

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
February 24, 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 February 10, 2026 Commission meeting minutes as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

ERRONEOUS ASSESSMENTS

Commissioner Ellis made a motion to approve the Erroneous Assessments as presented: Timothy W. (Tim) &/or Jodi E. Allen, Three (3) for J.F. & Lona E. Asbury, Two (2) for Cherry River Construction LLC, Devin Cloninger, Tyler Ferguson, Michelle (Kendall) Ferrell, Three (3) for Ricky D. Fields Jr., Cassidy M. Forth, Lexie M. Hatfield, Aimee Michelle & Norma J Meadows Hivley, Kelly Holland, Two (2) for Jenkins Fenstermaker PLLC, Four (4) for Brailford or Judy Keeton III, George &/or Rosa Maria McKinney, Jason E. &/or Tymia A. or Clayton Milbee, Matthew R. Money penny, Nadeau Money penny, Parsons Brothers Property Group LLC, Three (3) for Eric S. Parsons, Paul A. &/or Amy N. Marshall Parsons, Jessica A. Pointer, Four (4) for A Primitive Glow Brandi Inc., Kris A. Rose, Kelsey D. Scarberry, Thomas &/or Elaina Scarlato, Thomas O. &/or Shanna F. Scarlato, Christian V. Smith, Two (2) for John Clay &/or Amy G. Smith, Sherri Smith, Two (2) for Scott Vanalstyne, Warren A. Lacy, Melissa P. Weekley, Jill Wells, Paul M. Clark ET UX, Two (2) for Jaerae Holdings LLC, Nine (9) for Harry Paxton

61 Erroneous Assessments were approved totaling \$42,417.33 in deduction of taxes.

Commissioner Pierson seconded the motion. The motion carried unanimously.

DIVIDE ORDERS

Commissioner Ellis made a motion to approve the Combine and Divide Orders as presented:

Dawn R. Eads, Jeffrey Hodges, Michael Marshall, Rippetoe Properties, Jennifer Russell, Tonya Sue Sovine

Commissioner Pierson 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 add to payroll for Daniel Black, Part-Time, Custodian, Department 424, \$12.50/hourly, effective February 17, 2026 as presented by the Commission Secretary
2. An Order to add to payroll for Corey Goldizen, Full-Time, Maintenance, Department 425, \$16.00/hourly, effective February 23, 2026 as presented by the Commission Secretary
3. An Order to make a payroll change for Danielle Coonradt, Part-Time, EMT, Department 715, \$19.90/hourly – 12 hour shift, effective March 7, 2026 as presented by the Commission Secretary
4. An Order to make a payroll change for Danielle Coonradt, Part-Time, EMT, Department 715, \$14.00/hourly – 24 hour shift, effective March 7, 2026 as presented by the Commission Secretary
5. An Order to delete from payroll for Devan Christy, Part-Time, Kennel Tech, Department 716, effective January 9, 2026 as presented by the Commission Secretary
6. An Order to delete from payroll for Gracie Karnas, Part-Time, Kennel Tech, Department 716, effective January 31, 2026 as presented by the Commission Secretary
7. An Order to add to payroll for Kelsey McGhee, Part-Time, Kennel Tech, Department 716, \$13.65/hourly, effective February 18, 2026 as presented by the Commission Secretary
8. An Order to delete from payroll for Shane Morris, Full-Time, Courthouse Security, Department 730, effective March 6, 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 \$592.00 to Track Group (Jan. 2026 Invoice)
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$2,700.00 to ASPIRE TO inspire (Jan. 2026 Invoice)
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$330.00 to Prestera Health Services (Jan. 2026 Invoice)
4. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$145.00 to QLABS (Jan. 2026 Invoice #121946)

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: Linda M. Baier, Dempsey Orville Dickson, William David Foster, Joseph Edward Henson, Clayton Richard Lovejoy, Sue Ann Ludwig, Melba Rae Melton, Billie Dawn Parkins aka Warner, Roy Edward Snyder, William Douglas Winters

Long Form Settlements: James Lee Boone, Sr.

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 February 10, 2026, through February 24, 2026.

An Order revoking the Small Estate to allow full probate on the estate of Shirley Lee Cobb, Jr. as per requested by Katheryn Cobb, Successor.

An Order to re-open the Estate of Elwood Brafford, to appoint David E. Brafford as the Administrator DBN.

An Order to Terminate, Revocation of Committee, Vione A. Harris for Howard Eugene Cain, Incompetent.

An Order to Rescind the appointment of Gail Holbrook as Administratrix for the estate of Joanne Duncan McCoy because a Will was found.

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.

BRIAN WOOD, COUNTY CLERK

Brian Wood spoke about the "I Voted" Sticker contest for Putnam County. Megan Tarbett, Putnam County Library helped announce the winners of the contest.

Winfield Middle School: 3rd place – Joleigh Withrow, 2nd place – Joslyn Massile, 1st place – Quinn Dumrongkietiman

Hurricane Middle School: Honorable Mention – Kellan White, 3rd place – Marylynn Antoine, 2nd place – Katie Doerner & Lucy Barnes, 1st place – Clinton Steele

George Washington Middle School: Honorable Mention – Mattie Schmader, 3rd place – Isabella Shafer, 2nd place – Kyndell Stone, 1st place – Zoey Woods

County Winners – 3rd place – Lucy Barnes (Hurricane Middle School) & Katie Doerner (Hurricane Middle School), 2nd place – Zoey Woods (George Washington Middle School), 1st place – Clinton Steele (Hurricane Middle School)

JIM NAGY, TERRADON

Jim Nagy spoke about the Custer Ridge Water Project bids. There was a total of 9 bids received. They are as follows:

- 1 – A to Z Plumbing \$756,455.00
- 2 - Bamm Contracting \$1,070,282.29
- 3 - BC Allen Company \$986,287.00
- 4 - Benchmark Construction \$2,074,730.00
- 5 – Chojnacki Construction \$792,805.00
- 6 – Mountain Haus Properties \$1,099,206.00
- 7 – Pro Contracting \$885,629.00
- 8 – Virco Contracting \$1,335,862.00
- 9 – Wiseman Excavating \$1,338,497.00

Commissioner Ellis motion to approve the low bid pending staff approval as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

PUBLIC COMMENT

Rita Meadows spoke about the Cupcake Festival that will be held August 27-29, 2026, at Valley Park. They are requesting money to help fund musical acts during the festivities.

Commissioner Skidmore stated that they will take this into consideration and get back with them.

Kyle Mccausland spoke about hearing rumors about a data center coming into Putnam County.

Commissioner Skidmore stated that they have heard the rumors as well but that no permits have been applied for thru the Planning Department.

MELISSA SARGENT, SENIOR PLANNER

Commissioner Ellis made a motion to open public hearing regarding PCPC REZ 2025-02 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

There were no public comments.

Commissioner Ellis made a motion to close public hearing regarding PCPC REZ 2025-02 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis stated that the pieces of property in question are only good for commercial property. You don't want to build a farm or anything on highly travelled highways. This property, when they designed and built the new 35, and of course, 64 was completed in 1959 in this area. This would be an excellent opportunity for the region and the County. There is no other property in the County, or really most of the region as valuable – that is centrally located as this property. So, I think that is a fair assessment of the property and I think that would be a good use of the property.

Commissioner Skidmore stated that there are not too many areas in our County, let alone in our State, where you have two major intersections of Interstate Highway and Federal Highway. Location wise, it makes sense.

PCPC REZ 2025-02 - Criteria #1 – Will the proposed amendment protect and promote the public health, safety, convenience, morals, and general welfare:

Commissioner Ellis voted yes stating: That is definitely a plus for the State and the County to have this particular piece of property developed and that is again, all of this property is not going to be used at this particular time, but that eventually will.

Commissioner Pierson voted yes stating: With the assurance that those screenings will be placed between the Highway Interchange and the Residential.

Commissioner Skidmore voted yes stating: The Intersection of 35 & 64 is an important pathway for commercial development and for highway interchange, this is how the property should be utilized. We didn't determine where Route 35 was going to come 30 years ago but that's where is at and that's where these types of businesses – that's where the opportunities lie.

PCPC REZ 2025-02 - Criteria #2 – Is the amendment consistent in achieving the objectives for the adopted Comprehensive Plan, US 35 Corridor Management Plan, and the Teays Valley Land Use Plan:

Commissioner Ellis voted yes stating: For the same reasons stated above it would be.

Commissioner Pierson voted yes stating: I agree as well. It would be a good addition to that area.

Commissioner Skidmore voted yes stating: I agree as well. The economic sustainability that's in the 35 Comprehensive Plan is to increase revenue base with new or expanded business opportunities. This would be part of that to generate those developable land opportunities that we have before us.

Commissioner Ellis made a motion to approve the PCPC REZ 2025-02 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

OUTSIDE AGENCIES BUDGET PRESENTATIONS

The following Agencies presented their Budget Request for FY2027:

- Kelli Steele – Putnam County Tourism
- Megan Tarbett – Putnam County Library
- Krista Snodgrass – Putnam County Fair Board
- Crystal Moberley – Putnam County Health Department
- Justin Williams – Putnam County Parks & Recreation
- Jamey Hunt – Day Report
- Tim Sayre – WVU Extension

JORDAN CHAPMAN, PLANNER

Commissioner Ellis made a motion on DAEA Case 2023-36 to grant a 60 day extension for property cleanup then start imposing \$100/day sanctions if property is not cleaned up as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion on DAEA Case 2024-30 to impose sanctions of \$100/day as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion on DAEA Case 2025-14 to impose sanctions of \$100/day as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion on DAEA Case 2025-19 to impose sanctions of \$100/day as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

KAITLYN STOWERS, PLANNER

Commissioner Ellis made a motion to accept and file complaint on DAEA Case 2025-27 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to accept DAEA Case 2025-28 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to file complaint on DAEA Case 2025-28 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Paula Gibson, landowner, spoke in regards to DAEA Case 2025-32 and asked for an additional 90 days to get the property cleaned up.

Commissioner Ellis made a motion to revisit DAEA Case 2025-32 in 90 days for potential cleanup being completed. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to accept DAEA Case 2025-33 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to file complaint on DAEA Case 2025-33 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to accept DAEA Case 2025-38 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to file complaint on DAEA Case 2025-38 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

TIM HANNA, COUNTY MANAGER

Commissioner Ellis made a motion to issue checks from the Dog Fund (#003-716-2-23.0) as presented:

- * In the amount of \$125.00 payable to Valley Veterinarians for February 2026 veterinary services
- * In the amount of \$533.87 payable to Healing Paws Veterinary Center for August and September 2025 vet exams

Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue checks from the General County Fund as presented:

- * Account 001-443-5-67.0 in the amount of \$3,412.50 payable to the PACE Foundation for a down payment on supplies needed for the America 250 Mural Project Grant

* Account 001-800-5-67.0 in the amount of \$50,000.00 payable to the Putnam County Health Department as contribution for FY2025-26

* Account 001-401-2-23.0 in the amount of \$2,050.00 payable to WesBanco for Trustee Fees (invoice number 8663)

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 \$31,392.87 payable to WesBanco Bank, Inc., Trustee for January 2026 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.

ADJOURN

At 7:27p.m. on Tuesday, February 24, 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, March 10, 2026, at 9:00 a.m.

Respectfully submitted,

Melissa Smith
Executive Assistant