

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

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

**MINUTES  
PUTNAM COUNTY COMMISSION REGULAR SESSION  
November 28, 2022**

**OPENING**

Commissioners C. Brian Ellis 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
2. An Order to transfer from the General County Fund to the Putnam County employee Benefit Fund, the sum of \$9,126.00 for September 2022 Optical and Dental Benefits
3. An Order to transfer from the General County Fund to the Putnam County Employee Benefit Fund, the sum of \$9,126.00 for October 2022 Optical and Dental Benefits
4. An Order to transfer from the Putnam County Community Criminal Justice Fund to the General County Fund, the sum of \$17,641.91 for July 2022 for payroll expenses
5. An Order to transfer from the Putnam County Community Criminal Justice Fund to the General County Fund, the sum of \$18,682.90 for August 2022 for payroll expenses
6. An Order to transfer from the Putnam County Community Criminal Justice Fund to the General County fund, the sum of \$17,779.46 for September 2022 for payroll expenses
7. An Order to transfer from the Putnam County Community Criminal Justice Fund to the General County Fund, the sum of \$18,572.47 for October 2022 for payroll expenses

Commissioner Ellis made a motion to approve the invoices as reflected in the edit registers. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the November 8, 2022 Canvassing meeting minutes. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to certify the November 8, 2022 General Election results. Commissioner Skidmore seconded the motion. The motion carried unanimously.

## **GENERAL BUSINESS**

Commissioner Ellis made a motion to approve the October 25, 2022 minutes. Commissioner Skidmore seconded the motion. The motion carried unanimously.

## **ERRONEOUS ASSESSMENTS**

Commissioner Ellis made a motion to deny two Erroneous Assessments as presented for Timothy D. Mitchell. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Erroneous Assessments as presented: Sharon L. (Berry) Wooten, Ashely C. or Sara L. (Schofield) Stinnett, two for Chemstation, Cory Crowell, James A. & Christina K. Fletcher, Hager Homes LLC, Andrew L. Harper, James Kimberling, Jeanine (Botkins) Jividen, Timothy D. Mitchell, Roy O. or Patricia P. Stone, Kevin Saul / WV Dept Of Transportation, Kimberly D. Parsons ET AL, Haley Mitchell ET AL, Kevin Lyndch, David Lovejoy, LMW Enterprises LLC, 2 for Joshua & Contessa Kennedy, James J. Jump JR, Donnie Jordan ET UX, James Greene, 2 for James Hilbert Greene, Dustin Frampton, 2 for Melissa K. Ford, Charles Eastwood, 2 for Christ Harvest Cathedral, Vernon Taylor, Brandon & Nicole Abboud, Roger Bennett, Darrell E. Walker

35 Erroneous Assessments were approved totaling \$14,159.26 in deduction of taxes.

Commissioner Skidmore 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 Kaitlyn Bird, Part-Time, Kennel Tech/Office Assistant, Department 716, \$12.00/hourly, effective November 9, 2022, as presented by the Commission Secretary
2. An Order to delete from payroll for Ronald R. Foster, Full-Time, County Commissioner, effective November 1, 2022, as presented by the Commission Secretary
3. An Order to Amend a payroll change for Gregory Delbart, Full-Time, Janitor, Department 424, \$12.00/hourly, effective November 6, 2022 as presented by the Commission Secretary
4. An Order to delete from payroll for Ronald Holcomb, Part-Time, Court Bailiff, Department 730, effective November 7, 2022, as presented by the Commission Secretary
5. An Order to make a payroll change for Steven G. Martin, Full-Time, Court Bailiff, Department 730, \$27.00/hourly, effective October 31, 2022 as presented by the

Commission Secretary

6. An Order to delete from payroll for David Josh Rollins, Full-Time, 911 Supervisor, Department 712, effective November 18, 2022 as presented by the Commission Secretary
7. An Order to make a payroll change for Carley Stover, Full-Time, Addressing/Administrative Assistant, Department 712, \$45,000.00/annually, effective November 14, 2022 as presented by the Commission Secretary
8. An Order to make a payroll change for Noah Alvis, Full-Time, Operations Manager, Department 712, \$55,000.00/annually, effective November 27, 2022 as presented by the Commission Secretary
9. An Order to make a payroll change for Corey Garcia, Full-Time, 911 Supervisor, Department 712, \$21.00/hourly, effective November 27, 2022 as presented by the Commission Secretary
10. An Order to make a payroll change for Tyler Witt, Full-Time, 911 Supervisor, Department 712, \$21.00/hourly, effective November 27, 2022, as presented by the Commission Secretary
11. An Order to Amend a payroll change for Krista Goodwin, Full-Time, Deputy Clerk, Department 402, \$14.00/hourly, effective November 14, 2022 as presented by the Commission Secretary
12. An Order to Amend a payroll change for Lisa Copley, Full-Time, Accountant, Department 402, \$62,000.00/annually, effective November 16, 2022 as presented by the Commission Secretary
13. An Order to Amend a payroll change for Cindy Powell, Full-Time, Deputy Clerk, Department 402, \$14.00/hourly, effective November 14, 2022 as presented by the Commission Secretary
14. An Order to add to payroll for Molly Bledsoe, Part-Time, EMT, Department 715, \$12.70/hourly, effective November 23, 2022 as presented by the Commission Secretary
15. An Order to delete from payroll for David M. O'Connor, Full-Time, Deputy Sheriff, Department 700, effective November 27, 2022 as presented by the Commission Secretary

Commissioner Skidmore 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 (Dec. 2022 Invoice)

2. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$1,260.00 payable to Henning Counseling and Consultation, LLC
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$1,050.00 payable to Henning Counseling and Consultation, LLC
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 \$73.95 payable to ODP Business Solutions, LLC

Commissioner Skidmore seconded the motion. The motion carried unanimously.

### **PUBLIC COMMENT**

None

### **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:** Joe William Bentley, Sr., Christopher Joel Boyer, Kenneth Paul Cowan, Maurice Valentine Delung, Jr., Jerry Lee Frame, Seth Edward Hodges, Tommy Howard, Anita June Kirby, Clytie Jewell Lovejoy, Hollis Eugene Lovejoy, Sharon Joyce Lykins, Troy McCormack aka "McCormick", James Wesley Morrison, Howard Eddie Nease, Carol Rae Russell, Alma Willa Sadler, Regina Mary B. Stubbs, John Lawrence Tucker, Bill Walker Walls, Ian Fredrick White, Lonnie Everett Workman

**LONG FORM SETTLEMENTS:** Arliss Glenn Blackshire, Sr.

**PARTIAL SETTLEMENT REPORTS:** None

**CERTIFICATES OF COMPLETION:** None

Commissioner Ellis made a motion to approve the documents as presented and authorize the Commission President to sign. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Order to disburse the sum of \$115.00 from the Fiduciary Special Fund made payable to State Tax Department for estate tax administration fees. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Order to disburse the sum of \$276.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Order to reopen the Estate of Jerry Allen Hager and appoint Sherry L. Hager as Executrix for the sole purpose of obtaining medical records of the Decedent. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Order to reopen the Estate of Charles Robert Osburn and appoint Rhonda Pauley as Administrator CTA for the sole purpose of distributing funds in a bank account. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Order to admit the Last Will and Testament of Carrell Melvin Prince, Jr., to probate; appoint Kelsey Davis as Executrix; and release the bond posted by Western Surety Company/Dorsey insurance Group. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Order for the Annual Accounting Report of John La Chance, Administrator, for the Estate of Richie Allen Martin, deceased. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Order of the "Appointment List" of Actions of Fiduciary Supervisor from October 22, 2022 through November 25, 2022. Commissioner Skidmore seconded the motion. The motion carried unanimously.

### **JEREMY YOUNG, COUNTY MANAGER**

Commissioner Ellis made a motion to approve the Budget Revision Form for Putnam County Sheriff's Department, Department #700 as presented by Mr. Young. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Budget Revision Form for Animal shelter, Department #716 as presented by Mr. Young. Commissioner Skidmore seconded the motion. The motion carried unanimously.

## **BOARD APPOINTMENT**

Commissioner Ellis made a motion to appoint Amanda Ramey to serve on the Putnam County Convention & Visitors Bureau, effective January 1, 2023 with a term to expire on June 30, 2023. Commissioner Skidmore seconded the motion. The motion carried unanimously.

## **RESOLUTION**

Commissioner Skidmore read the Resolution in support of PCDA's application to USEDA for Strategic Planning. Commissioner Ellis made a motion to accept the Resolution as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

## **JEREMY YOUNG, COUNTY MANAGER**

Commissioner Ellis made a motion to approve the following orders as presented by Mr. Young. Commissioner Skidmore seconded the motion. The motion carried unanimously.

1. An Order to transfer from the 911-07 Fund to S&S Engineers, in the amount of \$25,575.00 for the Kale Tower Site Engineering
2. An Order to transfer from the 911-07 Fund to Electronic Services Inc, in the amount of \$29,070.96 for the 911 Microwave Work and Winfield Tower Equipment

Commissioner Ellis made a motion to approve the Order to issue a check from the TIF Fund (273-430-5-66.0), in the amount of \$49,031.20, payable to WesBanco Bank, Inc, Trustee for October 2022 TIF Revenue. Commissioner Skidmore 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 (001-401-2-24.0), in the amount of \$21,240.00, payable to WV State Auditor's Office for the first half invoice for the FY2022 financial audit. Commissioner Skidmore 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 (#001-425-5-67.0), in the amount of \$2,000.00, payable to Putnam Wellness Coalition for funds received from the WV Governor's Office. Commissioner Skidmore 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 \$232.00, payable to Help for Animals for services provided. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Order to issue a check from the Putnam County American Rescue Plan Fund (#207-435-2-23.0), in the amount of \$95,000.00, payable to S&S Engineers, Inc, for work completed on the Putnam County Fiber Optic Broadband Project. Commissioner Skidmore seconded the motion. The motion carried unanimously.

**ADJOURN**

At 9:20 a.m., having no further business, Commissioner Ellis made a motion and Commissioner Skidmore seconded to adjourn the regular session of the County Commission until December 13, 2022, at 9:00 a.m.

Respectfully submitted,

Melissa Smith  
Secretary