

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

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

**MINUTES  
PUTNAM COUNTY COMMISSION REGULAR SESSION  
January 28, 2025**

**OPENING**

Commissioners C. Brian Ellis, Douglas Pierson, and R. Andrew Skidmore were present when the 5:00 p.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 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

**GENERAL BUSINESS**

Commissioner Ellis made a motion to approve the January 14, 2025 Commission meeting minutes as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

**ERRONEOUS ASSESSMENTS**

None

**COURT ORDERS APPROVED**

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

1. An Order to add to payroll for Douglas Pierson, Full-Time, County Commissioner, Department 401, \$45,535.00/salary, effective January 28, 2025 as presented by the Commission Secretary
2. An Order to add to payroll for Erica Panaro, Full-Time, Elections/Accounts Payable Clerk, Department 402, \$16.80/hourly, effective June 2, 2025 as presented by the Commission Secretary

3. An Order to add to payroll for Amy Ashworth, Full-Time, Payroll Coordinator, Department 402, \$26.45/hourly, effective February 3, 2025 as presented by the Commission Secretary
4. An Order to add to payroll for Johnna Shrewsbury, Full-Time, Accounts Payable, Department 402, \$19.04/hourly, effective March 31, 2025 as presented by the Commission Secretary
5. An Order to add to payroll for Frances Rutan, Full-Time, Deputy Clerk, Department 402, \$15.00/hourly, effective February 3, 2025 as presented by the Commission Secretary
6. An Order to delete from payroll for Ashlie Harris, Full-Time, Deputy Assessor, Department 406, effective January 22, 2025 as presented by the Commission Secretary
7. An Order to make a payroll change for Hunter Lanham, Full-Time, Paramedic, Department 715, \$25.75/hourly – 12 hour shift, effective January 1, 2025 as presented by the Commission Secretary
8. An Order to make a payroll change for Hunter Lanham, Full-Time, Paramedic, Department 715, \$17.75/hourly – 24 hour shift, effective January 1, 2025 as presented by the Commission Secretary
9. An Order to add to payroll for Kenzie Winters, Part-Time, EMT, Department 715, \$19.00/hourly – 12 hour shift, effective December 22, 2024 as presented by the Commission Secretary
10. An Order to add to payroll for Kenzie Winters, Part-Time, EMT, Department 715, \$13.40/hourly – 24 hour shift, effective December 22, 2024 as presented by the Commission Secretary
11. An Order to add to payroll for Christina Hunley, Part-Time, EMT, Department 715, \$19.00/hourly – 12 hour shift, effective December 22, 2024 as presented by the Commission Secretary
12. An Order to add to payroll for Christina Hunley, Part-Time, EMT, Department 715, \$13.40/hourly – 24 hour shift, effective December 22, 2024 as presented by the Commission Secretary
13. An Order to add to payroll for Jillian Jackson, Part-Time, Paramedic, Department 715, \$25.75/hourly – 12 hour shift, effective December 22, 2024 as presented by the Commission Secretary
14. An Order to add to payroll for Jillian Jackson, Part-Time, Paramedic, Department 715, \$17.75/hour – 24 hour shift, effective December 22, 2024 as presented by the Commission Secretary

15. An Order to add to payroll for Zachariah Jordan, Full-time, EMT, Department 715, \$19.00/hourly – 12 hour shift, effective December 22, 2024 as presented by the Commission Secretary
16. An Order to add to payroll for Zachariah Jordan, Full-Time, EMT, Department 715, \$13.40/hourly – 24 hour shift, effective December 22, 2024 as presented by the Commission Secretary
17. An Order to add to payroll for Ryan Thompson, Full-Time, Paramedic, Department 715, \$25.75/hourly – 12 hour shift, effective December 22, 2024 as presented by the Commission Secretary
18. An Order to add to payroll for Ryan Thompson, Full-Time, Paramedic, Department 715, \$17.75/hourly – 24 hour shift, effective December 22, 2024 as presented by the Commission Secretary
19. An Order to add to payroll for Anthony Martin, Part-Time, EMT, Department 715, \$19.00/hourly – 12 hour shift, effective December 22, 2024 as presented by the Commission Secretary
20. An Order to add to payroll for Anthony Martin, Part-Time, EMT, Department 715, \$13.40/hourly – 24 hour shift, effective December 22, 2024 as presented by the Commission Secretary
21. An Order to add to payroll for Caleb Cavender, Part-Time, EMT, Department 715, \$19.00/hourly – 12 hour shift, effective January 20, 2025 as presented by the Commission Secretary
22. An Order to add to payroll for Caleb Cavender, Part-Time, EMT, Department 715, \$13.40/hourly – 24 hour shift, effective January 20, 2025 as presented by the Commission Secretary
23. An Order to add to payroll for Trey Wilcox, Full-Time, Paramedic, Department 715, \$25.75/hourly – 12 hour shift, effective January 20, 2025 as presented by the Commission Secretary
24. An Order to add to payroll for Trey Wilcox, Full-Time, Paramedic, Department 715, \$17.75/hourly – 24 hour shift, effective January 20, 2025 as presented by the Commission Secretary
25. An Order to make a payroll change for Luke Smith, Full-Time, EMT, Department 715, \$19.00/hourly – 12 hour shift, effective January 1, 2025 as presented by the Commission Secretary
26. An Ordre to make a payroll change for Luke Smith, Full-Time, EMT, Department 715, \$13.40/hourly – 24 hour shift, effective January 1, 2025 as presented by the Commission Secretary

27. An Order to make a payroll change for Deanna Lanham, Full-Time, EMT, Department 715, \$19.00/hourly – 12 hour shift, effective January 1, 2025 as presented by the Commission Secretary
28. An Order to make a payroll change for Deanna Lanham, Full-Time, EMT, Department 715, \$13.40/hourly, 24 hour shift, effective January 1, 2025 as presented by the Commission Secretary
29. An Order to make a payroll change for Michael Wilson, Part-Time, Advanced EMT, Department 715, \$21.00/hourly – 12 hour shift, effective September 16, 2024 as presented by the Commission Secretary
30. An Order to make a payroll change for Michael Wilson, Part-Time, Advanced EMT, Department 715, \$15.00/hourly – 24 hour shift, effective September 16, 2024 as presented by the Commission Secretary
31. An Order to delete from payroll for Payton Baucom, Part-Time, Kennel Tech, Department 716, effective January 10, 2025 as presented by the Commission Secretary

Commissioner Pierson 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 \$560.00 payable to Aspire to Inspire
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$90.97 payable to ODP Business Solutions, LLC
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$650.00 payable to Track Group
4. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$1,125.00 payable to QLABS
5. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$90.00 payable to Compton Office Machine Company

Commissioner Pierson seconded the motion. The motion carried unanimously.

## **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:** Stephanie Michelle Doneff, Jonathan E. Dunbar, Ronald Lee Ford, Walter Manning Frazier, Jr., Sandra Jean Gray, Mary F. Johnson, Donna Belle Keeling, Shirley Jean Landis, David Lee McClure, Nancy Ann Edens McClure, Rebecca Alice Nickerson, Sandra Kaye Sprouse, Barbara Jean Wilson

**Long Form Settlements:** None

**Partial Settlements:** None

**Annual 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 of "Appointment List" of Actions of Fiduciary Supervisor from January 14, 2025 through January 28, 2025.

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

### **TIM HANNA, INTERIM COUNTY MANAGER**

The following spoke requesting money from the Stephen A. Andes Recreation Enhancement Fund Grant and what the money would be used for.

- \* Mayor of Winfield, Mayor Randy Barrett, requesting \$10,711.64
- \* Mayor of Buffalo, Mayor Conrad Cain, requesting \$30,400.00
- \* Mayor of Bancroft, Mayor Jami Hayes, requesting \$20,720.72
- \* Mayor of Eleanor, Mayor Cam Clendenin, requesting \$35,000.00
- \* Mayor Poca, Mayor William Jones, requesting \$34,599.20
- \* Putnam County Fair Board, Nathan Clendenin, requesting \$13,940.00
- \* Putnam County Hoge House Foundation, Lowell Wilks, requesting \$6,560.00

Commissioner Ellis made a motion to table this project decision until after the March budgeting meeting as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

## **RAEHEL NEAL, WVU EXTENSION**

Raechel Neal spoke about the 2024 4-H Camp week, all the activities that the kids participated in, and the costs of having camp. They had 116 kids attended 4-H camp at Camp Virgil Tate.

## **EXECUTIVE SESSION**

At 5:35 p.m., Commissioner Ellis made a motion to enter into executive session for the purpose of board interviews as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

At 6:06 p.m., Commissioner Ellis made a motion to enter back into regular session. Commissioner Pierson seconded the motion. The motion carried unanimously.

## **BOARD APPOINTMENTS**

Commissioner Ellis made a motion to appoint Jacob Pack to serve on the Putnam Public Service District Board, effective January 28, 2025, with a term to expire on August 31, 2029 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

## **JORDAN CHAPMAN, PLANNER**

Commissioner Ellis made a motion to open public hearing regarding DAEA Case 2024-08. Commissioner Pierson seconded the motion. The motion carried unanimously.

Mr. Timothy Carroll, Lewisburg WV spoke about owning the property and the issues of getting it cleaned up and the proper landowners being notified.

Mayor Randy Barrett spoke about DAEA Case 2024-08.

Commissioner Ellis made a motion to close public hearing on DAEA Case 2024-08. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion for a 90 day extension DAEA Case 2024-08 and to revisit the case to make sure progress is continuing to be made as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to take off table DAEA Case 2024-07 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion for a 90 day extension on DAEA Case 2024-07 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

## **LARRY FRYE, COUNTY ATTORNEY**

An Order and Hearing on Administratively Closing Delinquent or Unprogressed Estates on Richard Lee Pauley, Manuel R. Ray, Loyce Rutan, Lois Lee Stewart, William Eugene Taylor, Ralph Henry Ward, Rex Michael Wilcoxon, Guy Franklin "Frank" Wilkinson, Sr., Dwight Wayne Mays, Pauline Jones Price, Patricia Pridemore

Commissioner Ellis made a motion to Administrative close the estates as presented and authorize the Commission President to sign all necessary documents. Commissioner Pierson seconded the motion. The motion carried unanimously.

## **TIM HANNA, INTERIM COUNTY MANAGER**

Commissioner Ellis made a motion to approve the Budget Revision for Department 711 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Budget Revision for Department 425 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the following orders from the Putnam County Building Fund (#044-425-2-23.0) as presented:

\*Issue a check in the amount of \$645.00 made payable to Silling Associates, Inc. for construction and bidding documents on the Courthouse Renovation Project

\*Issue a check in the amount of \$2,062.00 made payable to Silling Associates, Inc. for engineering and design services on the Generator Replacement Project

Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the transfer from the 911-07 Fund to Electronic Services Inc., in the amount of \$5,163.72 for Radio Equipment as presented. Commissioner Pierson 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 \$35,978.86 made payable to WesBanco Bank, Inc., Trustee for December 2024 TIF Revenue (Acct #108507771 Revenue Fund) – Trustee is to issue debt service payments for Putnam Bonds 2017AB as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

## **BOARD APPOINTMENTS**

Commissioner Pierson made a motion to appoint Brian Ellis to serve on the Putnam County Transportation Committee, effective January 28, 2025 as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to appoint Vic Mays to serve on the Putnam County Planning Board, effective February 7, 2025, with a term to expire on February 6, 2028 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to appoint James David Mill to serve on the Putnam County Planning Board, effective February 7, 2025, with a term to expire on February 6, 2028 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to appoint Travis Willard to serve on the Putnam County Planning Board, effective February 7, 2025, with a term to expire on February 6, 2028 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to appoint Glenn Yeager to serve on the Putnam County Planning Board, effective February 7, 2025, with a term to expire on February 6, 2028 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to appoint Doug Pierson to serve on the Putnam County Animal Shelter Board, effective January 28, 2025, with a term to expire on August 31, 2026 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to appoint Doug Pierson to serve on the Putnam County Parks and Recreation Board, effective January 28, 2025, with a term to expire on August 31, 2026 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to appoint Doug Pierson to serve on the Putnam County Community Criminal Justice/Day Reporting Board, effective January 28, 2025, with a term to expire on December 31, 2027 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

## **PUBLIC COMMENT**

None



## **ADJOURN**

At 6:57 p.m. on Tuesday, January 28, 2025, having no further business, Commissioner Ellis made a motion and Commissioner Pierson seconded to adjourn the regular session of the County Commission until Tuesday February 11, 2025 at 9:00 a.m.

Respectfully submitted,

Melissa Smith  
Executive Assistant