

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
January 13, 2026**

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 Commission President R. Andrew Skidmore. The Pledge of Allegiance followed.

R. ANDREW SKIDMORE, COUNTY COMMISSION PRESIDENT

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 December 16, 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 the closing of the Putnam County Courthouse for a full workday on January 2, 2026 based on Governor Morrissey's Executive Order signed on December 29, 2025 as presented by the Commission Secretary
2. An Order to make a payroll change for Cecilia Casto, Full-Time, Deputy Assessor, Department 406, \$15.00/hourly, effective January 19, 2026 as presented by the Commission Secretary

3. An Order to make a payroll change for Kaitlyn Stowers, Full-Time, Associate Planner, Department 439, \$19.23/hourly, effective January 4, 2026 as presented by the Commission Secretary
4. An Order to make a payroll change for Deputies, Full-Time, Deputy Sheriff, Department 700, \$28.50/hourly, effective December 21, 2025 as presented by the Commission Secretary
5. An Order to make a payroll change for Corporals, Full-Time, Corporal, Department 700, \$29.50/hourly, effective December 21, 2025 as presented by the Commission Secretary
6. An Order to make a payroll change for Sergeants, Full-Time, Sergeant, Department 700, \$32.33/hourly, effective December 21, 2025 as presented by the Commission Secretary
7. An Order to make a payroll change for Lieutenants, Full-Time, Lieutenant, Department 700, \$36.50/hourly, effective December 21, 2025 as presented by the Commission Secretary
8. An Order to delete from payroll for Sean Fletcher, Full-Time, Deputy Sheriff, Department 700, effective December 26, 2025 as presented by the Commission Secretary
9. An Order to add to payroll for Austin Noel, Full-Time, Deputy Sheriff, Department 700, \$28.50/hourly, effective December 29, 2025 as presented by the Commission Secretary
10. An Order to delete from payroll for James Searls, Full-Time, Telecommunicator, Department 712, effective November 21, 2025 as presented by the Commission Secretary
11. An Order to add to payroll for Cheyenne Christian, Full-Time, Animal Control Officer, Department 716, \$16.80/hourly, effective December 24, 2025 as presented by the Commission Secretary
12. An Order to delete from payroll for Jesse Young, Part-Time, Kennel Tech, Department 716, effective December 16, 2025 as presented by the Commission Secretary
13. An Order to delete from payroll for Austin Nolen, Full-Time, Animal Control Officer, Department 716, effective December 15, 2025 as presented by the Commission Secretary
14. An Order to add to payroll for Devan Christy, Part-Time, Kennel Tech, Department 716, \$13.65/hourly, effective December 13, 2025 as presented by the Commission Secretary

15. An Order to make a payroll change for Jamey Hunt, Full-Time - Grant Funded Temporary, Day Report Director, Department 731, \$59,933.45/salary, effective December 16, 2025 as presented by the Commission Secretary
16. An Order to make a payroll change for Robert Myles, Full-Time - Grant Funded Temporary, Day Report Officer, Department 731, \$19.40/hourly, effective December 21, 2025 as presented by the Commission Secretary
17. An Order to make a payroll change for Tori Silman, Full-Time - Grant Funded Temporary, Day Report Officer, Department 731, \$19.40/hourly, effective December 21, 2025 as presented by the Commission Secretary
18. An Order to make a payroll change for Swana Lovejoy, Full-Time - Grant Funded Temporary, Day Report Assistant, Department 731, \$15.00/hourly, effective December 21, 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 \$4,860.00 to ASPIRE TO inspire
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$117.00 to QLABS
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$90.00 to Compton Office Machine Company

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: Evelyn Pearl Brady, Garry Wayne Burkholder, Brenda Sue Conway, Clyde William Ellis, Andrew Jackson Erwin Jr., James Lewis Hines, James Robert Hamilton, Ray Russell Richardson, Bruce Raymond Wollaber, Lloyd Delbert Smalley, Jeffery Lynn Thompson, Lonnie Leo Sovine, Gary Thomas Arthur

Long Form Settlements: Gregory Scott Estes, Shirlee Frances Lively, James R. Griffith

Partial Settlements: None

Annual Accounting: None

Certificates of Completion: Rebekah A. Mitchell

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, December 16, 2025, through January 12, 2026.

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 referring the disputed estate of James Albert Call, to Scott Tyree, Fiduciary Commissioner

An Order referring the disputed estate of Kinlaw H. Richardson, Jr., to Jamie Fox, Fiduciary Commissioner

An Order to release funds to Vanguard Financial Services, in the sum of \$7.00 for the overpayment of a claim on the Estate of Rosalea M. Sommerville

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.

PUBLIC COMMENT

Jill Thornton spoke about the county's right-a-way thru her property to the 911 Emergency Radio Tower. She was asking why she is not being paid from the county for a right-a-way. She is wanting an answer in 60 days or she is prepared to take the gate down.

LARRY FRYE, COUNTY ATTORNEY

Commissioner Ellis made a motion to approve the annual appointment of Humane Officers(s) for Putnam County, WV pursuant to W.Va. Code §7-10-1 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check for the purchase of two (2) parcels of land adjacent to the 100 acres, more or less, tract of land owned by the Putnam County Commission in Eleanor, WV to resolve an on-going dispute with an adjacent landowner as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

EXECUTIVE SESSION

At 9:13 am Commissioner Ellis made a motion to go into Executive Session for the purpose of Board Interviews as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

At 9:31am Commission Ellis made a motion to enter back into regular session as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

BOARD APPOINTMENT

Commissioner Ellis made a motion to appoint Matthew Young to serve on the Putnam County Tourism Board, effective January 13, 2026 with a term to expire on June 30, 2027 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to appoint Lee McCoy to serve on the Putnam County Dilapidated & Abandoned Enforcement Agency, effective January 13, 2026 with a term to expire on May 10, 2027 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to re-appoint Dr. Jamie Totten to serve on the Putnam County Animal Shelter Board, effective January 13, 2026 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 Doug Pierson to serve on the Putnam County Community Criminal Justice Board, effective January 1, 2026 with a term to expire on December 31, 2028 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

TIM HANNA, COUNTY MANAGER

Commissioner Skidmore nominated Lisa Copley, Tim Hanna, and himself for the Audit Committee.

Commissioner Ellis made a motion to approve Lisa Copley, Tim Hanna, and Commissioner Skidmore as the Audit Committee as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to authorize the Commission President to sign all necessary documents to approve the FY26-27 RMPB Grant Application as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Skidmore recognized Thomas Smith, Field Representative for U.S. Senator Shelly Moore Capito.

KAITLYN STOWERS, ASSOCIATE PLANNER

Commissioner Ellis made a motion to accept DAEA Case 2025-34 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to file DAEA Case 2025-34 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

JORDAN CHAPMAN, PLANNER

At 9:40 am Commissioner Skidmore recused himself from the courtroom.

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

Commissioner Ellis made a motion to grant an extension until March 31, 2026 for property cleanup on DAEA Case 2025-10 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

At 9:44 am Commissioner Skidmore entered back into the courtroom.

Commissioner Ellis made a motion re-appoint Commissioner Skidmore as County Commission President 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 Dog Fund as presented:

*Issue a check from account #003-716-2-23.0 in the amount of \$986.00 made payable to Help For Animals for Spays and Neuters in December 2025

*Issue a check from account #003-716-2-30.0 in the amount of \$4,650.00 made payable to Tri-Waves Electrical Inspections, LLC for the installation of electrical service for the new illuminated sign for the Putnam County Animal Shelter

*Issue a check from account #003-716-2-30.0 in the amount of \$6,900.00 made payable to Tri-Waves Electrical Inspections, LLC for the installation of electrical service for the new commercial washer and dryer for the Putnam County Animal Shelter

*Issue a check from account #003-716-4-59.0 in the amount of \$18,454.00 made payable to Char-Ann Equipment Company for the purchase and installation of a new commercial washer and dryer for the Putnam County Animal Shelter

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 \$33,188.00 made payable to Cummins Sales and Service for Generator Purchase

*Issue a transfer in the amount of \$44,590.48 made payable to GeoComm, Inc. for First Invoice GIS Data Remediation

*Issue a transfer in the amount of \$13,334.40 made payable to Electronic Services Inc. for Radio Equipment

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 \$13,920.00 made payable to the Putnam County Fair Board for reimbursement out of the Stephen A. Andes Recreation Enhancement Fund

*Issue a check in the amount of \$20,720.72 made payable to the Town of Bancroft 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 checks from the Hotel/Motel Tax Fund to the Convention and Visitors Bureau in the amount of \$79,000.00, to Parks and Recreation Commission in the amount of \$54,000.00, and to the Recreation Enhancement Fund in the amount of \$25,000.00 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check from the General School Fund (#004-704-3-48.0) in the amount of \$15,955.04 payable to the General County Fund for reimbursement of jail costs as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

ADJOURN

At 9:47 a.m. on Tuesday, January 13, 2026, 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 27, 2026, at 5:00 p.m.

Respectfully submitted,

Melissa Smith
Executive Assistant