

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
September 9, 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

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 Order for Emergency Absentee Voting Policy as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

GENERAL BUSINESS

Commissioner Ellis made a motion to approve the August 26, 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 delete from payroll for Abigail Soper, Full-Time, Office Administrator, Department 700, effective October 3, 2025 as presented by the Commission Secretary

2. An Order to add to payroll for Ruth Ann Maynard, Full-Time, Office Assistant/Receptionist, Department 700, \$17.50/hourly, effective September 22, 2025 as presented by the Commission Secretary
3. An Order to make a payroll change for Jan Sigman, Full-Time, Secretary, Department 700, \$18.50/hourly, effective October 6, 2025 as presented by the Commission Secretary
4. An Order to make a payroll change for Destiny Reese, Full-Time, Office Administrator, Department 700, \$20.00/hourly, effective October 6, 2025 as presented by the Commission Secretary
5. An Order to delete from payroll for Aubreyana Shaffer, Full-Time, Telecommunicator, Department 712, effective September 2, 2025 as presented by the Commission Secretary
6. An Order to make a payroll change for Deanna Lanham, Part-Time, EMT, Department 715, \$19.90/hourly – 12 hour shift, effective July 25, 2025 as presented by the Commission Secretary
7. An Order to make a payroll change for Deanna Lanham, Part-Time, EMT, Department 715, \$14.00/hourly - 24 hour shift, effective July 25, 2025 as presented by the Commission Secretary
8. An Order to add to payroll for Justin Maberry, Part-Time, Paramedic, Department 715, \$27.04/hourly – 12 hour shift, effective September 2, 2025 as presented by the Commission Secretary
9. An Order to add to payroll for Justin Maberry, Part-Time, Paramedic, Department 715, \$18.64/hourly – 24 hour shift, effective September 2, 2025 as presented by the Commission Secretary
10. An Order to add to payroll for Jesse Young, Part-Time, Kennel Tech, Department 716, \$13.65/hourly, effective August 26, 2025 as presented by the Commission Secretary
11. 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
12. An Order to add to payroll for Haylee Casto, Part-Time, Kennel Tech, Department 716, \$13.65/hourly, effective September 3, 2025 as presented by the Commission Secretary

13. An Order to add to payroll for Gracie Karnas, Part-Time, Kennel Tech, Department 716, \$13.65/hourly, effective September 4, 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 \$294.61 to ODP Business Solutions, LLC

Commissioner Pierson seconded the motion. The motion carried unanimously.

TRICK OR TREAT

Commissioner Ellis read the motion to designate Friday, October 31, 2025 as Trick or Treat from 6:00 p.m. to 8:00 p.m. for all areas of Putnam County outside of city limits. 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: Frances Pauline Barker, Jewel Imogene Beaver, Dianna Lynn Chapman, Phillip Edward Driggs, Jr., Edward Allen Fisher, Jr., Roy Lee Green, Charles Franklin Guthrie, Larry Earcel Hodges, Harold Ray Moles, William R. Moore, Chester Franklin Mynes, Linda Sherrill Sargent, Patsy Lynn Tenpenny

Long Form Settlements: Connie Sue Wilmoth

Partial Settlements: None

Annual Accounting: None

Certificates of Completion: Sylvia June Armstrong

Report and Notice of Fiduciary Supervisor on Order to Show Cause Against Delinquent Or Unprogressed Estate (No Good Cause Shown):

None

An Order to disburse the sum of \$160.00 from the Fiduciary Special Fund made payable to the State Auditor - The Inheritance Tax Administration Fund for estate tax administration fees.

An Order to remove the Successor of the Estate of Ernie Lee Postlethwait and appoint Shawn Postlethwait as the Administrator.

An Order releasing Bond for the Lois Marie Conley Estate.

An Order referring the disputed estate of Thomas Homer Martin, Sr. to Scott Tyree, Fiduciary Commissioner.

An Order referring the disputed estate of Roger C. Spurlock, to Jamie Fox, Fiduciary Commissioner.

An Order of "Appointment List" of Actions of Fiduciary Supervisor from August 27, 2025 through September 8, 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.

Commissioner Ellis made a motion to approve the order to appoint Shawn Postlethwait over the Estate of Ernie Lee Postlethwait and authorize the Commission President to sign all necessary documents as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

NANCY BELLOMY, CHIEF OF STAFF/INVESTIGATOR

Commissioner Ellis made a motion to approve the Order for the Axon Justice Premier Plus Agreement and authorize the Commission President and County Prosecutor to sign all necessary documents and use opioid money as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

MIKYLE WHITE, DIRECTOR EM/911

Mikyle White opened one sealed bid for a new vehicle for Putnam County Emergency Management/911.

1. Bachman Chevrolet Sales, Louisville, KY - \$57,706.00

Commissioner Ellis made a motion to accept the bid for a vehicle for Putnam County Emergency Management/911 pending review by staff as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Curt Wolfenberger spoke about INdigital.

Commissioner Ellis made a motion to table the decision on signing a five-year contract with INdigital for 911 Call Handling Equipment and Network Upgrade until the September 30, 2025 Commission meeting to allow time for County Manager Tim Hanna and County Attorney Larry Frye to look at pricing as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

DAVE TURLEY, FIRE SERVICE DIRECTOR

Dave Turley opened one sealed bid for a new vehicle for Putnam Fire Service.

1. Bachman Chevrolet Sales, Louisville, KY - \$57,706.00

Commissioner Ellis made a motion to accept the bid for a vehicle for Putnam County Fire Service pending review by staff as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

EXECUTIVE SESSION

At 9:21 am Commissioner Ellis made a motion to go into executive session for the purpose of a Board Interview. Commissioner Pierson seconded the motion. The motion carried unanimously.

At 9:30 am 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 Robert Thor Meeks to serve on the Putnam Public Service District Board, effective September 9, 2025, with a term to expire on August 31, 2031 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

JORDAN CHAPMAN, PLANNER

Commissioner Ellis made a motion to approve the order to update new ownership of property regarding DAEA Case 2025-10 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the order to dismiss DAEA Case 2024-13 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to obtain and place a dumpster for the landowners to clean up the property on DAEA Case 2025-09 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

LARRY FRYE, COUNTY ATTORNEY

Commissioner Ellis made a motion to approve the order for a five (5) year Pilot Agreement for Valley Pointe Apartments, LLC and authorize the Commission President to sign all necessary documents as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

At 9:42 am Commission President Andy Skidmore recused himself from the commission meeting.

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

Commissioner Ellis made a motion to approve the order for annexation by petition of 18.91 acres, more or less, of territory, identified as Project No. 2019102-02 into the Corporate limits of the City of Hurricane as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the order for annexation by petition of 30.20 acres, more or less, of territory, identified as Project No. 2019102 into the Corporate limits of the City of Hurricane as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the order for annexation by petition of 0.75 acres, more or less, of territory, identified as Project No. 2019102 into the Corporate limits of the City of Hurricane as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the order for annexation by petition of 2.54 acres, more or less, of territory, identified as Project No. 2019102 into the Corporate limits of the City of Hurricane as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the order for annexation by petition of 144.49 acres, more or less, of territory, identified as Project No. 2019102-02 into the Corporate limits of the City of Hurricane as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the order for annexation by petition of 3.42 acres, more or less, of territory, identified as Project No. 2019102 into the Corporate limits of the City of Hurricane as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

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

JORDAN CHAPMAN

Commissioner Ellis made a motion to open public hearing regarding DAEA Case 2025-08 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Jeremy Taylor spoke about DAEA Case 2025-08.

Commissioner Ellis made a motion to close public hearing regarding DAEA Case 2025-08 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to dismiss DAEA Case 2025-08 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

TIM HANNA, COUNTY MANAGER

Commissioner Ellis made a motion to approve the 2025-2026 PRO Officer Agreement and authorize the Commission President to sign all necessary documents as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the transfer from the 911-07 Fund to Cummins Sales and Service in the amount of \$101,327.00 for the generator purchase 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 \$889.00 made payable to Help For Animals for veterinary services in August 2025

- *Issue a check in the amount of \$1,405.00 made payable to Help For Animals for spays and neuters in August 2025

- *Issue a check in the amount of \$280.12 made payable to Kanawha Valley Veterinary Emergency Hospital for veterinary services for the month of July 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 General County Fund (#001-442-5-67.8) in the amount of \$101,489.45 made payable to Pillar Innovations, LLC for payment application #1 of the Putnam County Emergency Generator Replacement Project 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 Network Fund (#042-424-2-30.0) as presented:

*Issue a check in the amount of \$5,400.00 made payable to Mouldagraph Corp. for August and September 2025 storage of Fiberoptic materials

*Issue a check in the amount of \$572,713.47 made payable to Mountain State Fiber, Inc. for Pay App 14 on the Putnam County Fiber Optic Broadband Project

Commissioner Pierson seconded the motion. The motion carried unanimously.

PUBLIC COMMENT

None

ADJOURN

At 10:08 a.m. on Tuesday, September 9, 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 30, 2025 at 5:00 p.m.

Respectfully submitted,

Melissa Smith
Executive Assistant