

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
April 29, 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.

Commissioner Ellis made a motion to approve the following transfers from the Putnam County Criminal Justice Fund to the General County Fund as presented:

- November 2024 in the amount of \$21,620.28
- December 2024 in the amount of \$18,823.71
- January 2025 in the amount of \$19,793.04
- February 2025 in the amount of \$19,769.29
- March 2025 in the amount of \$19,793.39

Commissioner Pierson seconded the motion. The motion carried unanimously.

GENERAL BUSINESS

Commissioner Ellis made a motion to approve the April 8, 2025 and April 15, 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:

Dakota D. Adkins, Joseph E. &/or Patty L. Ashworth, Kimberly S. (Williams) Blackshire, Clarissa Bryant, Hubert Call, Robin Davis, Dayton Ferrell, Nicole Green, Two (2) for Mark A. Hall, Allison &/or Robert Harris, Chris Alan &/or Victoria Hastings, Three (3) for Michael Lewis, Tara McKown, Nicole Newman, Two (2) for Providence Enterprises LLC Ashley Furniture Home, Aaron Jason Shirkey, Joshua A. Twohig, Two (2) for Samantha J. Twohig, Junior D. or Cynthia Tucker, Cynthia Tucker, John T. &/or Patricia A. Wagle, Two (2) For Paul T. &/or Jacquelin Williams, Michael or Leah Worley

38 Erroneous Assessments were approved totaling \$13,094.42 in deduction of taxes.

Commissioner Pierson seconded the motion. The motion carried unanimously.

COURT ORDERS APPROVED

1. An Order for the closing of the Putnam County Courthouse for half the workday on April 18, 2025 based on West Virginia's Governor, Patrick Morrisey's Executive Order signed on April 17, 2025 being known as Good Friday to commemorate the crucifixion of Jesus Christ as presented by the Commission Secretary
2. An Order to AMEND the prior order to add to payroll for Erica Panaro, Full-Time, Elections/Accounts Payable Clerk, Department 402, \$16.80/hourly, effective June 8, 2025 as presented by the Commission Secretary
3. An Order to add to payroll for Michael Karr, Full-Time, Field Deputy, Department 407, \$13.00/hourly, effective April 21, 2025 as presented by the Commission Secretary
4. An Order to add to payroll for Autumn McDaniel, Full-Time, Custodian, Department 424, \$12.50/hourly, effective April 28, 2025 as presented by the Commission Secretary
5. An Order to make a payroll change for Jessica Bradford, Full-Time, Custodian, Department 424, \$12.50/hourly, effective April 29, 2025 as presented by the Commission Secretary
6. An Order to delete from payroll for Matt West, Full-Time, Supervisor, Department 712, effective April 24, 2025 as presented by the Commission Secretary
7. An Order to make a payroll Change for Hailee Thompson, Full-Time, 911 Supervisor, Department 712, \$23.00/hourly, effective April 27, 2025 as presented by the Commission Secretary
8. An Order to delete from payroll for Tiffany DeBord, Full-Time, Animal Shelter Director, Department 716, effective April 15, 2025 as presented by the Commission Secretary

9. An Order to delete from payroll for Jessica Wallace, Part-Time, Kennel Tech, Department 716, effective 4, 2024 as presented by the Commission Secretary

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 \$137.56 to Advance Auto Parts Professional
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$202.90 to Earl's Auto Parts

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: Dorthy aka Dorothy Ann Barr, Myrtle Lee Boggess, Helen Ruth Burnside, Thomas Eugene Calabrese, Dottie Jane Cline, Edward Lee Hanna, Carmen Marie Kostelansky, Peter Ray O'Dell, Avis Evelyn Ramey, Gregory Allen Ray, Kenneth Edward Shank, Virginia Helen Smith, Frances Kay Vickers

Long Form Settlements: John Timothy Meliton

Partial Settlements: Benjamin Lee Casey

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

A General Order to show cause for the Estates of Martiele Ballingall, Patricia Ann Binion, Elwood Brafford, Michael Joseph Eads, Karen Lou Grimm, Eugene Kisor, Donald Joseph Knowles, Janice Ann Nease, Gary Wayne Scott, Ladonna Jean Townsend

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 April 8, 2025 through April 29, 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.

TIM HANNA, COUNTY MANAGER

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

*Issue a check in the amount of \$2,458.50 made payable to Silling Associates, Inc. for construction administration services on the Generator Replacement Project

*Issue a check in the amount of \$3,012.50 made payable to Silling Associates, Inc. for construction administration on the Courthouse Renovation Project

*Issue a check in the amount of \$8,387.50 made payable to Silling Associates, Inc. for design services on the Judicial Building Security Desk Project

Commissioner Pierson seconded the motion. The motion carried unanimously.

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

*To Electronic Services Inc. in the amount of \$9,854.81 for Radio Equipment

*To Bossie Electric in the amount of \$8,472.49 for 911 IT Change Over Building Work

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 Infrastructure Fund (#042-424-2-23.0) in the amount of \$10,000.00 payable to New River Engineers, Inc. for work completed on the Putnam County Fiber Optic Broadband Project 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 General County Fund (#001-902-5-67.0) in the amount of \$10,000.00 payable to Putnam County 4-H Leaders Association as contribution towards the 2024 Putnam County 4-H camp as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

BOARD APPOINTMENTS

Commissioner Ellis made a motion to appoint Jason Baker to serve on the Putnam County Planning Commission, effective April 29, 2025, with a term to expire on February 6, 2026 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to re-appoint David Coll to serve on the Putnam County Dilapidated and Abandoned Enforcement Agency, effective May 9, 2025, with a term to expire on May 10, 2027 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to re-appoint Rob Vanater, to serve on the Putnam County Dilapidated and Abandoned Enforcement Agency, effective May 9, 2025, with a term to expire on May 10, 2027 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to re-appoint Drew Pack, to serve on the Putnam County Dilapidated and Abandoned Enforcement Agency, effective May 9, 2025, with a term to expire on May 10, 2027 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

PUBLIC COMMENT

None

LARRY FRYE, COUNTY ATTORNEY

County Attorney Larry Frye read the Resolution for IAR.

Commissioner Ellis made a motion to pass the resolution for IAR as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

JORDAN CHAPMAN, PLANNER

Commissioner Ellis made a motion to table DAEA Case 2024-03 until further notice as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to dismiss DAEA Case 2024-18 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to extend 60 days for property to be cleaned up on DAEA Case 2024-21 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to table DAEA Case 2024-30 until County Attorney Larry Frye can assist PC Process Server to serve papers on the DAEA Case as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

LARRY FRYE, COUNTY ATTORNEY

Commissioner Ellis made a motion to approve and sign the Amended Agreement to extend the management of operations at the Putnam County Animal Shelter and authorize the commission president 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 approve a Joint Petition for consent and approval to enter into an O&M Agreement for the Custer Ridge Waterline Extension Project and authorize the commission president to sign all necessary documents as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

BEN WARE & DAVID DOBSON, ATTORNEYS WITH GOODWIN & GOODWIN

At 5:25 pm Commissioner Pierson recused himself from the Courtroom.

Ben Ware and David Dobson both spoke regarding Nitro Construction with a suit against Pilot Station in Nitro, W.Va.

Commissioner Ellis made a motion to sign a representation agreement with Goodwin & Goodwin for possible legal proceedings against Pilot Travel Center LLC, Nitro, West Virginia and authorize the Commission President to sign all necessary documents as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

At 5:30 pm Commissioner Pierson entered back into the Courtroom.

ADJOURN

At 5:30 p.m. on Tuesday, April 29, 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, May 13, 2025 at 9:00 a.m.

Respectfully submitted,

Melissa Smith
Executive Assistant