

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
June 24, 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.

Commissioner Pierson made a motion to re-appoint Commissioner Skidmore as Commission President as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

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:

- April 2025 in the amount of \$21,778.23
- May 2025 in the amount of \$20,227.18

GENERAL BUSINESS

Commissioner Ellis made a motion to approve the June 10, 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 Jasi Cook, Full-Time, Telecommunicator, Department 712, \$21.00/hourly, effective June 30, 2025 as presented by the Commission Secretary
2. An Order to add to payroll for Aubreyana Shaffer, Full-Time, Telecommunicator, Department 712, \$21.00/hourly, effective June 30, 2025 as presented by the Commission Secretary
3. An Order to add to payroll for Kaitlin Johnson, Full-Time, Animal Shelter Director, Department 716, \$65,000.00/salary, effective June 20, 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 \$843.50 to Track Group
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$1,125.00 to QLABS
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$136.00 to QLABS (May 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: Anna Genevieve "G" Adams, James Franklin Blake, Sr., Charles Theodore Browning, Donna Eloise Gwinn, Johny Mose Jones, Russell Lee Mercer, Donna Jean Parsons, Brenda K. Sprouse, Bernard Jerome White, Eugene Tilman Wilson, Jr.

Long Form Settlements: None

Partial Settlements: None

Annual Accounting: 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 of "Appointment List" of Actions of Fiduciary Supervisor from June 10, 2025 through June 24, 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.

ADAM SIGMAN, ASSISTANT COUNTY MANAGER

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

*To Allstate Tower, Inc. in the amount of \$185,252.00 for Kale Tower 50% Deposit

*To Electronic Services Inc. in the amount of \$9,875.87 for Radio Equipment

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 in the amount of \$22,247.21 representing the balance of the Magistrate Court Fund plus additional interest to be used as reimbursement to the county for Magistrate Court office rental effective June 30, 2025 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 \$31,220.98 payable to WesBanco Bank, Inc, Trustee for May 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 \$1,706.25 made payable to Silling Associates, Inc. for design and construction documents on the Judicial Building Security Desk Project

*Issue a check in the amount of \$811.25 made payable to Silling Associates, Inc. for construction administration on the Putnam County Courtroom Renovation Project

*Issue a check in the amount of \$2,654.00 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 \$18,449.37 made payable to Fix Charleston for veterinary services

*Issue a check in the amount of \$160.00 made payable to Haven of Rest for cremation services

*Issue a check in the amount of \$330.25 made payable to Hurricane Animal Hospital for veterinary services

Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check from the Hotel/Motel Tax Fund to the Convention and Visitors Bureau in the amount of \$572,500.00, to Parks and Recreation Commission in the amount of \$47,500.00, and to the Recreation Enhancement Fund in the amount of \$25,000.00 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 General County Fund as presented:

*Issue a check from account number 024-430-5-67.0 in the amount of \$10,711.64 payable to the City of Winfield for reimbursement out of the Stephen A. Andes Recreation Enhancement Fund

*Issue a check from account number 001-424-2-37.0 in the amount of \$3,719.50 payable to Consolidated Public Retirement Board for employee transfer from PERS to EMSRS

Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the following orders to issue checks from the EMS Salary Enhancement Fund as presented:

*Issue a check from account number 049-715-6570 in the amount of \$213,000.00 payable to General County Fund for payroll disbursements

*Issue a check from account number 049-715-5670 in the amount of \$2,699.24 payable to General County Fund for reimbursement of lodging and training expenses

*Issue a check from account number 049-715-2210 in the amount of \$1,200.00 payable to ICISF for training expenses

Commissioner Pierson seconded the motion. The motion carried unanimously.

BOARD APPOINTMENTS

Commissioner Ellis made a motion to re-appoint Amy Jo Blevins to serve on the Putnam County Solid Waste Authority Board, effective July 1, 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 Eric Embree to serve on the Putnam County Civil Service Commission, effective July 1, 2025, with a term to expire on June 30, 2029 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to re-appoint Cindy Farley to serve on the Putnam County Health Department Board, effective July 1, 2025, with a term to expire on June 30, 2030 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to re-appoint Mark Stolle to serve as the Citizen Representative to the Regional Intergovernmental Council, effective July 1, 2025, with a term to expire on June 30, 2026 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to re-appoint Maggie Parsons to serve on the Putnam County Convention & Visitors Bureau, effective July 1, 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 Alexandra Pfof to serve on the Putnam County Convention & Visitors Bureau, effective July 1, 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 Thomas Keefer to serve on the Putnam County E911 Advisory Board, effective July 1, 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 Sargent T.W. Tippet to serve on the Putnam County E911 Advisory Board, effective July 1, 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 Sheriff Bobby Eggleton to serve on the Putnam County E911 Advisory Board, effective July 1, 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 appoint David Turley to serve on the Putnam County E911 Advisory Board, effective July 1, 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 appoint Justin Williams to serve on the Putnam County Convention & Visitors Bureau, effective July 1, 2025, with a term to expire on June 30, 2028 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

LARRY FRYE, COUNTY ATTORNEY

Commissioner Ellis made a motion to approve all necessary documents for the Assignment and Assumption Agreement with American Messaging Services, LLC to assume a lease for a parcel of real property located in the Curry District of Putnam County, West Virginia, the description of the property is recorded in the office of the Clerk of the County Commission for Putnam County, West Virginia as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis amended his motion for the Commission President to sign all necessary documents for the "Assignment and Assumption Agreement with American Messaging Services LLC" and approve the Site Lease Agreement between the County Commission of Putnam County, West Virginia and Brian and Nancy Eplin for real property located in Curry District of Putnam County West Virginia, a description of the property is recorded in the office of the Clerk of the County Commission for Putnam County West Virginia in Book 40, Page 827 and authorize the Commission President to sign all necessary documents as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

PUBLIC COMMENT

Teresa Edwards brought a \$40 donation from Linda McClanahan to be put into the 501(c)(3) account for the animal shelter. Teresa also asked questions about accounts the shelter has.

Brian Wood spoke about the differences between monies donated to the 501(c)(3) verses monies given in donations to the county.

Teresa Edwards questioned why Sheriff Bobby Eggleton was re-appointed to the E911 advisory board.

Debbie Deweese spoke about the animal shelter donations that have been made.

ADJOURN

At 5:33 p.m. on Tuesday, June 24, 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, July 8, 2025 at 9:00 a.m.

Respectfully submitted,

Melissa Smith
Executive Assistant