

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

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

**MINUTES  
PUTNAM COUNTY COMMISSION REGULAR SESSION  
February 11, 2025**

**OPENING**

Commissioners C. Brian Ellis, Douglas Pierson, and R. Andrew Skidmore were present when the 9:00 a.m. meeting convened in the Sheriff's Department's Conference Room 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 28, 2025 Commission meeting minutes as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

**ERRONEOUS ASSESSMENTS**

Commissioner Ellis made a motion to approve the Erroneous Assessments as presented:

Melissa A. (Hudson) &/or Jason Beller, James B. Bowling, Lawrence & Loretta Brooks Jr., Two for James A. Cochran, Kyle J. Fisher, Beth Harrison, Anthony P. &/or Rachel Hill, Michael Martin, Dorsel David A. Parsons, Robert A. &/or Sandra L. Payne, Two for Paul Y. Quijano, Benjamin Mark Roberts, Brian Robinson, Michael R. Salmon, Robert L. or Debbie Thompson Jr., Christy Wagner

19 Erroneous Assessments were approved totaling \$10,427.94 in deduction of taxes.

Commissioner Pierson 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 as presented:

1. An Order to add to payroll for Devin Conliffe, Full-Time, Deputy Sheriff, Department 700, \$25.08/hourly, effective February 23, 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 \$101.00 payable to QLABS, Inc (9-2024 Invoice)
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$110.00 payable to QLABS, Inc (10-2024 Invoice)
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$139.00 payable to QLABS, Inc (11-2024 Invoice)
4. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$339.00 payable to QLABS, Inc (12-2024 Invoice)
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:** Inez L. Bird, Kenny Arnold Blevins, Wanda Jean Bryan, Clifford Clagg, Bobby Lee Gibson, Siegel Ronnie Hainor, John P. Hannah, Charles Lee Harris, Roselyn Deloris Nelson, Emerson Keith Sullivan, Curtis D. Winter

**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 to disburse the sum of \$155.00 from the Fiduciary Special Fund made payable to the State Auditor – The Inheritance Tax Administration Fund for estate tax administration fees.

An Order of “Appointment List” of Actions of Fiduciary Supervisor from January 29, 2025 through February 10, 2025.

An Order to disburse the sum of \$12.00 from the Fiduciary Special Fund made payable to Brian Wood, Clerk, for recording appointment.

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.

**MORGANNE TENNEY, PCDA**

Morganne Tenney presented PCDA's budget request for FY25.

Commissioner Ellis made a motion to approve the Resolution designating Putnam County Development Authority as the Authorized Development Authority of Putnam County as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

**JORDAN CHAPMAN, PLANNER**

Commissioner Ellis made a motion on DAEA Case 2024-03 to give a 60-day extension as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion on DAEA Case 2024-30 to approve the order to comply as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

**LARRY FRYE, COUNTY ATTORNEY**

Lisa Moye spoke about the petition to abandon right of way filed by Malcolm Canterbury located between the Kanawha River and First Avenue, known as River Street in the Union District of Putnam County, West Virginia.

Commissioner Ellis made a motion to approve the petition to abandon right-of-way consisting of approximately 30 feet dividing lots one point two (1.2) and five point one (5.1) between the Kanawha River and First Avenue, otherwise known as River Street in the Union District of

Putnam County, West Virginia as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

### **PUBLIC COMMENT**

Jim Crewdson spoke about getting water on Red House Hill.

### **EXECUTIVE SESSION**

At 9:39 a.m., Commissioner Ellis made a motion to enter into executive session for the purpose of a board interview as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

At 9:52 a.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 Ted Diaz to serve on the Putnam County Animal Shelter Board, effective February 11, 2025, with a term to expire on August 31, 2025 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

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

Commissioner Ellis made a motion to approve the order to issue a check from the General County Fund (001-401-2-23.0) in the amount of \$2,050.00 made payable to WesBanco for Trustee Fees (invoice number 8140) 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 Coal Severance Fund (002-809-5-67.0) in the amount of \$117,500.00 made payable to the Putnam County Building Commission Series B Bond Revenue Account, toward Waterworks Revenue Bond payments as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the orders to transfer from the 911-07 Fund as presented:

- In the amount of \$183,585.00 to Aviat U.S., Inc for Confidence Tower SIRM Equipment Grant
- In the amount of \$14,994.00 to Electronic Specialty Company for 911 Training Room

Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the order to issue a check from the Putnam County Opioid Settlement Fund (#40-980-4-59.0) in the amount of \$6,010.00 made payable to Elastec, Inc., for a Drug Incinerator for the Putnam County Sheriff's Department as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the following orders to issue checks from the Dog Fund (003-716-2-23.0) as presented:

- In the amount of \$431.50 payable to Help For Animals for Veterinary services in the month of January 2025
- In the amount of \$6,204.80 payable to Help For Animals for Spays and Neuters in the month of January 2025
- In the amount of \$437.00 payable to Fix'Em Clinic for January 2025 spays and neuters

Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the order to issue a check from the Putnam County Network Fund (#042-424-2-30.0) in the amount of \$4,074.50 made payable to Mouldagraph Corp. for January and February 2025 storage of Fiberoptic materials 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 Putnam County American Rescue Plan Fund (#207-435-3-30.0) in the amount of \$1,325.50 made payable to Mouldagraph Corporation for January 2025 storage of Fiberoptic materials as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

## **ADJOURN**

At 9:56 a.m. on Tuesday, February 11, 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 25, 2025 at 5:00 p.m.

Respectfully submitted,

Melissa Smith  
Executive Assistant