

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
May 13, 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 April 29, 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:

Marinda Anderson, Rachel D. Cash, Lex &/or Julie Coleman, Tammi (Faulkner) Collins, Karey D. Counts, Two (2) for Kelly Davis, Renee C. (Young) &/or Earl Gorrell, Jeff &/or Jennifer Hambrick, James &/or Christa Hawley, Two (2) for Cheryl or Timothy Hobba, Jamin S. Jones, Tammy Jo McLaskey, Terry L. Miller, Two (2) for Trebor Mott, NAJ LLC, New River Trucking LLC, Anthony L. &/or Kimberly K. Pauley, Katharine K. Porter &/or Alfred Harold Kent II, Howard & Judy Randolph, Amy Samples, Wendell L. &/or Kelli Samson II, Joshua Garrett Smith, James L. &/or Patricia A. Thompson JR, Gregory Vanpelt, Aaron Williams, Two (2) for Jeffrey A. Winter,

30 Erroneous Assessments were approved totaling \$16,541.50 in deduction of taxes.

Commissioner Pierson seconded the motion. The motion carried unanimously.

COURT ORDERS APPROVED

1. An Order to add to payroll for Adam Sigman, Full-Time, Assistant County Manager, Department 401, \$57,000.00/salary, effective May 16, 2025 as presented by the Commission Secretary
2. An Order to delete from payroll for Haley Williams, Part-Time, Custodian, Department 424, effective April 11, 2025 as presented by the Commission Secretary
3. An Order to delete from payroll for XerXes Rahmati, Full-Time, Sergeant, Department 700, effective July 31, 2024 as presented by the Commission Secretary
4. An Order to delete from payroll for Ryan Moses, Full-Time, Deputy Sheriff, Department 700, effective May 17, 2025 as presented by the Commission Secretary
5. An Order to delete from payroll for Tyson Edwards, Full-Time, Sergeant, Department 700, effective May 29, 2025 as presented by the Commission Secretary
6. An Order to delete from payroll for Larry Wingo, Part-Time, Writ Server, Department 705, effective May 12, 2025 as presented by the Commission Secretary
7. An Order to delete from payroll for Caleb Cavender, Part-Time, EMT, Department 715, effective May 8, 2025 as presented by the Commission Secretary
8. An Order to delete from payroll for Michael Wilson, Part-Time, EMT, Department 715, effective May 8, 2025 as presented by the Commission Secretary
9. An Order to delete from payroll for Andrew Ballsrud, Part-Time, Paramedic, Department 715, effective May 8, 2025 as presented by the Commission Secretary
10. An Order to delete from payroll for Natasha Bailey, Part-Time, Paramedic, Department 715, effective May 8, 2025
11. An Order to delete from payroll for Noah Jude, Part-Time, Paramedic, Department 715, effective May 8, 2025 as presented by the Commission Secretary
12. An Order to add to payroll for Ashlyn Melvin, Part-Time, EMT, Department 715, \$19.00/hourly – 12 hour shift, effective May 11, 2025 as presented by the Commission Secretary
13. An Order to add to payroll for Ashlyn Melvin, Part-Time, EMT, Department 715, \$13.40/hourly – 24 hour shift as presented by the Commission Secretary
14. An Order to add to payroll for Chynna Rogers, Part-Time, EMT, Department 715, \$19.00/hourly – 12 hour shift as presented by the Commission Secretary

15. An Order to add to payroll for Chynna Rogers, Part-Time, EMT, Department 715, \$13.40/hourly – 24 hour shift as presented by the Commission Secretary
16. An Order to delete from payroll for Logan Johnson, Part-Time, Kennel Tech, Department 716, effective May 7, 2025 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 \$6,660.00 to Aspire to Inspire
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$480.00 to Prestera Center for Mental Health Services, Inc.
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$58.88 to ODP Business Solutions, LLC

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: Sherry Jacquelyn Arthur, Jackline June Browning, Charles Facemyre, Cecil Blair Gravely, Helen Ann Hoffman, Clifford Henry Muck, William Blaine Parkins, Jr., Brenda Kay Rhodes, Katherine Jewel Risk, Alice Woodall Shafer, Michelle Lynn Thompson

Long Form Settlements: Charles Eugene Hughes

Partial Settlements: None

Annual Accounting: Bertha Marie Smith

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 Estate of Dorsel Howard Cobb, Jr. to Harvey Peyton as Fiduciary Commissioner to resolve disputes

An Order to disburse the sum of \$190.00 from the Fiduciary Special Fund made payable to the State Auditor – The Inheritance Tax Administration Fund for estate tax administration fees

An Order of “Appointment List” of Actions of Fiduciary Supervisor from April 30, 2025 through May 13, 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 Dave Turley to serve on the Putnam County Dilapidated & Abandoned Enforcement agency, effective May 13, 2025, with a term to expire on May 10, 2027 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

PUBLIC COMMENT

None

JORDAN CHAPMAN, PLANNER

Commissioner Pierson made a motion to give a 30-day extension before sanctions start at \$100/day on DAEA Case 2024-07 as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Pierson made a motion to give a 30-day extension before sanctions start at \$100/day on DAEA Case 2024-08 as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

DAVID COLL, PLANNING DIRECTOR

Commissioner Ellis made a motion to forgive the sanctions on DAEA Case 2021-46 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

LARRY FRYE, COUNTY ATTORNEY

Commissioner Ellis made a motion to table the annual appointment of Putnam County Humane Officers until the next Commission meeting on May 27, 2025 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to authorize the Commission President to sign all necessary documents on the "Release in Full of all claims and settlement agreement and Mutual General Release in Circuit Court Case No. 21-C-152 Joshua and Rachael Dow v. PPC et al as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

EXECUTIVE SESSION

At 9:17 am Commissioner Ellis made a motion to go into executive session for the purpose of personnel issues. Commissioner Pierson seconded the motion. The motion carried unanimously.

At 9:58 am Commissioner Ellis made a motion to come out of executive session. 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 439 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Budget Revision for Department 715 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Budget Revision for Department 717 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 (#001-401-2-23.0) in the amount of \$3,500.00 payable to WesBanco for Trustee fees (invoice number 8252) 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 Dog Fund (003-716-2-23.0) as presented:

*Issue a check in the amount of \$2,494.00 made payable to Help For Animals for wellness visits in the month of April 2025

*Issue a check in the amount of \$54.00 made payable to Godfrey's Animal Clinic for veterinary exams in the month of May 2025

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 \$50,927.37 payable to WesBanco Bank, Inc, Trustee for April 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 order to transfer from the 911-07 Fund to INdigital in the amount of \$14,986.26 for Call Handling Support/Maintenance 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 Water and Sewer Fund (045-809-2-23.0) in the amount of \$250.00 payable to Terradon Corporation for preparation of the preliminary engineering report for the Riffie Ridge Waterline Extension 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 Putnam County Network Fund (#042-424-2-23.0) in the amount of \$5,436.00 payable to Arthur Krenzel Lett Insurance Group for railroad protective liability policy for the Putnam County Fiberoptic Project as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

ADJOURN

At 10:02 a.m. on Tuesday, May 13, 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 27, 2025 at 5:00 p.m.

Respectfully submitted,

Melissa Smith
Executive Assistant