

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
December 16, 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.

GENERAL BUSINESS

Commissioner Ellis made a motion to approve the November 18, 2025, Commission meeting minutes as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

ERRONEOUS ASSESSMENTS

Commissioner Ellis made a motion to object Erroneous Assessments for: five for Mikle D. Deshazer, three for Alpha Gene Armstrong, Dorsel Cobb Jr, Two for Scott Vanalstyne. Commissioner Skidmore seconded the motion. The motion carried unanimously.

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

Two for Brian K. &/or Jeri J. Alley, Nathan Barry, Aaron Caldwell, Jennifer (Hodges) Campbell, James &/or Patricia Clarkson, Christian L. Compton, Shayna &/or David Koontz Compton, Three for Danny L. Cossin, Earl Davis ET AL, Jay Dewhurst, Clarence Lee Dixon II, Roger Shawn Ervin Special Needs Trust, Jennifer Estep, Three for Mary Fisher, David &/or Loretta Anderson Fletcher, William B. &/or Polly Forbes, Donald S. &/or Darlene J. Frazier, Terry Grady ET UX, Two for Jason S. Green, Chad &/or Amber Gray, Three for Leah N. Hale, Two for Kevin A. &/or Susan M. Hager, Harland &/or Mendy Harless III, Kimberly A (Kuhn) &/or Christopher Herdman, Sara (Mullen) or Christopher Holbert, Corey Jackson, Cahterine D. Knowles, Two for Jason E. &/or Erin A. Mace, Two for Mystic Paradise, James E. O'Conner Jr, Melissa J. (Stewart) Miller, Martha Louise &/or Silas Mitchell Mundy, Jennifer E. (Hudnall) &/or Michael O'Quinn, Two for Madelyn Price, Two for Travis M. Raynes, Cody J. &/or Olivia Russell, Jerry W. Saunders, Scott R. Schmidt, Brandon Sears, Larry L. Shamblin Jr, Debra Shantie, Four for William Edward &/or

Lisa Ann Shilling, Evan &/or Autumn Smith, Timothy W. or Heather Stamper, Nikki Stutler, David J. &/or Brandi (Crouch) Taylor, Ryan Welch, Jill Wells, Whiskey River Energy Inc, Jerry &/or Miranda Rossi Williams II, Stuart Williams, Kaylee Wooten, Zebs Landscaping & Lawn Care LLC DBA J & CS Baits, Denver Ray Canterbury ET UX, Paul M. Clark ET UX, Brian D. Hundley, Jaerae Holdings LLC, Seven for Jaerae Holdings LLC, Two for Eugene Preece,

82 Erroneous Assessments were approved totaling \$31,687.49 in deduction of taxes.

Commissioner Skidmore seconded the motion. The motion carried unanimously.

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 the closing of the Putnam County Courthouse for a half workday on November 26, 2025 based on Governor Morrissey's Executive Order signed on November 23, 2025 as presented by the Commission Secretary
2. An Order to add to payroll for Joshua Cox, Full-Time, Accounts Payable, Department 402, \$17.75/hourly, effective December 3, 2025 as presented by the Commission Secretary
3. An Order to make a payroll change for Frances Rutan, Full-Time, Deputy Clerk, Department 402, \$16.24/hourly, effective December 7, 2025 as presented by the Commission Secretary
4. An Order to make a payroll change for Cathie Bias, Full-Time, Deputy Clerk, Department 402, \$16.61/hourly, effective December 7, 2025 as presented by the Commission Secretary
5. An Order to make a payroll change for Cindy Powell, Full-Time, Deputy Clerk, Department 402, \$17.20/hourly, effective December 7, 2025 as presented by the Commission Secretary
6. An Order to make a payroll change for Regina Hull, Full-Time, Deputy Clerk, Department 402, \$19.52/hourly, effective December 7, 2025 as presented by the Commission Secretary
7. An Order to make a payroll change for Colleen Stone, Full-Time, Senior Deputy Clerk, Department 402, \$28.27/hourly, effective December 7, 2025 as presented by the Commission Secretary
8. An Order to make a payroll change for Deputies, Full-Time, Deputy, Department 700, \$28.50/hourly, effective January 1, 2026 as presented by the Commission Secretary

9. An Order to make a payroll change for Corporals, Full-Time, Corporal, Department 700, \$29.50/hourly, effective January 1, 2026 as presented by the Commission Secretary
10. An Order to make a payroll change for Sergeants, Full-Time, Sergeant, Department 700, \$32.33/hourly, effective January 1, 2026 as presented by the Commission Secretary
11. An Order to make a payroll change for Lieutenants, Full-Time, Lieutenant, Department 700, \$36.50/hourly, effective January 1, 2026 as presented by the Commission Secretary
12. An Order to delete from payroll for Anthony Adkins, Full-Time, Corporal, Department 700, effective November 21, 2025 as presented by the Commission Secretary
13. An Order to make a payroll change for Austin McKeown, Full-Time, Corporal, Department 700, \$27.78/hourly, effective December 14, 2025 as presented by the Commission Secretary
14. An Order to make a payroll change for Seth Lewis, Full-Time, Corporal, Department 700, \$27.78/hourly, effective December 14, 2025 as presented by the Commission Secretary
15. An Order to delete from payroll for Austin Noel, Full-Time, Deputy Sheriff, Department 700, effective November 25, 2025 as presented by the Commission Secretary
16. An Order to make a payroll change for Jamie Burgess, Full-Time, Fire Captain, Department 713, \$26.44/ hourly, effective January 4, 2026 as presented by the Commission Secretary
17. An Order to add to payroll for Cameron Blankenship, Part-Time, EMT, Department 715, \$19.90/hourly – 12 hour shift, effective December 9, 2025 as presented by the Commission Secretary
18. An Order to add to payroll for Cameron Blankenship, Part-Time, EMT, Department 715, \$14.00/hourly – 24 hour shift, effective December 9, 2025 as presented by the Commission Secretary
19. An Order to add to payroll for John Barnes, Full-Time, EMT, Department 715, \$19.90/hourly – 12 hour shift, effective December 9, 2025 as presented by the Commission Secretary
20. An Order to add to payroll for John Barnes, Full-Time, EMT, Department 715, \$14.00/hour – 24 hour shift, effective December 9, 2025 as presented by the Commission Secretary

21. An Order to add to payroll for Himanshu Chauhan, Full-Time, EMT, Department 715, \$19.90/hourly – 12 hour shift, effective December 9, 2025 as presented by the Commission Secretary
22. An Order to add to payroll for Himanshu Chauhan, Full-Time, EMT, Department 715, \$14.00/hourly – 24 hour shift, effective December 9, 2025 as presented by the Commission Secretary
23. An Order to add to payroll for Jason Nichols, Full-Time, EMT, Department 715, \$19.90/hourly – 12 hour shift, effective December 9, 2025 as presented by the Commission Secretary
24. An Order to add to payroll for Jason Nichols, Full-Time, EMT, Department 715, \$14.00/hourly – 24 hour shift, effective December 9, 2025 as presented by the Commission Secretary
25. An Order to add to payroll for Chrissy Hunley, Full-Time, EMT, Department 715, \$19.90/hourly – 12 hour shift, effective December 15, 2025 as presented by the Commission Secretary
26. An Order to add to payroll for Chrissy Hunley, Full-Time, EMT, Department 715, \$14.00/hourly – 24 hour shift, effective December 15, 2025 as presented by the Commission Secretary
27. An Order to delete from payroll for Haylee Casto, Part-Time, Kennel Tech, Department 716, effective November 16, 2025 as presented by the Commission Secretary
28. An Order to make a payroll change for Kaitlin Johnson, Full-Time, Animal Shelter Director, Department 716, \$68,000.00/salary, effective December 16, 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 \$502.00 to Track Group (Invoice for August 2025)
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$2,344.00 to Kimberly Sizemore (Invoice for November 2025)
3. 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 West Virginia BD of Risk and Insurance MGMT (Invoice for December 2025)

4. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$60.65 to ODP Business Solutions, LLC
5. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$4,860.00 to ASPIRE TO inspire (Invoice for November 2025)
6. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$16.54 to ODP Business Solutions, LLC
7. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$74.00 to QLABS (November 2025 Invoice)
8. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$3,412.50 to QLABS (November 2025 Invoice for cups)
9. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$660.00 to Track Group (November 2025 Invoice)

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: Lana M. Call, Larry Allen Cavender, Gary Harlan Chapman, Oatis Braxton Cobb Jr., Joseph Albert Durbin, Richard Clayton Groff, Joyce Ann Holley, James Hoyt Hunter, Earldine Eloise Ingram, Joseph Elsworth King, Lamond Keller Myers, Allen Eugene Reed, Janie Lea Smeal, Patricia Ann Thacker, Frances Kay White, Norma Ann Withrow

Long Form Settlements: Nathan O. McCallister, Debra Lynn Priestley

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, November 19, 2025, through December 15, 2025.

An Order to disburse the sum of \$35.00 from the Fiduciary Special Fund made payable to the State Auditor – The Inheritance Tax Administration Fund for estate tax administration fees.

An Order to release funds to Brian Wood, Clerk, in the sum of \$24.00 for the recording fee on the Estate of Robert Clair Hickman and the Estate of Martha Lorraine Burns

An Order for Daniel Summers, Executor for the Estate of Linda D. Walter, deceased to Amend Long Form Accounting

An Order and Memorandum to close the estate for the Estate of John Edward Miller and denying the Executrix, Marie Hoffman administrative fees.

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.

BOBBY EGGLETON, SHERIFF

Sheriff Eggleton recognized Deputy Brad Hodges and Deputy Devon Conliffe for their lifesaving actions.

Sheriff Eggleton recognized Deputy Seth Lewis and Deputy Austin McKeown on their promotion to Corporal.

PAUL NIEDBALSKI, HURRICANE FIRE CHIEF

Paul Niedbalski and Dave Turley both spoke about the Fire Training Center and the purpose, need and training purpose of the center.

Commissioner Ellis made a motion to approve the Putnam County Fire Training Center Grant as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

LARRY FRYE, COUNTY ATTORNEY

Larry Frye read the Order for PCDA designating Putnam County Development Authority as the Authorized Development Authority of Putnam County

JORDAN CHAPMAN, PLANNER

Jordan Chapman spoke about DAEA Case 2024-07 & 2024-08, stating there has been no progress since the Commission meeting on November 18, 2025, where the commission gave the landowners a thirty (30) day extension.

Mr. & Mrs. Carroll both spoke about the cleanup process of the property. They both stated that there has been some progress. Mr. Carroll asked the commission for another ninety (90) day extension.

Commissioner Ellis made a motion to grant a ninety (90) day extension on DAEA Case 2024-07 & 2024-08 with the landowners sending updates to the Planning Department as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

MIKYLE WHITE, OES/911 DIRECTOR

Commissioner Ellis made a motion to approve the NG911 GIS Services agreement and allow Mikyle White to sign all necessary documents as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

LARRY FRYE, COUNTY ATTORNEY

Commissioner Ellis made a motion to approve the Annexation by Petition of 0.50 acres, more or less, into the Municipal Limits of the Town of Eleanor as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the decision to amend Putnam County's Personnel Policy and Procedures Manual to include a section regarding the purchase of goods or services from vendors as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the decision to amend the Putnam County's Personnel Policy and Procedures Manual to include a Fringe Benefit's Policy as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

TIM HANNA, COUNTY MANAGER

Commissioner Ellis made a motion to approve the FY27 VOCA Grant Contract as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

PUBLIC COMMENT

None

TIM HANNA, COUNTY MANAGER

Commissioner Ellis made a motion to approve the following orders to issue checks from the General School Fund as presented:

*Issue a check from account #004-415-2-24.0 in the amount of \$15,950.00 made payable to WV State Auditor's Office for the Magistrate Court audit costs

*Issue a check from account #004-704-3-48.0 in the amount of \$106,621.51 made payable to the General County Fund (#01) for reimbursement of jail costs

Commissioner Pierson seconded the motion. The motion carried unanimously.

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

*Issue a transfer in the amount of \$14,494.45 made payable to Electronic Services Inc. for Radio System Equipment

*Issue a transfer in the amount of \$16,200.00 made payable to Laura Cox Planning & Design, LLC for Generator Grant Admin Work

*Issue a transfer in the amount of \$33,188.00 made payable to Cummins Sales and Services for Generator Purchase

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 as presented:

*Issue a check from account #003-716-4-59.0 in the amount of \$14,956.03 made payable to Paris Signs for a new illuminated Animal Shelter Sign

*Issue a check from account #003-716-2-23.0 in the amount of \$2,893.00 made payable Help For Animals for Spays and Neuters in November 2025

*Issue a check from account #003-716-2-23.0 in the amount of \$547.50 made payable to Help for Animals for veterinary visits in November 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 \$568.75 made payable to Silling Associates, Inc. for construction administration on the Putnam County Courtroom Renovation Project

*Issue a check in the amount of \$2,326.13 made payable to Silling Associates, Inc. for construction administration services on the Generator Replacement 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 General County Fund (#024-430-5-67.0) as presented:

*Issue a check in the amount of \$14,386.00 made payable to the Town of Buffalo for reimbursement out of the Stephen A. Andes Recreation Enhancement Fund

*Issue a check in the amount of \$3,804.33 made payable to the Hoge House Foundation for reimbursement out of the Stephen A. Andes Recreation Enhancement Fund

Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check from the Water and Sewer Fund (045-809-2-23.0) in the amount of \$1,000.00 payable to Arthur Krenzel Lett Insurance Group for highway permit bond on the Custer Ridge Waterline Extension Project as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check from the Putnam County Opioid Settlement Fund (#40-980-2-30.0) in the amount of \$1,950.00 payable to Recovery Point of Huntington, Inc. for Putnam County Beds for the month of November 2025 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check from the TIF Fund (273-430-5-66.0) in the amount of \$23,825.11 payable to WesBanco Bank, Inc, Trustee for November 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 10:05am, Commissioner Ellis made a motion to go into Executive Session pursuant to WV Code 6-9A-4(b)(9) to consider matters involving or affecting the purchase, sale or lease of property as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

At 10:37am, Commissioner Ellis made a motion to come out of Executive Session as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

ADJOURN

At 10:38am on Tuesday, December 16, 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, January 13, 2026, at 9:00am.

Respectfully submitted,

Melissa Smith
Executive Assistant