

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
September 30, 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.

Commissioner Ellis made a motion to approve the Depository Bond for Putnam County Bank as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the FY25 Financial Statements as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

GENERAL BUSINESS

Commissioner Ellis made a motion to approve the September 9, 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 Amber Brekimer, Full-Time, Deputy Assessor, Department 406, \$17.76/hourly, effective September 28, 2025 as presented by the Commission Secretary

2. An Order to make a payroll change for Susan Higginbotham, Full-Time, Deputy Assessor, Department 406, \$20.85/hourly, effective September 28, 2025 as presented by the Commission Secretary
3. An Order to make a payroll change for Ursela Runyon, Full-Time, Deputy Assessor, Department 406, \$20.47/hourly, effective September 28, 2025 as presented by the Commission Secretary
4. An Order to make a payroll change for Lena Walker, Full-Time, Deputy Assessor, Department 406, \$20.65/hourly, effective September 28, 2025 as presented by the Commission Secretary
5. An Order to make a payroll change for Elizabeth White, Full-Time, Deputy Assessor, Department 406, \$16.38/hourly, effective September 28, 2025 as presented by the Commission Secretary
6. An Order to make a payroll change for Jessica Schrader, Full-Time, Deputy Assessor, Department 406, \$15.15/hourly, effective September 28, 2025 as presented by the Commission Secretary
7. An Order to make a payroll change for Sonia Boggess, Full-Time, Field Appraiser, Department 407, \$15.83/hourly, effective September 28, 2025 as presented by the Commission Secretary
8. An Order to make a payroll change for Gerald David Dudley, Full-Time, Deputy Assessor, Department 407, \$23.26/hourly, effective September 28, 2025 as presented by the Commission Secretary
9. An Order to make a payroll change for Ronald Hayson, Full-Time, Field Appraiser, Department 407, \$16.80/hourly, effective September 28, 2025 as presented by the Commission Secretary
10. An Order to make a payroll change for Tammy Higginbotham, Full-Time, Field Appraiser, Department 407, \$17.37/hourly, effective September 28, 2025 as presented by the Commission Secretary
11. An Order to make a payroll change for Michael Karr, Full-Time, Field Appraiser, Department 407, \$15.15/hourly, effective September 28, 2025 as presented by the Commission Secretary
12. An Order to make a payroll change for Cathy Landers, Full-Time, Personal Property Supervisor, Department 407, \$26.49/hourly, effective September 28, 2025 as presented by the Commission Secretary
13. An Order to make a payroll change for Gary Lilly, Full-Time, Field Appraiser, Department 407, \$19.14/hourly, effective September 28, 2025 as presented by the Commission Secretary

14. An Order to make a payroll change for Kris Phillips, Full-Time, Deputy Assessor, Department 407, \$18.65/hourly, effective September 28, 2025 as presented by the Commission Secretary
15. An Order to make a payroll change for Beverly Steele, Full-Time, Deputy Assessor, Department 407, \$20.77/hourly, effective September 28, 2025 as presented by the Commission Secretary
16. An Order to make a payroll change for Bobby Stover, Full-Time, Mapper, Department 407, \$27.03/hourly, effective September 28, 2025 as presented by the Commission Secretary
17. An Order to make a payroll change for Amanda Watson, Full-Time, Deputy Assessor, Department 407, \$16.24/hourly, effective September 28, 2025 as presented by the Commission Secretary
18. An Order to make a payroll change for Paul Wray, Full-Time, Chief Appraiser, Department 407, \$30.30, effective September 28, 2025 as presented by the Commission Secretary
19. An Order to make a payroll change for Bridget Delbart, Full-Time, Deputy Assessor, Department 407, \$15.15/hourly, effective September 28, 2025 as presented by the Commission Secretary
20. An Order to add to payroll for Andrew Bailey, Part-Time, Custodian, Department 424, \$12.50/hourly, effective September 29, 2025 as presented by the Commission Secretary
21. An Order to make a payroll change for Issac Saunders, Full-Time, Maintenance, Department 425, \$16.00/hourly, effective September 29, 2025 as presented by the Commission Secretary
22. An Order to add to payroll for Kaitlyn Stowers, Full-Time, Associate Planner, Department 439, \$18.27/hourly, effective October 6, 2025 as presented by the Commission Secretary
23. An Order to delete from payroll for Leslie Brent Payne, Full-time, Process Server, Department 701, effective July 4, 2025 as presented by the Commission Secretary
24. An Order to make a payroll change for Regina Stone, Full-Time, Process Server, Department 701, \$17.36/hourly, effective September 18, 2025 as presented by the Commission Secretary
25. An Order to delete from payroll for Kathryn Miller, Full-Time, Home Confinement Officer, Department 705, effective September 18, 2025 as presented by the Commission Secretary

26. An Order to make a payroll change for Calley Yingst, Part-Time, Paramedic, Department 715, \$27.04/hourly – 12 hour shift, effective September 27, 2025 as presented by the Commission Secretary
27. An Order to make a payroll change for Calley Yingst, Part-Time, Paramedic, Department 715, \$18.64/hourly – 24 hour shift, effective September 27, 2025 as presented by the Commission Secretary
28. An Order to make a payroll change for Justin Mabery, Full-Time, Paramedic, Department 715, \$27.04/hourly – 12 hour shift, effective October 6, 2025 as presented by the Commission Secretary
29. An Order to make a payroll change for Justin Mabery, Full-Time, Paramedic, Department 715, \$18.64/hourly – 24 hour shift, effective October 6, 2025 as presented by the Commission Secretary
30. An Order to add to payroll for Craig Woods, Part-Time, EMT, Department 715, \$19.90/hourly – 12 hour shift, effective October 1, 2025 as presented by the Commission Secretary
31. An Order to add to payroll for Craig Woods, Part-Time, EMT, Department 715, \$14.00/hourly – 24 hour shift, effective October 1, 2025 as presented by the Commission Secretary
32. An Order to delete from payroll for Abygail Glock, Part-Time, Kennel Tech, Department 716, effective September 25, 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 \$4,340.00 to ASPIRE TO Inspire
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$150.00 to QLABS
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$990.00 to Prestera Center for Mental Health Services, Inc. (Invoice for August 2025)
4. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$60.62 to Robert Myles
5. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$660.00 to Prestera Center for Mental Health Services, Inc. (Invoice for June 2025)

6. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$772.50 to Prestera Center for Mental Health Services, Inc. (Invoice for July 2025)
7. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$1,415.00 to State of WV BD of Risk and Insurance MGMT (Invoice for September 2025)
8. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$3,264.00 to Kimberly Sizemore (Invoice for July 2025)

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: Dale Hiott Brown, Nanthan Matthew Cobb, Clifton Earl Farley, II, Martha Jane Hanson, Deanne Lynn Hartman, Betty L. Joyce, Tony Kevin Knight, Edward L. Lilly, Wanda June McClanahan, Paul Oral Oxley, Earl Ritz, Jr., Robert Dale Robertson, Dennis William Rollins, Alan Lee Rowh, Sharon Kay Saul, Willaim Kennth Watson

Long Form Settlements: Jerry Allen Grady, James Anthony Frye, Jr.

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

A General Order to Show Cause for the Estates of Ladislawa Castillo Abayon-Castro, Denver L. Adkins, Harriet Ernestine Adkins, Gary Robert Atkins, Kathy L. Baldwin-Blake, Steven Lee Casto, Roger Chapman, Kermit R. Monk, Jim Franklin Palmer, Edna L. Sterling, Shannon Leigh Thornton.

An Order of "Appointment List" of Actions of Fiduciary Supervisor from, September 9, 2025, through September 30, 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.

KATHY TALLEY

Ms. Talley with the Putnam County Master Gardening spoke about wanting to hold a farm-to-table dinner using local farmers' produce. She is asking the Commission to donate \$1000.00 to help with the costs.

Commissioner Ellis made a motion to donate \$1,000.00 as presented. Commissioner Pierson second the motion. The motion carried unanimously.

EXECUTIVE SESSION

At 5:13 pm Commissioner Ellis made a motion to go into executive session for the purpose of a Board Interviews. Commissioner Pierson seconded the motion. The motion carried unanimously.

At 6:05 pm 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 Kristen Kelley to serve on the Putnam County Parks & Recreation Board, effective September 30, 2025, with a term to expire on August 31, 2028 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to appoint Andrea Schirtzinger to serve on the Putnam County Animal Shelter Board, effective September 30, 2025, with a term to expire on August 31, 2028 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to re-appoint Jim Dodrill to serve on the Central Regional Airport Authority Board, effective September 30, 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 Tiffany Skaggs to serve on the Putnam County Animal Shelter Board, effective September 30, 2025, with a term to expire on August 31, 2027 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to re-appoint Ted Diaz to serve on the Putnam County Animal Shelter Board, effective September 30, 2025, with a term to expire on August 31, 2026 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to re-appoint Doug Pierson to serve on the Putnam County Parks & Recreation Board, effective September 30, 2025, with a term to expire on August 31, 2028 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to re-appoint Kathy Goldizen to serve on the Putnam Union PSD Board, effective September 30, 2025, with a term to expire on August 31, 2030 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

LARRY FRYE, COUNTY ATTORNEY

Commissioner Ellis made a motion to update and renew the towing policy for Putnam County as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

TIM HANNA, COUNTY MANAGER

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

MELISSA SARGENT, SENIOR PLANNER

Commissioner Ellis made a motion to open public hearing. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to close public hearing. Commissioner Pierson seconded the motion. The motion carried unanimously.

Criteria #1 – Will the proposed amendment protect and promote the public health, safety, convenience, morals, and general welfare.

Commissioner Ellis voted yes stating:

*As a member of the Planning Commission, the board voted unanimously to approve this rezoning and to bring in front of the Commission. The county is moving fast and things are changing, especially along the new US Route 35

Commissioner Pierson voted yes stating:

*I agree with the findings from the Planning Commission

Commissioner Skidmore voted yes stating:

*As a county we invested in the 2023 Advantage Valley Housing Study and found there are many needs for different types of housing opportunities which the "R-2" District will provide different opportunities of housing presented to the public

Criteria #2 – Is the amendment consistent in achieving the objectives of the adopted Comprehensive Plan, US 35 Corridor Management Plan, and the Teays Valley Land Use Plan?

Commissioner Ellis voted yes stating:

*It will coincide with the Teays Valley Land Use Plan and is a good thing that the county is moving ahead

Commissioner Pierson voted yes stating:

*I agree with Commissioner Ellis

Commissioner Skidmore voted yes stating:

*The investment in US Route 35, this provides different land opportunities to assist in the economic sustainability that we need to continue to have in Putnam County

Commissioner Ellis made a motion to approve the rezoning of parcels 6.7, 6.13, and 6.18 of tax map 172 totaling 28.65 +/- acres owned by Mark and Sarah Drennan, located at 16209 Winfield Road (WV Route 817) in Winfield from "RR" Rural Residential to "R2" Mixed Residential – PCPC REZ 2025-01 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

PUBLIC COMMENT

Gary Young spoke about the roundabouts and the concerns the citizens and businesses not wanting the roundabouts. They are asking for support from the commission to not support the roundabouts. They feel there is a better way to resolve the traffic issue without putting roundabouts in. In the letters that have been sent to the DOH, is a proposal of different alternatives.

Ellen Mills Pauley spoke about the stake holders in Putnam County wanting support from the County Commission and is asking for another public hearing to discuss the roundabouts.

O. Gay Elmore Jr. and his son spoke about Jeremy Starks vs Putnam County Gun Club to discuss the potential Putnam County condemnations against his client's property on behalf of the lessee, the Putnam County Gun Club.

Jeff Smith questioned whether the bullets from the gun club really going onto Mr. Starks property.

Jeff Smith addressed his taxes raising from the school bonds and levies. States that his taxes have tripled in the last 30 years. Commissioner Skidmore explained the funding element and that the school bonds and levies are voted for .

TIM HANNA, COUNTY MANAGER

Commissioner Ellis made a motion to approve the Budget Revision for Department 425 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

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

- *To Electronic Services Inc. in the amount of \$14,370.76 for Tower Equipment Work

- *To Electronic Specialty Company in the amount of \$5,837.09 for 911 Center Gates

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 \$216.84 made payable to Healing Paws Veterinary Center for August 2025 vet exams

- *Issue a check in the amount of \$516.00 made payable to Help For Animals for veterinary services in June 2025

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 \$2,654.00 made payable to Silling Associates, Inc. for construction administration services on the Generator Replacement Project

- *Issue a check in the amount of \$481.25 made payable to Silling Associates, Inc. for bidding and construction documents on the Judicial Building Security Desk Project

- *Issue a check in the amount of \$350.00 made payable to Silling Associates, Inc. for construction administration on the Putnam County Courtroom Renovation 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 Opioid Settlement Fund (#40-980-4-59.0) as presented:

- *Issue a check in the amount of \$387,503.00 made payable to Atlantic Emergency Solutions for two new Ford E450 Coach Type II ambulances for Putnam County EMS

- *Issue a check in the amount of \$51,914.00 made payable to Generations Ford for a Ford F-150 Police Responder assigned to the Putnam County Sheriff's Department K-9 Unit

- *Issue a check in the amount of \$28,288.78 made payable to Electronic Services, Inc for electronics in the Ford F-10 Police Responder assigned to the Putnam County Sheriff's Department K-9 Unit

- *Issue a check in the amount of \$2,015.00 made payable to Recovery Point of Huntington, Inc. for Putnam County Beds for the month of August 2025

*Issue a check in the amount of \$10,293.75 made payable to Cellebrite, Inc. for a Inseyets Online Unlimited Unlocks Subscription for the Putnam County Sheriff's Department

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 \$2,222.28 payable to Alpha Technologies, Inc. for invoice #104208 for UPS Drive Replacements 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 Putnam County Network Fund (#042-424-2-30.0) in the amount of \$21,538.65 payable to WBR Utilities, LLC for August 225 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 Leased Land Preservation Fund (#019-432-5-68.0) in the amount of \$2,500.00 payable to Realcorp for appraisal of the Putnam County Gun Club 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 Water and Sewer Fund (#045-809-2-23.0) in the amount of \$937.50 payable to Terradon Corporation for preparation of the Preliminary Engineering Report for the Fisher's Ridge Waterline Extension grant application 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 General County Fund (#024-430-5-67.0) in the amount of \$30,000.00 payable to the Town of Eleanor for reimbursement out of the Stephen A. Andes Recreation Enhancement Fund 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 TIF Fund (#273-430-5-66.0) in the amount of \$666,349.68 payable to WesBanco Bank, Inc, Trustee for August 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.

EXECUTIVE SESSION

At 7:00 pm Commissioner Skidmore made a motion to go into executive session to consider matters involving or affecting the purchase, sale or lease of property. Commissioner Ellis seconded the motion. The motion carried unanimously.

At 7:31 pm Commissioner Ellis made a motion to come out of executive session. Commissioner Pierson seconded the motion. The motion carried unanimously.

ADJOURN

At 7:32 pm on Tuesday, September 30, 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, October 14, 2025 at 9:00 a.m.

Respectfully submitted,

Melissa Smith
Executive Assistant