

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
November 18, 2025**

OPENING

Commissioners 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 C. Brian Ellis joined the meeting at 5:29 p.m.

BRIAN WOOD, COUNTY CLERK

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.

GENERAL BUSINESS

Commissioner Pierson made a motion to approve the October 28, 2025 Commission meeting minutes as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

ERRONEOUS ASSESSMENTS

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

Bruce O. & Cathy L. Hill, Rebecca A. Learmonth, Two (2) for Nissan/Infiniti LT,

4 Erroneous Assessments were approved totaling \$8,191.88 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 Jessica Bradford, Part-Time, Custodian, Department 424, effective November 4, 2025 as presented by the Commission Secretary
2. An Order to add to payroll for Tina Burkner, Full-Time, Office Assistant/Receptionist, Department 700, \$17.50/hourly, effective November 24, 2025 as presented by the Commission Secretary
3. An Order to delete from payroll for Ruth Ann Maynard, Full-Time, Office Assistant/Receptionist, Department 700, effective November 14, 2025 as presented by the Commission Secretary
4. An Order to add to payroll for Jarod Bailes, Full-Time, Deputy Sheriff, Department 700, \$26.33/hourly, effective November 17, 2025 as presented by the Commission Secretary
5. An Order to add to payroll for Justin Sizemore, Full-Time, Deputy Sheriff, Department 700, \$26.33/hourly, effective November 4, 2025 as presented by the Commission Secretary
6. An Order to add to payroll for Tyce Allen, Full-Time, Deputy Sheriff, Department 700, \$26.33/hourly, effective November 4, 2025 as presented by the Commission Secretary
7. An Order to add to payroll for Brett Bumgarner, Full-Time, Deputy Sheriff, Department 700, \$26.33/hourly, effective November 4, 2025 as presented by the Commission Secretary
8. An Order to add to payroll for Hunter Wymer, Full-Time, Deputy Sheriff, Department 700, \$26.33/hourly, effective November 4, 2025 as presented by the Commission Secretary
9. An Order to add to payroll for Emily Garrison, Full-Time, Telecommunicator, Department 712, \$21.00/hourly, effective December 1, 2025 as presented by the Commission Secretary
10. An Order to add to payroll for James Searls, Full-Time, Telecommunicator, Department 712, \$21.00/hourly, effective November 10, 2025 as presented by the Commission Secretary
11. An Order to add to payroll for Ethan Akers, Part-Time, EMT, Department 715, \$19.90/hourly – 12 hour shift, effective November 5, 2025 as presented by the Commission Secretary
12. An Order to add to payroll for Ethan Akers, Part-Time, EMT, Department 715, \$14.00/hourly – 24 hour shift, effective November 5, 2025 as presented by the Commission Secretary

13. An Order to add to payroll for Paul Ashworth, Full-Time, EMT, Department 715, \$19.90/hourly – 12 hour shift, effective November 5, 2025 as presented by the Commission Secretary
14. An Order to add to payroll for Paul Ashworth, Full-Time, EMT, Department 715, \$14.00/hourly – 24 hour shift, effective November 5, 2025 as presented by the Commission Secretary
15. An Orde to add to payroll for Russell Miller, Full-Time, EMT, Department 715, \$19.90/hourly – 12 hour shift, effective November 5, 2025 as presented by the Commission Secretary
16. An Order to add to payroll for Russell Miller, Full-Time, EMT, Department 715, \$14.00/hourly - 24 hour shift, effective November 5, 2025 as presented by the Commission Secretary
17. An Order to add to payroll for Daniel Frame, Part-Time, EMT-A, Department 715, \$22.00/hourly – 12 hour shift, effective November 5, 2025 as presented by the Commission Secretary
18. An Order to add to payroll for Daniel Frame, Part-Time, EMT-A, Department 715, \$15.70/hourly – 24 hour shift, effective November 5, 2025 as presented by the Commission Secretary
19. An Order to delete from payroll for Christian Higginbotham, Part-Time, EMT, Department 715, effective November 11, 2025 as presented by the Commission Secretary
20. An Order to delete from payroll for Jeffrey Taylor, Part-Time, EMT, Department 715, effective October 31, 2025 as presented by the Commission Secretary
21. An Order to delete from payroll for Jeffrey Thomas, Full-Time, Animal Control Officer, Department 716, effective November 5, 2025 as presented by the Commission Secretary
22. An Order to delete from payroll for Amanda Barrett, Part-Time, Kennel Tech, Department 716, effective October 29, 2025 as presented by the Commission Secretary
23. An Order to make a payroll change for Kaitlin Johnson, Full-Time, Animal Shelter Director, Department 716, \$68,000.00/salary, as presented by the Commission Secretary
24. An Order to add to payroll for Austin Nolen, Full-Time, Animal Control Officer, Department 716, \$16.80/hourly, as presented by the Commission Secretary
25. An Order to add to payroll for Victoria Walker, Full-Time, Animal Control Officer, Department 716, \$16.80/hourly, as presented by the Commission Secretary

26. An Order to make a payroll change for Keegan Mullins, Full-Time, Courthouse Security, Department 730, \$17.36/hourly, 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 \$600.00 to Pretera Center for Mental Health Services, Inc. (Invoice for October 2025)
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$596.50 to Track Group (Invoice for October 2025)
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$10,560.00 to ASPIRE TO inspire (Invoice for October 2025)
4. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$635.00 to QLABS (Invoice 108170)
5. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$2,912.00 to Kimberly Sizemore (Invoice for October 2025)

Commissioner Skidmore 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:	Sandra F. Adkins, David Bruce Ashworth, Gaynor Mae Ray Chandler, Mary Grace Ellis, Sara Jane Gilkerson, Douglas E. Grant Sr., Robert M. Harris, Christopher Lansdale, Donald L. Meadows, Brenda K. Mullens, Albert Joseph Pringle, Alice Ann Vickers Stanley, Kermit Lee Thompson, James David Vance, Pamela Elia Westfall
Long Form Settlements:	None
Partial Settlements:	None
Annual Accounting:	None
Certificates of Completion:	Stella Irene Eggleton

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 October 29, 2025, through November 18, 2025.

An Order to disburse the sum of \$125.00 from the Fiduciary Special Fund made payable to the State Auditor – The Inheritance Tax Administration Fund for estate tax administration fees

An Order rescinding the appointment of Fiduciary Commissioner, Scott Tyree from the Estate of Thomas Homer Martin, Sr.

An Order removing Lisa Tincher, Executrix of the Estate of Roger Charles Spurlock by the Recommendation of James R. Fox, Fiduciary Commissioner and appointing Rhonda C. Banks as the Administratrix, DBN

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.

TIM HANNA, COUNTY MANAGER

Commissioner Pierson made a motion to approve the State Budget Revision #2 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 following orders to transfer from the 911-07 Fund to the following as presented:

*To Cummins Sales and Service in the amount of \$66,463.00 for Generator purchase

*To INdigital in the amount of \$134,448.87 for Milestone 1-911 Call Handling Equipment and Network Upgrade

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 \$164,937.10 payable to WesBanco Bank, Inc, Trustee for October 2025 TIF Revenue (Acct #108507771 Revenue Fund) – Trustee is to issue debt service payments for Putnam Bonds 2017AB 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 (#024-430-5-67.0) in the amount of \$31,261.64 payable to the Town of Poca for reimbursement out of the Stephen A. Andes Recreation Enhancement Fund 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 (#40-980-2-30.0) in the amount of \$2,015.00 payable to Recovery Point of Huntington, Inc. for Putnam County Beds for the month of October 2025 as presented. Commissioner Skidmore 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 \$1,581.00 made payable to Help For Animals for spays and neuters in October 2025

- *Issue a check in the amount of \$619.50 made payable to Help For Animals for veterinary visits in October 2025

- *Issue a check in the amount of \$9,283.89 made payable to Hurricane Animal Hospital for 2025 veterinary office visits

Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Pierson 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 \$37,070.50 payable to CSX Transportation for August and September 2025 Railroad Crossing Flagging Coordination 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 General County Fund (#001-428-2-30.0) in the amount of \$321,993.65 payable to OpenGov, Inc., for OpenGov Services Deployment November 2025 – June 2026 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 (#001-425-5-66.0) in the amount of \$150,000.00 payable to the Putnam County Network Fund (#042) as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

JORDAN CHAPMAN, PLANNER

Mr. Carroll spoke regarding DAEA Cases 2024-07 and 2024-08. He showed the Commission a picture of the progress that he is making and asks the Commission to grant him another thirty (30) days to work on the property getting it cleaned up.

Commissioner Pierson made a motion to grant an additional thirty (30) days for cleanup on DAEA Cases 2024-07 and 2024-08 as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Ms. Childers spoke regarding DAEA Case 2025-14. She asked the Commission for more time to work on the property to get it cleaned up due to having health issues.

Commissioner Pierson made a motion to grant an additional ninety (90) days for cleanup with an update to the Planning Department every thirty (30) days on DAEA Case 2025-14 as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Pierson made a motion to grant an additional ninety (90) days for cleanup with an update to the Planning Department every thirty (30) days on DAEA Case 2025-19 as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Pierson made a motion to refer DAEA Case 2025-22 back to the DAEA Board as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

PUBLIC COMMENT

None

LARRY FRYE, COUNTY ATTORNEY

Commissioner Pierson made a motion to approve the annual appointment of the Putnam County Humane Officers as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

RECESS

At 5:26 p.m., Commissioner Pierson made a motion to take a five (5) minute recess. Commissioner Skidmore seconded the motion. The motion carried unanimously.

At 5:29 p.m., Commissioner Pierson made a motion to come back into the meeting. Commissioner Skidmore seconded the motion. The motion carried unanimously.

LARRY FRYE, COUNTY ATTORNEY

At 5:30 p.m., Commissioner Skidmore recused himself from the courtroom.

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

Commissioner Pierson made a motion to approve the Annexation by Petition of 4.01 acres, more or less, of territory, identified as Project No. 2019102 into the Corporate Limits of the City of Hurricane as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commission Pierson made a motion to approve the Annexation by Petition of 5.30 acres, more or less, of territory, identified as Project No. 2019102 into the Corporate Limits of the City of Hurricane as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

At 5:33 p.m., Commissioner Skidmore entered back into the courtroom.

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

ADJOURN

At 5:35 pm on Tuesday, October 28, 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, December 16, 2025, at 9:00 a.m.

Respectfully submitted,

Melissa Smith
Executive Assistant