OPENING

Commissioners C. Brian Ellis, Ronald R. Foster, and R. Andrew Skidmore were present when the 8:30 a.m. meeting convened in the old courtroom by County Clerk Brian Wood. The Pledge of Allegiance followed.

PUBLIC TESTING

Commissioners C. Brian Ellis, Ronald R. Foster, and R. Andrew Skidmore were present when Mr. Wood performed the public testing of the election equipment.

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 September 29, 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:

Marvel Hammicks, Bruce A. &/or Eva E. Seccurro, Brandon &/or Christina Richardson, two (2) for Repair Services Co. Inc., Hunter E. & Taylor D. Patrick, two (2) for Barbara Naumann, Richard Alan Mitchell, Jamin or Christina Miller, Monica (Handley) or Mark Larsen, Jessica Kemper, two (2) for J. Fred & Grandson LLC, Eric L. Godish, Gelco Fleet Trust, Charles or Lindsey Gaylor, Joseph P. &/or Shannon Beth Flowers, Harvey &/or Barbara Collins II, two (2) for CCAP Auto Lease LTD, Rachel R. (Hicks) Bishop, Bryan Bishop, Patricia Bird, David C. &/or Linda F. Beckett, Patricia F. Arthur, AZZ Delaware Inc.

27 Erroneous Assessments were approved totaling \$13,332.40 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 Victoria Mullins, Full-time, Paramedic, Department 715, effective October 7, 2022, as presented by the Commission Secretary
2. An Order to make a payroll change for Bridget Black, Full-time, Janitor, Department 424, \$12.50/hourly, effective October 2, 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 \$735.00 payable to Henning Counseling and Consultation, LLC (Invoice for 9/26/22-9/30/22)
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$875.00 payable to Henning Counseling and Consultation, LLC (Invoice for 10/4/22-10/6/22)
3. 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.
4. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$74.95 payable to ODP Business Solutions LLC
5. 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

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: Myrtle Evangeline Bias, Thelma Dare Carter, Glenna Mae Curry, William Eugene Galyean, Carol Jean Grandbouche, Joseph Franklin Henson, Estate of Charles Russell Hirst, Linda Sue Hitchcock, Gordon Russel "Russell" Johnson, Guthrie J. Mack, Justine Marie McCallister, Rosetta McTheney, Richard Lee Pullin, Sr., Carl Owen Torman, Larry Franklin Whited, Ernest Willard Woodall, Sr., Danny Jeral Wymer, Sr.

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):
None

An Order to disburse the sum of \$145.00 from the Fiduciary Special Fund made payable to State Tax Department for estate tax administration fees

An Order to disburse the sum of \$213.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements

An Order of confirming the appointment of John Carson Jarrett as Executor DBN of the Estate of Bobby Lee Jarrett due to the removal of former Executrix Lynn Renee Jarrett

An Order of "Appointment List" of Actions of Fiduciary Supervisor from September 24, 2022 through October 7, 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.

RESOLUTION

Commissioner Ellis read the Resolution Designating Putnam County Development Authority as the Authorized Development Authority of Putnam County.

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

Commissioner Foster read the Resolution of Support for Amendment Two.

Commissioner Ellis made a motion to pass the Resolution of Support for Amendment Two as presented. Commissioner Foster seconded the motion. The motion carried unanimously.

EXECUTIVE SESSION

At 9:27 a.m. Commissioner Ellis made a motion to enter into executive session for the purpose of board interviews. Commissioner Foster seconded the motion. The motion carried unanimously.

At 9:51 a.m., Commissioner Ellis made a motion to enter back into regular session. Commissioner Foster seconded the motion. The motion carried unanimously.

BOARD APPOINTMENT

Commissioner Ellis made a motion to appoint Carrie Grimm to serve on the Putnam County Development Authority Board, effective October 11, 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 appoint Tiffany Pack to serve on the Putnam County Parks and Recreation Board, effective October 11, 2022, with a term to expire on August 31, 2025. Commissioner Foster seconded the motion. The motion carried unanimously.

JESSIE PARKER, S&S ENGINEERS

Jessie stated he had three (3) bids in hand:

- Excel Utility Contractors, LLC – Total Bid of \$16,438,957.00
- FAMCO Incorporated – Only Bid Project #3 of \$4,378,750.00
- CJ Hughes Construction, Inc. – Total Bid of \$17,370,465.00

Commissioner Ellis made a motion to table the bids for further review. Commissioner Foster seconded the motion. The motion carried unanimously.

TIM HANNA, PROJECT COORDINATOR

Commissioner Ellis made a motion for the Commission President to sign all necessary documents for the Records Management Preservation Board (RMPB) Grant Application as presented. Commissioner Foster seconded the motion. The motion carried unanimously.

JONATHAN SMITH, PLANNER

Commissioner Foster made a motion to table DAEA Case 2022-03 to gather the documentation to review in order to make a proper decision. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to table DAEA Case 2022-54 to give more time to get in touch with the landowner, via Sheriff's Department. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to table DAEA Case 2022-56 to give more time to get in touch with the landowner, via Sheriff's Department. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to table DAEA Case 2022-63 to give more time to get in touch with the landowner, via Sheriff's Department. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to dismiss the DAEA Case 2022-64 contingent upon staff providing photos at the next meeting. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Foster made a motion to remove DAEA Case 2022-03 off the table. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to dismiss DAEA Case 2022-03 and to waive all sanctions implemented to this case. Commissioner Skidmore seconded the motion. The motion carried unanimously.

BREAK

At 10:30 a.m. Commissioner Foster made a motion to take a five (5) minute recess. Commissioner Ellis seconded the motion. The motion carried unanimously.

AT 10:32 a.m. Commissioner Foster made a motion to enter back into regular session. Commissioner Ellis seconded the motion. The motion carried unanimously.

DAVID COLL, PLANNING DIRECTOR

Commissioner Ellis made a motion to open a public hearing regarding Text Amendment 2022-02: Article 100.08 - Sale of Property of the Putnam County Subdivision Regulations. Commissioner Foster seconded the motion. The motion carried unanimously. There were no public comments.

Commissioner Ellis made a motion to close the public hearing regarding Text Amendment 2022-02: Article 100.08 – Sale of Property of the Putnam County Subdivision Regulations. Commissioner Foster seconded the motion. The motion carried unanimously.

The Commission found that the Text Amendment DOES protect and promote the public health, safety, convenience, moral and general welfare because IT PROVIDES AN OPPORTUNITY TO EXPEDITE A DEVELOPMENT PROJECT. It IS consistent with the adopted Comprehensive Plan, the U.S. Corridor 35 Plan, and the Teays Valley Land Use Plan because IT WILL ALLOW MAXIMIZATION OF USE OF LAND IN PUTNAM COUNTY.

Commissioner Ellis made a motion to approve Text Amendment 2202-02: Article 100.08 – Sale of Property of the Putnam County Subdivision Regulations as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to open a public hearing regarding Text Amendment 2022-05: Article 2000.03 Filing Procedures & Article 200.03 Request for Text Amendment to the Zoning Ordinance and Article 2000.05 Public Hearing of the Zoning Ordinance for the Zoned Unincorporated Areas of Putnam County. Commissioner Foster seconded the motion. The motion carried unanimously. There were no public comments.

Commissioner Ellis made a motion to close the public hearing regarding Text Amendment 2022-05: Article 2000.03 Filing Procedures & Article 200.03 Request for Text Amendment to the Zoning Ordinance and Article 2000.05 Public Hearing of the Zoning Ordinance for the Zoned Unincorporated Areas of Putnam County. Commissioner Foster seconded the motion. The motion carried unanimously.

The Commission found that the Text Amendment DOES protect and promote the public health, safety, convenience, moral and general welfare because THE TEXT AMENDMENT WILL SIMPLIFY AND STREAMLINE THE PROCESS. The Text Amendment IS consistent with the adopted Comprehensive Plan, the U.S. Corridor 35 Plan, and the Teays Valley Land Use Plan because THE TEXT AMENDMENT WILL SIMPLIFY AND STREAMLINE THE PROCESS.

Commissioner Ellis made a motion to approve Text Amendment 2022-05: Article 2000.03 Filing Procedures & Article 200.03 Request for Text Amendment to the Zoning Ordinance and Article 2000.05 Public Hearing of the Zoning Ordinance for the Zoned Unincorporated Areas of Putnam County as presented. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to open a public hearing regarding Text Amendment 2022-08: The Improvement Location Permit Ordinance (ILP). Commissioner Foster seconded the motion. The motion carried unanimously. There were no public comments.

Commissioner Ellis made a motion to close the public hearing regarding Text Amendment 2022-08: The Improvement Location Permit Ordinance (ILP). Commissioner Foster seconded the motion. The motion carried unanimously.

The Commission found that the Text Amendment DOES protect and promote the public health, safety, convenience, moral and general welfare because THE AMENDMENT MAKES

ORDINANCE EASIER TO EXPLAIN TO THE GENERAL PUBLIC. The Text Amendment IS consistent with the adopted Comprehensive Plan, the U.S. Corridor 35 Plan, and the Teays Valley Land Use Plan because THE AMENDMENT LANGUAGE IS EASIER TO COMPREHEND.

Commissioner Ellis made a motion to approve Text Amendment 2022-08: The Improvement Location Permit Ordinance (ILP) as presented. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to open a public hearing regarding Text Amendment 2022-09: Article 100.01 General Procedure – I – Application – 1a. and 3 of the Putnam County Subdivision Regulations. Commissioner Foster seconded the motion. The motion carried unanimously. There were no public comments other than an email sent in by Lori Halstead in opposition to the proposed amendment.

Commissioner Ellis made a motion to close the public hearing regarding Text Amendment 2022-09: Article 100.01 General Procedure – I – Application – 1a. and 3 of the Putnam County Subdivision Regulations. Commissioner Foster seconded the motion. The motion carried unanimously.

The Commission found that the Text Amendment DOES protect and promote the public health, safety, convenience, moral and general welfare because IT SIMPLIFIES THE PROCESS, MAKING THE PROCESS EASIER AND MORE USER FRIENDLY. It IS consistent with the adopted Comprehensive Plan, the U.S. Corridor 35 Plan, and the Teays Valley Land use Plan because IT WILL MAKE IT EASIER FOR THE PLANNING COMMISSION TO MOVE THE COUNTY FORWARD.

Commissioner Ellis made a motion to approve Text Amendment 2022-09: Article 100.01 General Procedure – I – Application – 1a. and 3 of the Putnam County Subdivision Regulation as presented. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to open a public hearing regarding Text Amendment 2022-10: Article 1700.10 B 1a. Temporary Permits & Article 2000.03 C 2-3 Filing Procedures of the Zoning Ordinance for the Zoned Unincorporated Areas of Putnam County. Commissioner Foster seconded the motion. The motion carried unanimously. There were no public comments other than an email sent by Lori Halstead in opposition to the proposed amendment.

Commissioner Ellis made a motion to close the public hearing regarding Text Amendment 2022-10: Article 1700.10 B 1a. Temporary Permits & Article 2000.03 C 2-3 Filing Procedures of the Zoning Ordinance for the Zoned Unincorporated Areas of Putnam County. Commissioner Foster seconded the motion. The motion carried unanimously.

The Commission found that the Text Amendment DOES protect and promote the public health, safety, convenience, moral and general welfare because IT WILL STREAMLINE THE PROCESS, MAKE IN-HOUSE DECISION MAKING EASIER, AND HELP CITIZENS OF THE COUNTY MOVE FORWARD. The Text Amendment IS consistent with the adopted Comprehensive Plan, the U.S. Corridor 35 Plan, and the Teays Valley Land Use Plan because

IT WILL STREAMLINE THE PROCESS, MAKE IN-HOUSE DECISION MAKING EASIER, AND HELP CITIZENS OF THE COUNTY MOVE FORWARD.

Commissioner Ellis made a motion to approve Text Amendment 2022-10: Article 1700.10 B 1a. Temporary Permits & Article 2000.03 C 2-3 Filing Procedures of the Zoning Ordinance for the Zoned Unincorporated Areas of Putnam County as presented. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to open a public hearing regarding Text Amendment 2022-11A: Articles 250-1000 & Article 1500.01 C of the Zoning Ordinance for the Zoned Unincorporated Areas of Putnam County. Commissioner Foster seconded the motion. The motion carried unanimously. There were no public comments.

Commissioner Ellis made a motion to close the public hearing regarding Text Amendment 2022-11A: Articles 250-1000 & Article 1500.01 C of the Zoning Ordinance for the Zoned Unincorporated Areas of Putnam County. Commissioner Foster seconded the motion. The motion carried unanimously.

The Commission found that the Text Amendment DOES protect and promote public health, safety, convenience, moral and general welfare because THE TEXT AMENDMENT WILL CLARIFY TO THE PUBLIC AND MAKE IT EASIER FOR THE COUNTY TO GROW ECONOMICALLY. It IS consistent with the adopted Comprehensive Plan, the U.S. Corridor 35 Plan, and the Teays Valley Land use Plan because THE TEXT AMENDMENT WILL CLARIFY TO THE PUBLIC AND MAKE IT EASIER FOR THE COUNTY TO GROW ECONOMICALLY.

Commissioner Ellis made a motion to approve Text Amendment 2022-11A: Articles 250-1000 & Article 1500.01 C of the Zoning Ordinance for the Zoned Unincorporated Areas of Putnam County as presented. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to open a public hearing regarding Text Amendment 2022-11B: Article 300.05 Erosion and Sediment Control & Article 300.06 Storm Drainage Management of the Putnam County Subdivision Regulations. Commissioner Foster seconded the motion. The motion carried unanimously. There were no public comments.

Commissioner Ellis made a motion to close the public hearing regarding Text Amendment 2022-11B: Article 300.05 Erosion and Sediment Control & Article 300.06 Storm Drainage Management of the Putnam County Subdivision Regulations. Commissioner Foster seconded the motion. The motion carried unanimously.

The Commission found that the Text Amendment DOES protect and promote the public health, safety, convenience, moral and general welfare because THE LANGUAGE SIMPLIFIES THE PROCESS AND EXPEDITES PROJECTS. READILY ADAPTED TO STATE LAW PROCEDURES. It IS consistent with the adopted Comprehensive Plan, the U.S. Corridor 35 Plan, and the Teays Valley Land Use Plan because THE LANGUAGE SIMPLIFIES THE PROCESS AND EXPEDITES PROJECTS. READILY ADAPTED TO STATE LAW PROCEDURES.

Commissioner Ellis made a motion to approve Text Amendment 2022-11B: Article 300.05 Erosion and Sediment & Article 300.06 Storm Drainage Management of the Putnam County Subdivision Regulations as presented. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to open a public hearing regarding Text Amendment 2022-13: Article 150.02 Definitions of Terms & Article 1700.12 Satellite Dish Antenna of the Zoning Ordinance for the Zoned Unincorporated Areas of Putnam County. Commissioner Foster seconded the motion. The motion carried unanimously. There were no public comments.

Commissioner Ellis made a motion to close the public hearing regarding Text Amendment 2022-13: Article 150.02 Definitions of Terms & Article 1700.12 Satellite Dish of Antenna of the Zoning Ordinance for the Zoned Unincorporated Areas of Putnam County. Commissioner Foster seconded the motion. The motion carried unanimously.

The Commission found that the motion carried unanimously. The text amendment DOES protect and promote the public health, safety, convenience, moral and general welfare because IT ALLOWS US TO UPGRADE ORDINANCES BASED UPON FEDERAL GUIDELINES. It IS consistent with the adopted Comprehensive Plan, the U.S. Corridor 35 Plan, and the Teays Valley Land Use Plan because IT ALLOWS US TO UPGRADE ORDINANCES BASED UPON FEDERAL GUIDELINES.

Commissioner Ellis made a motion to approve Text Amendment 2022-13: Article 150.02 Definitions of Terms & Article 1700.12 Satellite Dish Antenna of the Zoning Ordinance for the Zoned Unincorporated Areas of Putnam County as presented. Commissioner Foster seconded the motion.

Commissioner Ellis made a motion to open a public hearing regarding Text Amendment 2022-15: Article 100.04 Major Subdivision – IV – Final Subdivision Plat – 1. Application Procedures & Requirements – D of the Putnam County Subdivision Regulations. There were no public comments.

Commissioner Ellis made a motion to close the public hearing regarding Text Amendment 2022-15: Article 100.04 Major Subdivision – IV – Final Subdivision Plat – 1. Application Procedures & Requirements – D of the Putnam County Subdivision Regulations. Commissioner Foster seconded the motion. The motion carried unanimously.

The Commission found that the Text Amendment DOES protect and promote the public health, safety, convenience, moral and general welfare because it MAKES PLANS EASIER TO READ AND UNDERSTAND, ALSO CLARIFIES PROCEDURES. It IS consistent with the adopted Comprehensive Plan, the U.S. Corridor 35 Plan, and the Teays Valley Land Use Plan because IT MAKES PLANS EASIER TO READ AND UNDERSTAND, ALSO CLARIFIES PROCEDURES.

Commissioner Ellis made a motion to approve Text Amendment 2022-15: Article 100.04 Major Subdivision – IF – Final Subdivision Plat – 1. Application Procedures & Requirements – D of the Putnam County Subdivision Regulations as presented. Commissioner Foster seconded the motion. The motion carried unanimously.

JEREMY YOUNG, COUNTY MANAGER

Commissioner Ellis made a motion to approve an Order to issue checks from the Hotel/Motel Tax Fund to the Convention and Visitors Bureau in the amount of \$63,000.00, to Parks and Recreation Commission in the amount of \$44,250.00 and to the Recreation Enhancement Fund in the amount of \$18,750.00 as presented. Commissioner Foster seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve orders as presented.

1. An Order to transfer from the 911-07 Fund in the amount of \$11,250.00 to AirTech Heating & Cooling for the Winfield Tower Air Unit
2. An Order to transfer from the 911-07 Fund in the amount of \$14,950.00 to CentralSquare Technologies, LLC for the CAD Interface
3. An Order to transfer from the 911-07 Fund in the amount of \$43,184.48 to Trittech Software Systems for CAD Maintenance
4. An Order to transfer from the 911-07 Fund in the amount of \$4,385.05 to Bossie Electric for Parking Lot Tower Lightening Repair
5. An Order to transfer from the 911-07 Fund in the amount of \$41,300.00 to Pros RF for New Radio Frequencies – New Tower Sites

Commissioner Foster seconded the motion. The motion carried unanimously.

EXECUTIVE SESSION

At 11:15 a.m. Commissioner Ellis made a motion to enter into executive session with Mr. Wood for personnel matters. Commissioner Foster seconded the motion. The motion carried unanimously.

At 11:22 a.m. Commissioner Ellis made a motion to enter back into regular session. Commissioner Foster seconded the motion. The motion carried unanimously.

ADJOURN

At 11:23 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, October 25, 2022, at 5:30 p.m.

Respectfully submitted,

Melissa Smith
Secretary