

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

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

**MINUTES  
PUTNAM COUNTY COMMISSION REGULAR SESSION  
June 10, 2025**

**OPENING**

Commissioners C. Brian Ellis and Douglas Pierson 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 Pierson made a motion to approve invoices as reflected in the edit registers as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

**GENERAL BUSINESS**

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

Commissioner Pierson made a motion to approve the May 27, 2025 Commission meeting minutes as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

**ERRONEOUS ASSESSMENTS**

None

**COURT ORDERS APPROVED**

Commissioner Pierson 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 David Turley, Full-Time, Fire Director, Department 714, \$80,000.00/salary, effective June 1, 2025 as presented by the Commission Secretary

2. An Order to add to payroll for Meredith Craigo, Full-Time, Fire Administrator, Department 714, \$63,000.00/salary, effective June 1, 2025 as presented by the Commission Secretary
3. An Order to add to payroll for Chynna Rogers, Part-Time, EMT, Department 715, \$19.00/hourly - 12 hour shift, effective June 4, 2025 as presented by the Commission Secretary
4. An Order to add to payroll for Chynna Rogers, Part-Time, EMT, Department 715, \$13.40/hourly – 24 hour shift, effective June 4, 2025 as presented by the Commission Secretary
5. An Order to add to payroll for Melvin Ashlyn, Part-Time, EMT, Department 715, \$19.00/hourly – 12 hour shift, effective June 4, 2025 as presented by the Commission Secretary
6. An Order to add to payroll for Melvin Ashlyn, Part-Time, EMT, Department 715, \$13.40/hourly – 24 hour shift, effective June 4, 2025 as presented by the Commission Secretary
7. An Order to add to payroll for Phillip Wigfall, Part-Time, EMT, Department 715, \$19.00/hourly – 12 hour shift, effective June 4, 2025 as presented by the Commission Secretary
8. An Order to add to payroll for Phillip Wigfall, Part-Time, EMT, Department 715, \$13.40/hourly – 24 hour shift, effective June 4, 2025 as presented by the Commission Secretary
9. An Order to add to payroll for Jonathan Anderson, Part-Time, EMT, Department 715, \$19.00/hourly – 12 hour shift, effective June 8, 2025 as presented by the Commission Secretary
10. An Order to add to payroll for Jonathan Anderson, Part-Time, EMT, Department 715, \$13.40/hourly – 24 hour shift, effective June 8, 2025 as presented by the Commission Secretary
11. An Order to delete from payroll for Tristen Dowell, Part-Time, EMT, Department 715, effective June 8, 2025 as presented by the Commission Secretary
12. An Order to delete from payroll for Stacy Gibson, Part-Time, Paramedic, Department 715, effective June 8, 2025 as presented by the Commission Secretary
13. An Order to make a payroll change for Ryan Thompson, Part-Time, Paramedic, Department 715, \$25.75/hourly – 12 hour shift, effective June 15, 2025 as presented by the Commission Secretary

14. An Order to make a payroll change for Ryan Thompson, Part-Time, Paramedic, Department 715, \$17.75/hourly – 24 hour shift, effective June 15, 2025 as presented by the Commission Secretary
15. An Order to add to payroll for Hailey Morgan, Part-Time, Kennel Tech, Department 716, \$13.00/hourly, effective May 30, 2025 as presented by the Commission Secretary
16. An Order to add to payroll for Maria Landers, Part-Time, Kennel Tech, Department 716, \$13.00/hourly, effective May 30, 225 as presented by the Commission Secretary
17. An Order to add to payroll for Darlena Fowler, Part-Time, Kennel Tech, Department 716, \$13.00/hourly, effective May 30, 225 as presented by the Commission Secretary
18. An Order to add to payroll for Mollie Zabala, Part-Time, Kennel Tech, Department 716, \$13.00/hourly, effective May 23, 225 as presented by the Commission Secretary
19. An Order to add to payroll for Macee Slawter, Part-Time, Kennel Tech, Department 716, \$13.00/hourly, effective May 23, 225 as presented by the Commission Secretary
20. An Order to remove from payroll for Haylee Casto, Part-Time, Kennel Tech, Department 716, effective June 15, 2025 as presented by the Commission Secretary

Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Pierson 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 \$2,736.00 to Kimberly Sizemore (April Invoice)
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$802.50 to Track Group (April Invoice)
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$4,240.00 to Aspire to Inspire
4. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$133.90 to ODP Business Solutions LLC

Commissioner Ellis 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:** Jackie Eugene Boggess, Sr., Allen Estel Bowen, Kenneth

Julian Eggleton, Corduss Wilson Hammonds, Harold Alan Morris, Charles Robert Osburn, Donna Lynn Osburn, Rudy Lee Raynes, Mammie Rebecca Scarberry Kathy Ann Wise

**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):**

Martiele Ballingall, Patricia Ann Binion, Elwood Bradford, Michael Joseph Eads, Karen Lou Grimm, Eugene Kiser, Donald Joseph Knowles, Janice Ann Nease, Gary Wayne Scott, Ladonna Jean Townsend

An Order removing Daryl Hammonds, Fiduciary Commissioner from the referred estate of Justin Cory Foster, decedent and Appointing Harvey Peyton, Fiduciary Commissioner

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 to disburse the sum of \$140.00 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 Joyce Ann Catlin to Tim LaFon Fiduciary Commissioner

An Order of “Appointment List” of Actions of Fiduciary Supervisor from May 27, 2025 through June 9, 2025

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

**TIM HANNA, COUNTY MANAGER**

Commissioner Pierson made a motion to approve the FY25 State Budget Revision #2 -General County Fund Resolution and for the Commission President to sign all necessary documents as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Pierson made a motion to approve the Budget Revision for Department 404 as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Pierson made a motion to approve the Budget Revision for Department 700 as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

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

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

Commissioner Pierson made a motion to approve the Budget Revision for Department 405 as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Pierson made a motion to approve the following orders to issue checks from the Dog Fund as presented:

- \*Issue a check in the amount of \$1,175.75 (003-716-2-23.0) made payable to Help For Animals for Spays and Neuters and office visits

- \*Issue a check in the amount of \$342.04 (003-716-3-41.0) made payable to Amazon.com for Animal Shelter supplies in June 2025

Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Pierson made a motion to approve the following orders to issue checks from the following as presented:

- \*Issue a check from the Putnam County Infrastructure Fund (#042-424-2-30.0) in the amount of \$40,336.24 made payable to Alpha Technologies, Inc for fiber vaults on the Putnam County Fiber Optic Broadband Project

- \*Issue a check from the Putnam County Network Fund (#042-424-2-30.0) in the amount of \$2,700.00 made payable to Mouldagraph Corp. for June 2025 storage of Fiberoptic materials

Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Pierson made a motion to approve the order to issue a check from the Putnam County Building Fund (#044-425-4-57.0) in the amount of \$57,600.16 payable to Asphalt Contractors for Pay Applications #3 and #4 on the Putnam County Courthouse Campus Paving Project as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Pierson made a motion to approve the order to issue a check from the General County Fund (#024-430-5-67.0) in the amount of \$2,188.00 payable to the Hoge House Foundation for reimbursement out of the Stephen A. Andes Recreation Enhancement Fund as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Pierson 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 8275) as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Pierson 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 \$1,500.00 payable to Wesbanco for Trustee Fees (invoice number 8273) as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Pierson made a motion to approve the order to issue a check from the General County Fund (#001-425-5-66.0) in the amount of \$400,000.00 payable to the Putnam County Network Fund (#042) as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Pierson made a motion to approve the order to issue a check from the General County Fund (#001-425-5-66.0) in the amount of \$200,000.00 payable to the Technology Fund (#020) as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Pierson made a motion to approve the following transfers to the General County Fund representing reimbursement for FY 2024/2025 budget expenditures as presented:

*PCES (E911) Fund	\$1,000,000.00
*PC Fiduciary Fund	\$43,000.00
*PC Home Confinement Fund	\$58,000.00

Commissioner Ellis seconded the motion. The motion carried unanimously.

### **GARY WARNER, ASSESSOR**

Commissioner Ellis made a motion to accept the Oath and Certification – Land Books as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

### **DAVID COLL, PLANNING DIRECTOR**

Commissioner Ellis made a motion to approve the contract for Lee McCoy and Richard Boehm Engineering Service to the Office of Planning and Infrastructure as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

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

Commissioner Pierson made a motion to designate all the banking institutions situate in the county and duly incorporated under the laws of this State, or organized under the laws of the United States, as depositories of public moneys, When any banking institution designated herein has complied with all of the requirements and provisions of West Virginia Code §7-6-1, et seq., the Sheriff may deposit public funds with it as a county depository as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

### **PUBLIC COMMENT**

None

### **ADJOURN**

At 9:17 a.m. on Tuesday, June 10, 2025, having no further business, Commissioner Pierson made a motion and Commissioner Ellis seconded to adjourn the regular session of the County Commission until Tuesday, June 24, 2025 at 5:00 p.m.

Respectfully submitted,

Melissa Smith  
Executive Assistant