

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

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

**MINUTES  
PUTNAM COUNTY COMMISSION REGULAR SESSION  
February 25, 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 February 11, 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 make a payroll change for Christopher Glenn, Full-Time, Janitor, Department 424, \$12.50/hourly, effective December 9, 2024 as presented by the Commission Secretary
2. An Order to make a payroll change for Joshua Dehart, Full-Time, Assistant Supervisor, Department 715, \$26.00/hourly – 12 hour shift, effective February 2, 2025 as presented by the Commission Secretary

3. An Order to make a payroll change for Joshua Dehart, Full-Time, Assistant Supervisor, Department 715, \$18.25/hourly – 24 hour shift, effective February 2, 2025 as presented by the Commission Secretary
4. An Order to make a payroll change for Errin Gibson, Full-Time, Assistant Supervisor, Department 715, \$26.00/hourly – 12 hour shift, effective February 2, 2025 as presented by the Commission Secretary
5. An Order to make a payroll change for Errin Gibson, Full-Time, Assistant Supervisor, Department 715, \$18.25/hourly – 24 hour shift, effective February 2, 2025 as presented by the Commission Secretary
6. An Order to make a payroll change for Tonya Damron, Full-Time, Supervisor, Department 715, \$27.25/hourly – 12 hour shift, effective February 2, 2025 as presented by the Commission Secretary
7. An Order to make a payroll change for Tonya Damron, Full-Time, Supervisor, Department 715, \$19.00/hourly – 24 hour shift, effective February 2, 2025 as presented by the Commission Secretary
8. An Order to make a payroll change for Tristan Dowell, Part-Time, EMT, Department 715, \$19.00/hourly – 12 hour shift, effective February 25, 2025 as presented by the Commission Secretary
9. An Order to make a payroll change for Tristan Dowell, Part-Time, EMT, Department 715, \$13.40/hourly – 24 hour shift, effective February 25, 2025 as presented by the Commission Secretary
10. An Order to add to payroll for Alexis Garrett, Part-Time, Kennel Tech, Department 716, \$13.00/hourly, effective February 20, 2025 as presented by the Commission Secretary
11. An Order to add to payroll for Kathryn White, Part-Time, Kennel Tech, Department 716, \$13.00/hourly, effective February 24, 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 \$618.50 payable to Track Group (Invoice #40975)
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$1,504.00 payable to Kimberly Sizemore (November Invoice)
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$1,417.00 payable to State of WV BD of Risk and Insurance Mgmt.

4. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$70.43 payable to ODP Business Solutions, LLC

Commissioner Pierson seconded the motion. The motion carried unanimously.

### **ASHLEY GLANCE, PUTNAM COUNTY CHAMBER OF COMMERCE**

Ashley Glance spoke about a Certificate of Need (CON) and asking the commissioner if they will sign a letter of support.

### **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:** Rose Ella Bradshaw, Shirley Ruth Casto, Kenneth C. Davis, Joan M. Faris, Michael Lee Francisco, Bobby Dale Gibson, Deborah Ann Speidel, Bernard Lyle Turley, Sr., John Douglas Wagner

**Long Form Settlements:** Mary M. Thomas

**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 Release funds to Cathy A. Chaney, Personal Representative of the estate of Shirley Ruth Casto for overpayment on the Settlement of the Estate

An Order to Release funds to Kelly R, Anderson, Personal Representative of the estate of Eugene Glenn Anderson for overpayment on the Settlement of the Estate

An Order referring the disputed estate of Logan Lee Casey to Harvey Peyton, Fiduciary Commissioner

An Order on Disclaimer of Inheritance executed by Ashley D. Adkins for the Estate of William C. Adkins, Jr.

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

An Order of "Appointment List" of Actions of Fiduciary Supervisor from February 11, 2025 through February 25, 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.

### **BOARD APPOINTMENTS**

Commissioner Ellis made a motion to appoint Greg Mick to serve on the Putnam County Parks and Recreation Board, effective February 25, 2025, with a term to expire on August 31, 2026 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

### **LARRY FRYE, COUNTY ATTORNEY**

Commissioner Ellis made a motion to approve the Annexation by Petition for Jordon Place, 12948 Winfield Road, Winfield, West Virginia into the Corporate Limits of the City of Winfield, West Virginia as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

### **TERRY MARTIN, RIC**

Terry Martin gave an update on current water projects.

Commissioner Ellis made a motion to approve the order for the Custer Ridge Waterline Extension Project payment #2 request in the amount of \$14,418.28 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

### **JIM NAGY, RIC**

Jim Nagy gave an update on the Custer Ridge Waterline Extension.

### **OUTSIDE AGENCIES BUDGET PRESENTATIONS**

The following Agencies presented their Budget Request for FY2026:

Kelli Steele – Putnam County Convention & Visitors Bureau  
Megan Tarbett – Putnam County Library  
Krista Snodgrass – Putnam County Fair Board  
Justin Williams – Putnam County Parks & Recreation

Jamey Hunt – Day Report  
Tim Sayre – WVU Extension  
Crystal Moberley – Putnam County Health Department

## **PUBLIC COMMENT**

None

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

Commissioner Ellis made a motion to approve the Budget Revision for Department 700 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 Water and Sewer Fund (045-809-2-23.0) as presented:

- In the amount of \$1,437.50 payable to Terradon Corporation for preparation of the preliminary engineering report for the Riffie Ridge Waterline Extension Project
- In the amount of \$11,918.28 payable to Terradon Corporation for design and engineering services on the Custer Ridge Waterline Extension Project
- In the amount of \$2,500.00 payable to Regional Intergovernmental Council for invoice number 2 for Project Administration on the Custer Ridge Waterline Extension Project
- In the amount of \$1,000.00 payable to Arthur Krenzel Lett Insurance Group for highway permit bonds on the Custer Ridge Waterline Extension Project
- In the amount of \$36.00 payable to Department of Environmental Protection Division of Water and Waste Management for Permit Fees on the Jim Ridge Phase Two Waterline Extension Project

Commissioner Pierson seconded the motion. The motion carried unanimously.

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

- In the amount of \$2,068.75 payable to Silling Associates, Inc. for engineering and design services on the Generator Replacement Project
- In the amount of \$2,243.90 payable to Silling Associates, Inc. for construction and bidding documents on the Courthouse Renovation Project

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 \$3,440.95 to State Electric Supply for 911 Center Additional IT Rack
- In the amount of \$16,000.00 to Mountain State Cabling Solutions for Putnam County 911 Center Building Re-Cabling Project Change Order 1
- In the amount of \$25,700.00 to Mountain State Cabling Solutions for Putnam County 911 Center Building Re-Cabling Project Final Payment

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 \$23,813.37 made payable to WesBanco Bank, Inc, Trustee for January 2025 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.

## **ADJOURN**

At 6:21 p.m. on Tuesday, February 25, 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 March 11, 2025 at 9:00 a.m.

Respectfully submitted,

Melissa Smith  
Executive Assistant