

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

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

**MINUTES  
PUTNAM COUNTY COMMISSION REGULAR SESSION  
March 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 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 February 25, 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 David McClure, Full-Time, EMS Education Director, Department 715, \$65,000.00/salary, effective July 1, 2024 as presented by the Commission Secretary
2. An Order to make a payroll change for Taylor Stevens, Full-Time, EMT, Department 715, \$19.00/hourly – 12 hour shift, effective March 17, 2025 as presented by the Commission Secretary

3. An Order to make a payroll change for Taylor Stevens, Full-Time, EMT, Department 715, \$13.40/hourly – 24 hour shift, effective March 17, 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 \$53.56 to ODP Business Solutions, LLC
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$1,440.00 to Aspire to Inspire Behavioral Health and Addiction Services

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:** Millie Germaine Adkins, Eugene Glenn Anderson, Gaynelle Ball, Dena Lynn Duncan, Norman Russell Hendrix, Ramolee Knight, Nancy Louise Phalen McGraw, Doretta Jean Spurlock, Gary Edward Stanley, Nellie Yvonne Terry

**Long Form Settlements:** None

**Partial Settlements:** None

**Annual Settlements:** None

**Certificates of Completion:** Dora Mynes

**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 \$135.00 from the Fiduciary Special Fund made payable to the State Auditor – The Inheritance Tax Administration Fund for estate tax administration fees

An Order referring the disputed estate of Albert Junior Snyder to Gordon L. Mowen, II, Fiduciary Commissioner

An Order of "Appointment List" of Actions of Fiduciary Supervisor from February 26, 2025 through March 10, 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.

### **PUBLIC COMMENT**

Gary Jones, Scott Depot, spoke about the widening of Teays Valley Road and asked for help to get back Option 1, 3 Lanes and turn lanes.

### **ELECTED OFFICIALS BUDGET PRESENTATIONS**

The following Elected Officials presented their Budget Request for FY2026:

Stephanie Smith – Circuit Clerk  
Kris Raynes - Prosecuting Attorney  
Gary Warner - Assessor  
Brian Wood – County Clerk  
Bobby Eggleton - Sheriff

### **DAVID COLL, DIRECTOR OF PLANNING & INFRASTRUCTURE**

Commissioner Ellis made a motion to open public hearing regarding Text Amendment 2025-02. Commissioner Pierson seconded the motion. The motion carried unanimously.

There were no public comments.

Commissioner Ellis made a motion to close public hearing regarding Text Amendment 2025-02. Commissioner Pierson seconded the motion. The motion carried unanimously.

2025-02 Criteria #1 – Will the proposed amendment protect and promote the public health, safety, convenience, morals, and general welfare:

Commissioner Ellis voted yes stating: The amendment will be for the betterment of the county and clarify the definition and use.

Commissioner Pierson voted yes stating: For the same reasons stated by Commissioner Ellis.

Commissioner Skidmore voted yes stating: The amendment is a clarification of the definition and use.

2025-02 Criteria #2 – Is the amendment consistent in achieving the objectives for the adopted Comprehensive Plan, US 35 Corridor Management Plan, and the Teays Valley Land Use Plan:

Commissioner Ellis voted yes stating: Same reasons stated above

Commissioner Pierson voted yes stating: Same reasons stated above

Commissioner Skidmore voted yes stating: The amendment will help the Planning Commission and staff to do their jobs more effectively

Commissioner Ellis made a motion to approve the Text Amendment 2025-02 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to open public hearing regarding Text Amendment 2025-03. Commissioner Pierson seconded the motion. The motion carried unanimously.

There were no public comments.

Commissioner Ellis made a motion to close public hearing regarding Text Amendment 2025-03. Commissioner Pierson seconded the motion. The motion carried unanimously.

2025-03 Criteria #1 – Will the proposed amendment protect and promote the public health, safety, convenience, morals, and general welfare:

Commissioner Ellis voted yes stating: The Planning Commission is made up of good people with diverse backgrounds and hold through productive meetings.

Commissioner Pierson voted yes stating: For the same reasons state by Commissioner Ellis.

Commissioner Skidmore voted yes stating: the amendment provides consistency and adds clarity to the ordinance language.

2025-03 Criteria #2 – Is the amendment consistent in achieving the objectives for the adopted Comprehensive Plan, US 35 Corridor Management Plan, and the Teays Valley Land Use Plan:

Commissioner Ellis voted yes stating: Same reasons stated above.

Commissioner Pierson voted yes stating: Same reasons stated above.

Commissioner Skidmore voted yes stating: A situation arose which required a necessary adjustment to the ordinance.

Commissioner Ellis made a motion to approve the Text Amendment 2025-03 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to open public hearing regarding Text Amendment 2025-04. Commissioner Pierson seconded the motion. The motion carried unanimously.

There were no public comments.

Commissioner Ellis made a motion to close public hearing regarding Text Amendment 2025-04. Commissioner Pierson seconded the motion. The motion carried unanimously.

2025-04 Criteria #1 – Will the proposed amendment protect and promote the public health, safety, convenience, morals, and general welfare:

Commissioner Ellis voted yes stating: The proposed requirements for the unique land use will benefit residential neighbors of laydown yards in light industrial zoning districts.

Commissioner Pierson voted yes stating: For the same reasons stated by Commissioner Ellis.

Commissioner Skidmore voted yes stating: The amendment will benefit residential neighbors of laydown yards.

2025-04 Criteria #2 – Is the amendment consistent in achieving the objectives for the adopted Comprehensive Plan, US 35 Corridor Management Plan, and the Teays Valley Land Use Plan:

Commissioner Ellis voted yes stating: For the same reasons state above.

Commissioner Pierson voted yes stating: For the same reasons state above.

Commissioner Skidmore voted yes stating: For the same reasons state above.

Commissioner Ellis made a motion to approve the Text Amendment 2025-04 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

### **JORDAN CHAPMAN, PLANNER**

Commissioner Ellis made a motion to approve the order to dismiss DAEA Case 2024-28 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

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

Commissioner Ellis made a motion to approve the FY26 JAG PRO Grant Contract and authorize the Commission President to sign all necessary documents as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Budget Revision for Department 730 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve issue checks from the Putnam County Opioid Settlement Fund (#40-980-4-59.0) as presented:

\*Issue a check in the amount of \$84.42 made payable to US Bank for reimbursement of gasoline expenses for the Sheriff's Opioid Training Event

\*Issue a check in the amount of \$1,461.12 made payable to US Bank for reimbursement of catering expenses for the Sheriff's Opioid Training Event

\*Issue a check in the amount of \$186.38 made payable to US Bank for reimbursement of rental car expenses for the Sheriff's Opioid Training Event

\*Issue a check in the amount of \$3,519.82 made payable to Sirchie Acquisition Company for a Drug Testing Supplies for the Putnam County Sheriff's Department

Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the order to issue a check from the Dog Fund in the amount of \$1,758.00 made payable to Casto & Harris, Inc. for 11,300 rabies tags for FY2025 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the transfer from the 911-07 Fund to State Electric Supply Co. in the amount of \$6,085.80 for the 911 Center Floor Data Boxes 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 Network Fund (#042-424-2-30.0) in the amount of \$2,700.00 payable to Mouldagraph Corp. for March 2025 storage of Fiberoptic materials as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

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

Commissioner Ellis made a motion to approve the Amended Agreement to Extend the Management of Operations at the Putnam County Animal Shelter with KCHA for a period of three months from 4/1/25 through 6/30/25 and authorize the Commission President to sign all necessary documents as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Skidmore recused himself and exited from the courtroom.

Commissioner Pierson made a motion to appoint Commissioner Ellis as Commission President. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Pierson made a motion to approve the Annexation by Petition of 1.68 acres, more or less, of territory, identified as Project No. 2019102 into the Corporate Limits of the City of Hurricane. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Pierson made a motion to reappoint Skidmore as president. Commissioner Ellis seconded the motion. The motion carried unanimously.

At 9:54 a.m., Commissioner Ellis made a motion to recess. Commissioner Pierson seconded the motion. The motion carried unanimously.

At 10:02 a.m., Commissioner Ellis made a motion to come back into regular session. Commissioner Pierson seconded the motion. The motion carried unanimously.

At 10:05 a.m., Commissioner Skidmore read: 9 under 6-9A-4 to consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision.

At 10:05 a.m., Commissioner Ellis made a motion to enter into executive session. Commissioner Pierson seconded the motion. The motion carried unanimously.

At 10:24 a.m., Commissioner Ellis made a motion to enter back into regular session. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Pierson made a motion to appoint Commissioner Skidmore to be on the Opportunity Committee Board with the Putnam County Development Authority. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to engage into an agreement with Attorney John Stump as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

### **BOARD APPOINTMENTS**

Commissioner Ellis made a motion to appoint Ashley Alford Glance to serve on the Putnam County Convention & Visitors Bureau, effective July 1, 2025, with a term to expire on June 30, 2028 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

### **ADJOURN**

At 10:26 a.m. on Tuesday, March 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