

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
August 26, 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

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 August 12, 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 make a payroll change for Adam Sigman, Full-Time, Assistant County Manager, Department 401, \$60,000.00/salary, effective August 17, 2025 as presented by the Commission Secretary
2. An Order to make a payroll change for Jessica Bradford, Part-Time, Custodian, Department 424, \$13.12/hourly, effective August 25, 2025 as presented by the Commission Secretary
3. An Order to make a payroll change for John Day, Full-Time, Buildings & Grounds Specialist, Department 425, \$21.00/hourly, effective August 22, 2025 as presented by the Commission Secretary

4. An Order to make a payroll change for Christopher Isaac Saunders, Full-Time, Custodian, Department 424, \$12.50/hourly, effective August 25, 2025 as presented by the Commission Secretary
5. An Order to delete from payroll for Austin Smith, Full-Time, Deputy Sheriff, Department 700, effective September 1, 2025 as presented by the Commission Secretary
6. An Order to make a payroll change for Merideth Craigo, Full-Time, Fire Administrator, Department 714, \$65,000.00/salary, effective September 1, 2025 as presented by the Commission Secretary
7. An Order to make a payroll change for Anthony Martin, Full-Time, EMT, Department 715, \$19.90/hourly - 12 hour shift, effective August 17, 2025 as presented by the Commission Secretary
8. An Order to make a payroll change for Anthony Martin, Full-Time, EMT, Department 715, \$14.00/hourly – 24 hour shift, effective August 17, 2025 as presented by the Commission Secretary
9. An Order to add to payroll for Jeffery Taylor, Part-Time, EMT, Department 715, \$19.90/hourly – 12 hour shift, effective August 17, 2025 as presented by the Commission Secretary
10. An Order to add to payroll for Jeffery Taylor, Part-Time, EMT, Department 715, \$14.00/hourly – 24 hour shift, effective August 17, 2025 as presented by the Commission Secretary
11. An Order to add to payroll for Ethan Bentley, Part-Time, EMT, Department 715, \$19.90/hourly – 12 hour shift, effective August 17, 2025 as presented by the Commission Secretary
12. An Order to add to payroll for Ethan Bentley, Part-Time, EMT, Department 715, \$14.00/hourly – 24 hour shift, effective August 17, 2025 as presented by the Commission Secretary
13. An Order to delete to payroll for Andrew Armstrong, Part-Time, EMT, Department 715, effective August 12, 2025 as presented by the Commission Secretary
14. An Order to make a payroll change for Hunter Lanham, Part-Time, Paramedic, Department 715, \$27.04/hourly – 12 hour shift, effective September 2, 2025 as presented by the Commission Secretary
15. An Order to make a payroll change for Hunter Lanham, Part-Time, Paramedic, Department 715, \$18.64/hourly – 24 hour shift, effective September 2, 2025 as presented by the Commission Secretary
16. An Order to delete from payroll for Mollie Zabala, Part-Time, Kennel Tech, Department 716, effective August 10, 2025 as presented by the Commission Secretary

17. An Order to make a payroll change for Haylee Paxton, Full-Time, Kennel Tech, Department 716, \$15.65/hourly, effective August 26, 2025 as presented by the Commission Secretary
18. An Order to delete from payroll for Grace Garrett, Part-Time, Kennel Tech, Department 716, effective August 25, 2025 as presented by the Commission Secretary
19. An Order to add to payroll for Audrey Holbrook, Part-Time, Kennel Tech, Department 716, \$13.65/hourly, effective August 25, 2025 as presented by the Commission Secretary
20. An Order to add to payroll for Jesse Young, Part-Time, Kennel Tech, Department 716, \$13.65/hourly, effective August 27, 2025 as presented by the Commission Secretary
21. An Order to delete from payroll for Juliana Linhart, Part-Time, Kennel Tech, Department 716, effective August 21, 2025 as presented by the Commission Secretary
22. An Order to add to payroll for Kayla Pennington, Part-Time, Kennel Tech, Department 716, \$13.65/hourly, effective September 2, 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.

There were none.

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: Nancy Lee Cyrus, Virginia Maxine Erskine, David Michael Ferrell, Jimmy Franklin Frazier, Helena M. Milam, Susan Elise Miller, Thomas Clark Runnion

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 August 12, 2025 through August 26, 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.

BRIAN WOOD, COUNTY CLERK

Commissioner Ellis made a motion to approve the Order to change magisterial districts, precincts and polling place locations as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

PROCLAMATIONS

Tasha Withrow spoke about the Opioid Crisis and thanked the Commissioners for issuing the Proclamation – Project Mayday, Overdose Awareness Day

Larry Frye, County Attorney read the Proclamation – Project Mayday, Overdose Awareness Day

James Roberts spoke about the overdose issues in Boone County and thanked the Commissioners for issuing the Proclamation – Putnam County Goes Purple – The Hope Dealer Project

Larry Frye, County Attorney read the Proclamation – Putnam County Goes Purple – The Hope Dealer Project

JORDAN CHAPMAN, PLANNER

Commissioner Ellis made a motion to open public hearing regarding DAEA Case 2025-14 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Montae Childers spoke about DAEA Case 2025-14.

Commissioner Ellis made a motion to close public hearing regarding DAEA Case 2025-14 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to extend a 90-day extension on DAEA Case 2025-14 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

ADAM SIGMAN, ASSISTANT COUNTY MANAGER

Commissioner Ellis made a motion to approve the FY26 VAWA Contract 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

Tim Hanna opened two sealed bids for the Putnam County Industrial Washing Machine/Dryer Project for the Putnam County Animal Shelter.

1. Alliance Laundry - \$29,052.25
2. Char-Ann Equipment Company - \$18,454.11

Commissioner Ellis made a motion to accept the low bid for the Putnam County Industrial Washing Machine/Dryer Project for the Animal Shelter pending review by staff as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

PUBLIC COMMENT

Larry Cooper spoke about Springdale Road tying into Cow Creek Road and the condition of both roads and needing repaired.

EXECUTIVE SESSION

At 5:46pm Commissioner Ellis made a motion to go into executive session for the purpose Board Interviews. Commissioner Pierson seconded the motion. The motion carried unanimously.

At 6:37pm Commissioner Ellis made a motion to come out of executive session. Commissioner Pierson seconded the motion. The motion carried unanimously.

BOARD APPOINTMENTS

Commissioner Ellis made a motion to appoint Jeremy Alberts to serve on the Putnam County Development Authority Board, effective August 26, 2025, with a term to expire on June 30, 2027 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 Fund (#044-425-2-23.0) as presented:

*Issue a check in the amount of \$131.25 made payable to Silling Associates, Inc. for construction administration on the Putnam County Courtroom Renovation Project

*Issue a check in the amount of \$1,327.00 made payable to Silling Associates, Inc for construction administration services on the Generator Replacement Project

*Issue a check in the amount of \$350.00 made payable to Silling Associates, Inc. for bidding and construction documents on the Judicial Building Security Desk Project

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 (#042-424-2-30.) in the amount of \$47,800.00 made payable to WBR Utilities, LLC for DOH Bridge Inspection Fees 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 Dog Fund (#003-716-4-57.0) in the amount of \$8,278.36 made payable to Burdette Realty Improvement, Inc. for installation of the surgical suite door at the Putnam County Animal Shelter 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 Technology Fund (#020-428-2-30.0) in the amount of \$1,094.90 made payable to US Bank for a new printer, label maker, and computer monitors for the new Fiduciary Assistant position 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 \$216,542.70 made payable to WesBanco Bank, Inc, Trustee for July 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.

ADJOURN

At 6:41p.m. on Tuesday, August 26, 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, September 9, 2025 at 9:00 a.m.

Respectfully submitted,

Melissa Smith
Executive Assistant