

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
March 25, 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 March 11, 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:

Josh Bostic, Three (3) for Clayton Bradley, Two (2) for Dale R. or Wanda P. Hescht Sr., Two (2) for Glenn "Jesse" Herb, Jeffrey M. or Crystal M. or Bodie Jennings, Jason Johns, Hemant Kantilal &/or Tauruna Shah, Donald Sharp, Two (2) for Trademark Investments LLC, Randy T. &/or Patricia Whittington, Steve &/or Andrea Whittington, John C. &/or Geraldine Adams, Matt Breeden, Breanna Mae Casto, Matt Cherrone, Debra M. Elswick, James &/or Stephanie Gibson, Amber Graley, Kara Hughes, Tory McCallister, Brandon T. Melton, Burrell Stanley Miller Jr., Robert A. &/or Sandra L. Payne, Darrell E. Pauley ET AL, Dwain L. Pauley, Alexandra M. &/or Larry Pfof, Alexandria Pfof, Christina Richardson, Four (4) for Joyce Watts & Omer Subhi, Kristy M. or Lance Whaley,

38 Erroneous Assessments were approved totaling \$14,858.17 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 make a payroll change for Tim Hanna, Full-Time, County Manager, Department 401, \$85,000.00/salary, effective March 18, 2025 as presented by the Commission Secretary
2. An Order to make a payroll change for Melissa Smith, Full-Time, Executive Assistant, Department 401, \$19.75/hourly, effective March 18, 2025 as presented by the Commission Secretary
3. An Order to add to payroll for Bridget Delbart, Full-Time, Deputy Assessor, Department 406, \$13.00/hourly, effective March 31, 2025 as presented by the Commission Secretary
4. An Order to delete from payroll for Danny Lett, Full-Time, Field Appraiser, Department 407, effective November 14, 2024 as presented by the Commission Secretary
5. An Order to delete from payroll for Bridget Black, Full-Time, Janitor, Department 424, effective March 25, 2025 as presented by the Commission Secretary
6. An Order to add to payroll for Jessica Bradford, Full-Time, Janitor, Department 424, \$12.0/hourly, effective March 17, 2025 as presented by the Commission Secretary
7. An Order to delete from payroll for Annalise Mollohan, Part-Time, Kennel Tech, Department 716, effective March 24, 2025 as presented by the Commission Secretary
8. An Order to delete from payroll for Logan Johnson, Part-Time, Kennel Tech, Department 716, effective March 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 \$89.10 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 \$725.00 to Track Group
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$1,960.00 to Kimberly Sizemore (Dec 2024 Invoice)
4. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$2,288.00 to Kimberly Sizemore (Jan 2025 Invoice)

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: Belinda Sue Fike, Sybil Moore, Rudolph Andrew Raynes, Jr., Gary Wayne Searls, Dana K. Sigman, Carol Jane Zain

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

An Order to remove Stacie McClelland, Administratrix and approving the recommendation by Gordon L. Mowen, II, Fiduciary Commissioner for fees

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

PUBLIC COMMENT

None

LARRY FRYE, COUNTY ATTORNEY

Commissioner Ellis made a motion to approve the annexation by petition of 241 Winfield Avenue as identified in deed book 625 at page 313-320, document id 005643470008 into the corporate limits of the City of Winfield, West Virginia as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

JAMEY HUNT, DAY REPORT DIRECTOR

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

MIKYLE WHITE, OES/911 DIRECTOR

Commissioner Ellis made a motion to sign the Tower Assistant Fund (TAF) Grant Award Package 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 accept the Putnam County Communications Manual Update as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to accept the quote InDigital upon staff review of the documents for a 6-month maintenance contract for 911 Call Handling Equipment and for Mikyle White to sign all necessary documents as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

TIM HANNA, COUNTY MANAGER

Commissioner Ellis made a motion to Adopt the FY 2026 Budget and advertise all necessary advertisements in the Hurricane Breeze as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

EXECUTIVE SESSION

At 5:27 p.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 5:35 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 Steven Tankersley to serve on the Putnam County Development Authority Board, effective March 25, 2025, with a term to expire on June 30, 2028 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to re-appoint Larry Frye to serve on the Putnam County Historic Landmark Board, effective March 29, 2025, with a term to expire on March 28, 2028 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

TIM HANNA, 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 Budget Revision for Department 712 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 \$538,477.78 payable to WesBanco Bank, Inc, Trustee for February 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.

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

- *Issue a check in the amount of \$2,638.75 made payable to Silling Associates, Inc. for construction administration on the Courthouse Renovation Project

- *Issue a check in the amount of \$218.75 made payable to Silling Associates, Inc. for construction administration services on the Generator Replacement Project

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:

- *Issue a check in the amount of \$6,201.00 made payable to Help for Animals for spays and neuters in the month of February 2025

- *Issue a check in the amount of \$4,223.00 made payable to Help for Animals for spays and neuters in the month of March 2025

- *Issue a check in the amount of \$685.00 made payable to Help for Animals for veterinary wellness visits in the month of February 2025

Commissioner Pierson seconded the motion. The motion carried unanimously.

ADJOURN

At 5:46 p.m. on Tuesday, March 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, April 8, 2025 at 9:00 a.m.

Respectfully submitted,

Melissa Smith
Executive Assistant