

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
April 15, 2025**

OPENING

Commissioners C. Brian Ellis, Douglas Pierson, and R. Andrew Skidmore were present when the 8:00 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 April 8, 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 Donald Stover, Part-Time, Custodian, Department 424, \$12.00/hourly, effective April 7, 2025 as presented by the Commission Secretary
2. An Order to delete from payroll for Donald Stover, Part-Time, Custodian, Department 424, effective April 8, 2025 as presented by the Commission Secretary

3. An Order to make a payroll change for Makayla Hilburn, Full-Time, ACO, Department 716, \$20.00/hourly, effective April 7, 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 \$879.50 to Track Group
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$1,306.00 to QLABS

Commissioner Pierson seconded the motion. The motion carried unanimously.

TIM HANNA, COUNTY MANAGER

Mr. Hanna presented the Levy approval letter from the Office of the State Auditor:

REGULAR CURRENT EXPENSE LEVY 2025-2026

Class I	\$13.75
Class II	\$27.50
Class III	\$55.00
Class IV	\$55.00

FIRE SERVICE EXCESS LEVY 2025-2026

Class I	\$2.50
Class II	\$5.00
Class III	\$10.00
Class IV	\$10.00

Commissioner Ellis made a motion to Adopt FY2026 Levy Rates 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 \$159,153.98 payable to WesBanco Bank, Inc, Trustee for March 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.

EXECUTIVE SESSION

At 8:09 a.m., Commissioner Ellis made a motion to enter into executive session as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

At 8:47 a.m., Commissioner Ellis made a motion to enter back into regular session. Commissioner Pierson seconded the motion. The motion carried unanimously.

ADJOURN

At 8:48 a.m. on Tuesday, April 15, 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 29, 2025 at 5:00 p.m.

Respectfully submitted,

Melissa Smith
Executive Assistant