

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
January 10, 2023**

OPENING

Commissioners Steve Deweese, 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

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

GENERAL BUSINESS

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

Commissioner Ellis made a motion to approve the December 30, 2022 Emergency Meeting minutes. Commissioner Deweese seconded the motion. The motion carried unanimously.

ERRONEOUS ASSESSMENTS

None

DIVIDE ORDERS

Commissioner Ellis made a motion to approve the Combine and Divide Orders as presented:

Gwen Banette, Mary Ann Persinger Nease, Otis Terry Rollins ET AL, Danny & Patricia Smith, Brian Hughes, Henry Gardell Dawson ET UX, Loretta King, Robert L. & Connie Eggleton, Glenn Stone, Timothy Lacy, Alicia Young

Commissioner Deweese 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 Devin Conliffe, Full-Time, Deputy Sheriff, Department 700, \$20.00/hourly, effective January 11, 2023, as presented by the Commission Secretary
2. An Order to add to payroll for Austin McKeown, Full-Time, Deputy Sheriff, Department 700, \$20.00/hourly, effective January 11, 2023, as presented by the Commission Secretary
3. An Order to add to payroll for Austin Smith, Full-Time, Deputy Sheriff, Department 700, \$22.75/hourly, effective January 11, 2023, as presented by the Commission Secretary
4. An Order to make a payroll change for Lisa DeBord, Full-Time, Chief Deputy Clerk/Office Manager, Department 403, \$22.00/hourly, effective January 8, 2023, as presented by the Commission Secretary
5. An Order to make a payroll change for Michelle Garrison, Full-Time, Senior Deputy Clerk, Department 403, \$20.23/hourly, effective January 8, 2023, as presented by the Commission Secretary
6. An Order to make a payroll change for Shayla Garrison, Full-Time, Deputy Clerk, Department 403, \$16.29/hourly, effective January 8, 2023, as presented by the Commission Secretary
7. An Order to make a payroll change for Destiny Huttenstine, Full-Time, Deputy Clerk, Department 403, \$16.29/hourly, effective January 8, 2023, as presented by the Commission Secretary
8. An Order to make a payroll change for Elissa Shell, Full-Time, Deputy Clerk, Department 403, \$16.74/hourly, effective January 8, 2023, as presented by the Commission Secretary
9. An Order to make a payroll change for Christina Sibold, Full-Time, Deputy Clerk, Department 403, \$16.29/hourly, effective January 8, 2023, as presented by the Commission Secretary
10. An Order to make a payroll change for Krista Conrad, Full-Time, Deputy Clerk, Department 403, \$14.81/hourly, effective January 8, 2023, as presented by the Commission Secretary
11. An Order to delete from payroll for Marcia Herdman, Full-Time, Janitor, Department 424, effective December 23, 2022, as presented by the Commission Secretary

12. An Order to make a payroll change for Marcia Herdman, Part-Time, Janitor, Department 424, \$13.75/hourly, effective December 27, 2022, as presented by the Commission Secretary
13. An Order to delete from payroll for Leslie Oakes, Part-Time, Kennel Tech/Office Assistant, Department 716, effective January 3, 2023, as presented by the Commission Secretary
14. An Order to delete from payroll for Gracen Master, Full-Time, Conservator Accounts Manager, Department 404, effective January 2, 2023, as presented by the Commission Secretary
15. An Order to make a payroll change for Jonathan Smith, Full-Time, Planner, Department 439, \$40,000.00/annually, effective January 1, 2023, as presented by the Commission Secretary
16. An Order to make a payroll change for Stephanie Smith, Full-Time, Circuit Clerk, Department 403, \$68,302.00/annually, effective January 1, 2023, as presented by the Commission Secretary
17. An Order to add to payroll for Steve Deweese, Full-Time, County Commissioner, Department 401, \$45,535.00/annually, effective January 1, 2023, as presented by the Commission Secretary
18. An Order to delete from payroll for Mark Casto, Full-Time, Field Deputy, Department 407, effective December 24, 2022, as presented by the Commission Secretary
19. An Order to delete from payroll for Alfonso Snodgrass, Full-Time, EMT, Department 715, effective December 20, 2022, as presented by the Commission Secretary
20. An Order to make a payroll change for Maryjo Woodford, Full-Time, Paramedic, Department 715, \$15.70/hourly, effective January 3, 2023, as presented by the Commission Secretary
21. An Order to delete from payroll for Jayden Mitchell, Full-Time, Telecommunicator, Department 712, effective January 6, 2023, as presented by the Commission Secretary
22. An Order to deleted from payroll for Matthew K. Smith, Full-Time, Bailiff, Department 730, effective January 13, 2023, as presented by the Commission Secretary

Commissioner Deweese 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 \$2,765.00 payable to Henning Counseling and Consultation, LLC (December services)
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$69.00 payable to QLABS
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$160.00 payable to Reconnect, Inc.
4. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$140.00 payable to Reconnect, Inc.
5. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$2,025.00 payable to Kimberly Sizemore (Nov. 2022 Invoice)
6. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$1,190.00 payable to Henning Counseling and Consultation, LLC
7. 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 (February 2023 Invoice)

Commissioner Deweese 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: Kenneth Lee Adkins, Richard Stratford Brown, Frederick Harvey Burgess, Norma Lou Childers, Gilbert R. Davis, Norma Lee Davis, James Morrison Estes, Christine Sue Flannagan, Brett Lee Haddix, Vivian Dove "Whitlock" Hash, Oliver Fleet Herdman, William Carroll Lovejoy, Betty Lou Mack, Melody Ann Mack, Ernest Eli Rhodes, Sharon Ann Schenck, Helen Garcia Sherman, James Burton Shirkey, Mary Jean Sigman

LONG FORM SETTLEMENTS: David T. Brammer, William Stewart Templeton

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 \$120.00 from the Fiduciary Special Fund made payable to State Tax Department for estate tax administration fees

An Order to disburse the sum of \$255.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording settlements

A General Order to Show Cause for the Estates of Barbara Ethel Eggleton, Dennis E. Raines, Michael Stephen Raines, Debra A. Rosiek, Charma Leah Sheltz, Richard Louis Smith, Mildred Thornton, Ottie Lee Treadway, and Raxyall J. Wade

An Order of "Appointment List" of Actions of Fiduciary Supervisor from December 10, 2022 through January 6, 2023

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

JEREMY YOUNG

Commissioner Ellis made a motion to accept the Budget Revision Form for 911, Department #712 as presented by Mr. Young. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the following orders as presented.

1. An Order to transfer from the 911-07 Fund in the amount of \$12,700.00, payable to Goff Fence and Landscaping LLC for Remaining Winfield Tower Fencing
2. An Order to transfer from the 911-07 Fund in the amount of \$82,980.00, payable to Bird Excavating for Winfield Tower Grounding and Hillside Repairs

Commissioner Deweese seconded the motion. The motion carried unanimously.

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 \$14,282.94 payable to WesBanco Bank, Inc, Trustee for December 2022 TIF Revenue as presented by Mr. Young. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Order for the closing of the Putnam County Courthouse for the last half of the workday on December 30, 2022, based on the Governors Proclamation signed on December 16, 2022 in observance of the New Year's Eve holiday as presented by Mr. Young. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue checks from the Hotel/Motel Tax Fund to the Convention and Visitors Bureau in the amount of \$59,000.00, to Parks and Recreation Commission in the amount of \$40,250.00, and to the Recreation Enhancement Fund in the amount of \$18,750.00 as presented by Mr. Young. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the following orders as presented.

1. An Order to issue a check from the General County Fund (#024-430-5-67.0) in the amount of \$9,200.00 payable to the Town of Eleanor for reimbursement out of the Stephen A. Andes Recreation Enhancement Fund.
2. An Order to issue a check from the General County Fund (#024-430-5-67.0) in the amount of \$11,088.00 payable to the Town of Poca for reimbursement out of the Stephen A. Andes Recreation Enhancement Fund.
3. An Order to issue a check from the General County Fund (#024-430-5-67.0) in the amount of \$7,212.94 payable to the Putnam County Fair Board for reimbursement out of the Stephen A. Andes Recreation Enhancement Fund.

Commissioner Deweese 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 (#001-442-5-67.N) in the amount of \$171,944.00 payable to Anthony K Davis & Penni S. Davis for a FEMA property acquisition, as presented by Mr. Young. Commissioner Deweese 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 \$312.00 payable to Help for Animals for services provided, as presented by Mr. Young. Commissioner Deweese 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 (#207-435-3-41.0) in the amount of \$2,170,520.00 payable to Alpha Technologies, Inc. for materials on the Putnam County Fiber Optic Broadband Project, as presented by Mr. Young. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to accept the Order to move the Commission meetings to the second Tuesdays at 9:00 a.m. and the last Tuesdays at 5:00 p.m. of each month. Commissioner Deweese seconded the motion. The motion carried unanimously.

SHERIFF BOBBY EGGLETON

Sheriff Bobby Eggleton introduced three new deputies to be sworn in. Commission President Skidmore swore in Devin Conliff, Austin McKeown, and Austin Smith.

EXECUTIVE SESSION

At 9:18 a.m. Commissioner Ellis made a motion to enter into executive session for the purpose of board interviews. Commissioner Deweese seconded the motion. The motion carried unanimously.

At 9:25 a.m. Commissioner Ellis made a motion to enter back into regular session. Commissioner Deweese seconded the motion. The motion carried unanimously.

BOARD APPOINTMENT

Commissioner Ellis made a motion to appoint Brett Hodgdon to serve on the Putnam County Dilapidated & Abandoned Enforcement Agency, effective January 10, 2023, with a term to expire on May 10, 2023. Commissioner Ellis clarified his motion for Brett Hodgdon in the Engineering position. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to appoint Allison Jones to serve on the Putnam County Parks & Recreation Board, effective January 10, 2023, with a term to expire on August 31, 2023. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to re-appoint Jessi Parker Jr. to serve on the Putnam County Board of Zoning Appeals, effective January 2, 2023, with a term to expire on January 1, 2026. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to re-appoint Tony Hodge to serve on the Putnam County Board of Zoning Appeals, effective January 2, 2023, with a term to expire on January 1, 2026. Commissioner Deweese seconded the motion. The motion carried unanimously.

MIKYLE WHITE, OES/911 DIRECTOR

Commissioner Ellis made a motion to approve the Change Order #1 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

LARRY FRYE, COUNTY ATTORNEY

At 9:30 am Commissioner Skidmore recused himself and left the courtroom due to being the city manager for The City of Hurricane.

Commissioner Ellis made a motion to appoint Steve Deweese as acting president. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Order of Annexation by Petition of 127.66 acres, more or less, of territory identified as Project No. 2019102 into the Corporate Limits of the City of Hurricane, as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Skidmore returned to the courtroom.

JONATHAN SMITH, PLANNER

Commissioner Ellis made a motion to Dismiss DAEA Case 2022-59. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to Dismiss DAEA Case 2022-31. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to Dismiss DAEA Case 2021-44. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to Accept DAEA Case 2022-66 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to File DAEA Case 2022-66 as presented. Commissioner Deweese seconded the motion. The motion carried unanimously.

ADJOURN

At 9:45 a.m., having no further business, Commissioner Ellis made a motion and Commissioner Dewese seconded to adjourn the regular session of the County Commission until Tuesday, January 31, 2023, at 5:00 p.m.

Respectfully submitted,

Melissa Smith
Secretary