

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
January 27, 2026**

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 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 January 13, 2026 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 pay all full-time employees scheduled to work between 8:00am and 4:00pm January 26, 2026 their regular rate of pay due to inclement weather as presented by the Commission Secretary
2. An Order to pay all full-time employees scheduled to work between 8:00am and 10:00am January 27, 2026 their regular rate of pay due to inclement weather as presented by the Commission Secretary

3. An Order to add to payroll for Cody Bryant, Full-Time, Deputy Sheriff, Department 700, \$28.50/hourly, effective January 13, 2026 as presented by the Commission Secretary
4. An Order to add to payroll for Andrew Mayle, Full-Time, Deputy Sheriff, Department 700, \$28.50/hourly, effective January 13, 2026 as presented by the Commission Secretary
5. An Order to add to payroll for Peton Frohnapfel, Full-Time, Deputy Sheriff, Department 700, \$28.50/hourly, effective January 13, 2026 as presented by the Commission Secretary
6. An Order to delete from payroll for Emily Garrison, Full-Time, Telecommunicator, Department 712, effective January 13, 2026 as presented by the Commission Secretary
7. An Order to add to payroll for Alexis Turk, Part-Time, Kennel Tech, Department 716, \$13.65/hourly, effective January 22, 2026 a presented by the Commission Secretary
8. An Order to add to payroll for Brittany Crowder, Part-Time, Kennel Tech, Department 716, \$13.65/hourly, effective January 22, 2026 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 \$745.00 to Track Group (Dec 2025 Invoice)
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$480.00 to Prestera Center for Mental Health Services, Inc. (Nov 2025 Invoice)
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$390.00 to Prestera Center for Mental Health Services, Inc. (Dec 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: Peggy Melton Asbury, Gary Keith Asbury Sr., Robert R. Bayless, James Barry Burdette, William Randolph Camden, Ralph Richard Duttine, Norma Jean Fellure, Addie Francis Gibson, Rosalie "Rosalee" Gore, Jerry Allen Hager, Jean Canterbury Hannah, Fern Blackwell Hunter, Sandra Ann Joyce, Danelle Jeanne McCray, Genevieve Rose Persinger, Sally R. Summers, Virginia Vangilder, Selma Kay Walker, Carolyn Irene Wilkinson, Susan Ann Wilkinson

Long Form Settlements: Linda Diann Walter

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, January 13, 2026, through January 26, 2026

An Order and Hearing on Administratively Closing Delinquent or Unprogressed Estates on 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 to release funds to Brian Wood, Clerk in the sum of \$12.00 for the recording fee on the Estate of Jerry Allen Hager

An Order Releasing Bond for Teresa Matney on the Estate of Betty Jane Parley

Order Revoking Administrator, Keith Fleming and Appointing Paula Flemming as Administratrix, DBN

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 remove Administrator Keith Fleming and appoint Paula Fleming as Administratrix of the Estate of Joshua A. Wayne Fleming as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

BRIAN WOOD, COUNTY CLERK

Brian Wood spoke about The WV Secretary of State's 2026 "I Voted" Sticker Contest that is opened to all 8th grade students within the county.

MELISSA SERGENT, SENIOR PLANNER

Larry Frye, County Attorney, spoke about the Valdecourt Farm Limited Partnership LLC vs. County Commission that is currently pending in the Circuit Court of Putnam County. Attorney Tim LaFon was present, who represents Mark Linden Reed. Attorney Mark Sadd and his client Courtland Smith, Valdecourt Farm Limited Partnership LLC was present. Valdecourt Farm had filed an application in August of 2022 for rezoning of two parcels of property. Parcels 50.8 and 51 be rezoned from "RR-Rural Residential" to "C2-High Density Commercial". The rezoning application was sent to the Planning Commission for their consideration, they took evidence, held a public hearing and granted the rezoning as presented. Mark Linden Reed, who lives across from parcel 50.08, objected to the rezoning. On January 31, 2023, the County Commission held a public hearing on the rezoning and denied the rezoning request. On March 15, 2023, Valdecourt Farms filed a petition for writ of mandamus in the Circuit Court of Putnam County. On January 16, 2024, the Circuit Court granted a motion that was made on behalf of Mark Linden Reed to intervene in the matter. The parties have filed their dispositive motions and have been heard in the Circuit Court and denied. The Court scheduled the matter for trial and the trial date got continued. The settlement agreement that is being proposed is that the 50.8 parcel be reclassified from R-R(Rural Residential) to C-2(High Density Commercial) with a 50-foot setback along the south easterly boundary running with Hurricane Creek. The northerly portion of parcel 51 will be reclassified from RR-Rural Residential to C2-High Density Commercial with a southerly zoning boundary or line maintained as a RR-Rural Residential. Part of parcel 51 will be classified as RR-Rural Residential and part will be classified as C2-High Density Commercial. Mark Linden Reed will pursuant to the agreement, voluntarily withdraw any of his claims and requests for reliefs and Valdecourt Farms will withdraw its complaint. This will result in less of a rezoning that was recommended by the Planning Commission and that was requested by Valdecourt Farms. If the settlement is approved by the County Commission, it has to be submitted to the Circuit Court for its approval. At the current time, the court has denied the motions for dispositive motions, the court has not issued any rulings at this point. The County Commissions decision will have to be submitted to the Circuit Court for finalization.

Melissa Sargent spoke about notification of surrounding residents within 250 feet of parcel 50.8 and parcel 51. The notifications were mailed out on December 18, 2025, stating that the rezoning would be a topic of discussion at the commission meeting on January 27, 2026. County Attorney Larry Frye represented the Putnam County Commission in the Circuit Court of Putnam County. The Circuit Court encouraged the County Commission to come up with some kind of a settlement agreement on this rezoning matter. Commissioner Ellis stated that as long as both parties are in agreement he has no objection.

Mr. Sadd spoke about that client, Valdecourt Farms LLC had a right to the rezoning and conforming with the comprehensive plan. There was a case out of Morgantown, WV, Calvery Baptist that has similarities that went to the Supreme Court expressed new standards that had never been fully articulated in WV law that required the City of Morgantown to deliver a similar

thing, where they felt that the Comprehensive Plan would support the rezoning request from the land owner.

Mr. LaFon had no comment.

Commissioner Skidmore stated that the zoning was reduced from what was originally requested as part of the settlement.

Commissioner Ellis made a motion to accept the settlement agreement with Valdacourt Farms LLC as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

LARRY FRYE, COUNTY ATTORNEY

Commissioner Ellis made a motion to Administratively Close the estates of: 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, and Shannon Leigh Thornton and authorize the Commission President to sign all necessary documents as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

No representative or interested parties appeared to object to the administrative closures.

TIM HANNA, COUNTY MANAGER

Commissioner Ellis made a motion to approve the FY26 VOCA Grant Contract for the Prosecutor's Office and for the Commission President to sign all necessary documents as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

The following spoke requesting money from the CY26 Stephen A. Andes Recreation Enhancement Fund Grant and what the money would be used for.

- * Mayor of Bancroft, Mayor Jami Echols, via remotely, requesting \$20,800.00
- * Mayor of Winfield, Mayor Randy Barrett, requesting \$30,000.00
- * Mayor of Buffalo, Mayor Conrad Cain, requesting \$23,900.00
- * Mayor Poca, Mayor William Jones, requesting \$16,416.00
- * Putnam County Fair Board, Nathan Clendenin, requesting \$12,000.00
- * Mayor of Eleanor, Mayor Cam Clendenin, requesting \$30,000.00
- * Putnam County Hoge House Foundation, Joe Rumbaugh, requesting \$8,007.64
- *PACE Foundation, requesting \$16,700.00

* Upward Way Ministries, requesting \$14,400.00

Commissioner Ellis made a motion to table this project decision until after the March budget meeting as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

BOARD APPOINTMENT

Commissioner Ellis made a motion to re-appoint Donald Pauley to serve on the Putnam County Planning Commission Board, effective February 7, 2026 with a term to expire on February 6, 2029 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to re-appoint Jacob Pack to serve on the Putnam County Planning Commission Board, effective February 7, 2026 with a term to expire on February 6, 2029 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to re-appoint Bryan Hoylman to serve on the Putnam County Planning Commission Board, effective February 7, 2026 with a term to expire on February 6, 2029 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to re-appoint Dave Hobba to serve on the Putnam County Planning Commission Board, effective February 7, 2026 with a term to expire on February 6, 2029 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to re-appoint Tim Engel to serve on the Putnam County Planning Commission Board, effective February 7, 2026 with a term to expire on February 6, 2029 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to re-appoint Jason Baker to serve on the Putnam County Planning Commission Board, effective February 7, 2026 with a term to expire on February 6, 2029 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to re-appoint Lowell Wilks to serve on the Putnam County Historic Landmark Board, effective March 29, 2026 with a term to expire on March 28, 2029 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

TIM HANNA, COUNTY MANAGER

Commissioner Ellis made a motion to approve the order to transfer from the 911-07 Fund to Electronic Specialty Company in the amount of \$6,900 for 911 Center Projectors 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 as presented:

*Issue a check from account #003-716-2-23.0 in the amount of \$3,222.00 made payable to Fix'Em Clinic for November and December 2026 Spays and Neuters

*Issue a check from account #003-716-2-30.0 in the amount of \$560.00 made payable to Ripley Paws Veterinary Clinic for Veterinary Services in January 2026

*Issue a check from account #003-716-3-41.0 in the amount of \$1,885.00 made payable to Casto & Harris, Inc. for 12,300 rabies tags for FY 2026

*Issue a check from account #003-716-2-23.0 in the amount of \$2,811.91 made payable to Hurricane Animal Hospital for November – December 2025 Veterinary Office visits

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 \$2,015.00 payable to Recovery Point of Huntington, Inc. for Putnam County Beds for the month of December 2025 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check from the Technology Fund (020-994-4-59.0) in the amount of \$279.09 payable to ODP Business Solutions for an HP Laserjet Printer Invoice number 454273357001 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check from the Putnam County Building Fund (#044-425-2-23.0) in the amount of \$2,674.67 payable to Silling Associates, Inc. for construction administration services on the Generator Replacement Project as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check from the General County Fund (#024-430-5-67.0) in the amount of \$567.67 payable to the Hoge House Foundation 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 issue checks from the TIF Fund as presented:

*Issue a check from account #273-430-5-66.0 in the amount of \$37,104.13 made payable to WesBanco Bank, Inc, Trustee for December 2025 TIF Revenue (Acct #108507771 Revenue Fund) – Trustee is to issue debt service payments for Putnam Bonds 2017AB

*Issue a check from account #273-430-2-23.0 in the amount of \$4,927.00 made payable to GAI Consultants for project management and design services on the Valley Park Parking Lot Improvement Project for the Putnam County Parks and Recreation Commission

Commissioner Pierson seconded the motion. The motion carried unanimously.

PUBLIC COMMENT

None

ADJOURN

At 6:11 p.m. on Tuesday, January 27, 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, February 10, 2026, at 9:00 a.m.

Respectfully submitted,

Melissa Smith
Executive Assistant