

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
July 29, 2025**

OPENING

Commissioners 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 Pierson made a motion to approve invoices as reflected in the edit registers as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

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

- June 2025 in the amount of \$18,875.17

Commissioner Skidmore seconded the motion. The motion carried unanimously.

GENERAL BUSINESS

Commissioner Pierson made a motion to approve the July 8, 2025 Commission meeting minutes as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

ERRONEOUS ASSESSMENTS

Commissioner Pierson made a motion to Deny one Erroneous Assessment for Stephen L. &/or Janet M. Allison as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Pierson made a motion to approve the Erroneous Assessments as presented:

All Jireh Inc., Nathan S. Asbury, Lane E. Ashley, Kermit Beaver Jr., Three (3) for Richard Glenn or Lora A. Beckner, Two (2) for Patricia (Drake) Bishop, Tammy S. &/or Ricky E. Branham, David Breedlove, Charles Buckner, Autumn N. (Wells) Burns, Timothy &/or Jennifer

Burns, Wesley D. &/or Tammy W. Burns, Mariah Campbell, Randy W. Carpenter, Johnnie D. Casto, Ronald D. Conway, Daquest Delivery Service LLC, David J. Deraimo, John R. &/or Karla Dixon Jr., Michelle or David Dixon, Jeromy Eagan, Marilyn Fedonick, Roy N. &/or Connie A. Foster, Donald Gerkin, Lisa Dawn or Billy Gillispie, Angela D. (Chancey) Hill, Dustey Brian Hill, Olivia Kendall, Ethan Kent, M W & G S Kolvek, Jacob A. Lomax, Ryan E. &/or Jessica E. McCallister, Jacqueline E. (Moore) McCarty, Jordan (Barry) Morgan, Four (4) for N Hance Wood Refinishing, Two (2) for Roger L. Parker Jr., Jeanne K. Parsons, Mary K. Prim, Cynthia Quentrill, Nathaniel and Anna Rainey, Jay D. &/or Dauna Richmond, Danny &/or Deborah L. Rohde, Two (2) for Matthew &/or Rachel Scantlin, Jason &/or Melissa Schubert, Marilyn Sue Shank, John T. Spencer Jr., Amber (Campbell) Swearingen, David Scott &/or Chelsea Tate, Brandon Tulloh, Three (3) for Joseph T. &/or Emily C. White, Two (2) for John S. Whitt, Rita Woodall, Timothy & Silvia Wylie, David N. &/or Tonya S. Grass II, Two (2) for Wanda Wireman,

67 Erroneous Assessments were approved totaling \$22,228.38 in deduction of taxes.

Commissioner Skidmore seconded the motion. The motion carried unanimously.

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 delete from payroll for Joy Madore, Full-Time, Deputy Assessor, Department 406, effective July 18, 2025 as presented by the Commission Secretary
2. An Order to delete from payroll for Kevin Stevens, Full-Time, Maintenance, Department 425, effective July 25, 2025 as presented by the Commission Secretary
3. An Order to add to payroll for Shane Shamblin, Full-Time, Civilian Chief of Staff, Department 700, \$86,684.00/salary, effective July 28, 2025 as presented by the Commission Secretary
4. An Order to make a payroll change for Andrew Armstrong, Full-Time, EMT, Department 715, \$19.90/hourly – 12 hour shift, effective July 6, 2025 as presented by the Commission Secretary
5. An Order to make a payroll change for Andrew Armstrong, Full-Time, EMT, Department 715, \$14.00/hourly 24 hour shift, effective July 6, 2025 as presented by the Commission Secretary
6. An Order to add to payroll for Damion Roe, Part-Time, EMT, Department 715, \$19.90/hourly – 12 hour shift, effective August 3, 2025 as presented by the Commission Secretary

7. An Order to add to payroll for Damion Roe, Part-Time, EMT, Department 715, \$14.00/hourly – 24 hour shift, effective August 3, 2025 as presented by the Commission Secretary
8. An Order to add to payroll for Danielle Coonradt, Full-Time, EMT, Department 715, \$19.90/hourly – 12 hour shift, effective July 27, 2025 as presented by the Commission Secretary
9. An Order add to payroll for Danielle Coonradt, Full-Time, EMT, Department 715, \$14.00/hourly – 24 hour shift, effective July 27, 2025 as presented by the Commission Secretary
10. An Order to add to payroll for Emmy Herdman, Part-Time, EMT, Department 715, \$19.90/hourly – 12 hour shift, effective July 27, 2025 as presented by the Commission Secretary
11. An Order to add to payroll for Emmy Herdman, Part-Time, EMT, Department 715, \$14.00/hourly – 24 hour shift, effective July 27, 2025 as presented by the Commission Secretary
12. An Order to add to payroll for Westley Quinn, Part-Time, EMT, Department 715, \$19.90/hourly – 12 hour shift, effective July 27, 2025 as presented by the Commission Secretary
13. An Order to add to payroll for Westley Quinn, Part-Time, EMT, Department 715, \$14.00/hourly – 24 hour shift, effective July 27, 2025 as presented by the Commission Secretary
14. An Order to make a payroll change for Andrew Armstrong, Part-Time, EMT, Department 715, \$19.90/hourly – 12 hour shift, effective July 30, 2025 as presented by the Commission Secretary
15. An Order to make a payroll change for Andrew Armstrong, Part-Time, EMT, Department 715, \$14.00/hourly – 24 hour shift, effective July 30, 2025 as presented by the Commission Secretary
16. An Order to make a payroll change for Max Hrko, Full-Time, EMT-A, Department 715, \$22.00/hourly – 12 hour shift, effective July 20, 2025 as presented by the Commission Secretary
17. An Order to make a payroll change for Max Hrko, Full-Time, EMT-A, Department 715, \$15.70/hourly – 24 hour shift, effective July 20, 2025 as presented by the Commission Secretary
18. An Order to delete from payroll for Macee Slawter, Part-Time, Kennel Tech, Department 716, effective June 26, 2025 as presented by the Commission Secretary

19. An Order to add to payroll for Sierra Johnson, Full-Time, Vet Tech, Department 716, \$21.00/hourly, effective July 22, 2025 as presented by the Commission Secretary
20. An Order to add to payroll for Amanda Barrett, Full-Time, ACO, Department 716, \$16.00/hourly, effective July 21, 2025 as presented by the Commission Secretary
21. An Order to make a payroll change for Hannah Thacker, Part-Time, Kennel Tech, Department 716, \$13.65/hourly, effective July 6, 2025 as presented by the Commission Secretary
22. An Order to delete from payroll for Hannah Thacker, Part-Time, Kennel Tech, Department 716, effective July 13, 2025 as presented by the Commission Secretary
23. An Order to add to payroll for Abygail Glock, Part-Time, Kennel Tech, Department 716, \$13.65/hourly, effective July 10, 2025 as presented by the Commission Secretary
24. An Order to make a payroll change for Regina Skidmore, Part-Time, Kennel Tech, Department 716, \$13.65/hourly, effective July 8, 2025 as presented by the Commission Secretary
25. An Order to make a payroll change for Juliana Linhart, Part-Time, Kennel Tech, Department 716, \$13.65/hourly, effective July 8, 2025 as presented by the Commission Secretary

Commissioner Skidmore 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 \$2,257.50 to Kimberly Sizemore (June Invoice)
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$90.00 to Compton Office Machine Company
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$77.00 to QLABS
4. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$3,480.00 to Aspire To Inspire
5. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$640.50 to Track Group

Commissioner Pierson seconded the motion. The motion carried unanimously.

BOBBY EGGLETON, SHERIFF

Sheriff Eggleton recognized Cindy Hall for her years of service with the Putnam County Sheriff's Department.

Sheriff Eggleton recognized Deputy Matthew Wood for his selfless act of courage while responding to a 911 call.

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: Joyce Ann Abbott, Nelva Maxine Bailey, Glendene Burns, Joseph Wayne Corder, Jr., Carolyn Nell Duncan (aka Sutton), Olivia Jean French, Michael Ray Hacker, Lee Hamilton Hale, Alva Allen Howard, Mark Edward Johnson, Emma Jane Mynes, Mark Lewis Smith, Paul Marlin Westfall

Long Form Settlements: None

Partial Settlements: None

Annual Accounting: None

Certificates of Completion: Anna R. Coleman

Report and Notice of Fiduciary Supervisor on Order to Show Cause Against Delinquent Or Unprogressed Estate (No Good Cause Shown):
None

An Order referring to the disputed estate of Linda D. Walter to Harvey Peyton, Fiduciary Commissioner.

An Order appointing Scott Tyree as Fiduciary Commissioner.

An Order appointing James (Jamie) Fox as Fiduciary Commissioner.

An Order of "Appointment List" of Actions of Fiduciary Supervisor from July 8, 2025 through July 29, 2025.

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

LARRY FRYE, COUNTY ATTORNEY

Commissioner Pierson made a motion to approve the annual appointment of Humane Officer(s) for Putnam County, West Virginia pursuant to W.Va. Code §7-10-1 as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

TIM HANNA, COUNTY MANAGER

Commissioner Pierson made a motion to approve the State Budget Revision #1 and authorize the Commission President to sign all necessary documents as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Pierson made a motion to approve the FY26 Records Management Preservation Board (RMPB) Grant Contract and authorize the Commission President to sign all necessary documents as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously

Commissioner Pierson made a motion to approve the Mountain State Fiber GSA Change Order 01, Project No. 660-02, Contract No. 2002-01, Putnam County Fiberoptic Project and authorize the Commission President to sign all necessary documents as presented. Commission Skidmore seconded the motion. The motion carried unanimously.

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

- *To Cummins Sales and Service in the amount of \$19,654.00 for Generator Transfer Switch Purchase

- *To Tritech Software Systems in the amount of \$10,331.42 for CAD Interface Upgrade

- *To Electronic Specialty Company in the amount of \$8,885.00 for 911 Center Video Wall

Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Pierson 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 \$2,189.00 made payable to Silling Associates, Inc. for construction administration services on the Generator Replacement Project

- *Issue a check in the amount of \$131.25 made payable to Silling Associates, Inc. for design and construction documents on the Judicial Building Security Desk Project

Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Pierson 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 \$651.04 made payable to Healing Paws Veterinary Center for July 2025 vet exams

*Issue a check in the amount of \$351.00 made payable to Help For Animals for Spays and Neuters in May 2025

*Issue a check in the amount of \$221.50 made payable to Gateway Animal Hospital for July 2025 Veterinary Office Visits

*Issue a check in the amount of \$2,761.00 made payable to Help For Animals for Spays and Neuters in June 2025

Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Pierson made a motion to approve the order to issue a check from the Technology Fund (020-428-2-30.0) in the amount of \$499.00 payable to US Bank invoice number 10823310671 for new laptop computer for County Attorney/Fiduciary Supervisor as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Pierson made a motion to approve the order to issue a check from the TIF Fund (273-430-5-66.0) in the amount of \$21,414.47 payable to WesBanco Bank, Inc, Trustee for June 2025 TIF Revenue (Acct #108507771 Revenue Fund) – Trustee is to issue debt service payments for Putnam Bonds 2017AB as presented. Commission Skidmore seconded the motion. The motion carried unanimously.

Commissioner Pierson made a motion to approve the order to issue a check from the Putnam County Infrastructure Fund (#042-424-2-30.0) in the amount of \$440,000.00 payable to Mountain State Fiber, Inc. for Pay App 13 on the Putnam County Fiber Optic Broadband Project as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Pierson made a motion to approve the order to issue a check from the Putnam County Opioid Settlement Fund (340-704-3-49.0) on a monthly basis not to exceed the amount of \$200,000.00 to pay the monthly Regional Jail Bill costs as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Pierson made a motion to approve the order to issue a check from the E-911 Fund (007-215-00) in the amount of \$80,255.85 payable to the General County Fund for final FY2024 expenses as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Pierson made a motion to approve the order to issue a check from the Leased Land Preservation Fund (#019-432-5-68.0) in the amount of \$1,000.00 payable to Realcorp for appraisal of the Putnam County Gun Club property as presented. Commissioner Skidmore 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 (001-431-5-67.0) in the amount of \$5,000.00 payable to Advantage Valley as contribution for FY2025-26 as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Pierson made a motion to approve the order to make annual disbursements on a quarterly basis beginning in July 2025 to the following agencies as presented:

<u>AGENCY</u>	<u>ANNUAL BUDGET</u>	<u>QUARTERLY DISBURSEMENT</u>
Putnam Development Authority	\$215,000.00	\$53,750.00
Putnam Parks & Recreation	\$385,000.00	\$96,250.00
Putnam Libraries	\$320,000.00	\$80,000.00
Community Corrections	\$180,000.00	\$45,000.00

Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Pierson made a motion to approve the order to issue increment pay checks to all full-time non-civil service employees for FY2024-2025 in the amount of \$51,180.00 as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

BOARD APPOINTMENTS

Commissioner Pierson made a motion to appoint Richard Boehm to serve on the Putnam County Board of Zoning Appeals, effective July 29, 2025, with a term to expire on July 28, 2028 as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Pierson made a motion appoint Ashley Fisher to serve on the Putnam County Animal Shelter Board, effective September 1, 2025, with a term to expire on August 31, 2027 as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

PUBLIC COMMENT

Gary Justice, Hurricane, asked about the increase in his taxes and the amount of his fire fee and expressed his concerns. Farrah Crane, Chief Tax Deputy, explained his totals of his fees and taxes.

Deirdre Higginbotham spoke about the fire fee and taxes.

Phillip Harrison spoke about his taxes raising and feels that his appraisal is wrong.

LARRY FRYE, COUNTY ATTORNEY

Commissioner Pierson made a motion to open a public hearing regarding Administratively Closing Delinquent or Unprogressed Estates as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Pierson made a motion to close the public hearing regarding Administratively Closing Delinquent or Unprogressed Estates as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Pierson made a motion to Administratively Close the estates of: Martiele Ballingall, Patricia Ann Binion, Elwood Brafford, Michael Joseph Eads, Eugene Kister, Donald Joseph Knowles, Janice Ann Nease, Gary Wayne Scott, Ladonna Jean Townsend, and Karen Lou Grimm and authorize the Commission President to sign all necessary documents as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

ADJOURN

At 5:39 p.m. on Tuesday, July 29, 2025, having no further business, Commissioner Pierson made a motion and Commissioner Skidmore seconded to adjourn the regular session of the County Commission until Tuesday, August 12, 2025 at 9:00 a.m.

Respectfully submitted,

Melissa Smith
Executive Assistant