

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
March 10, 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 February 24, 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 make a payroll change for Shane Morris, Full-Time, Firefighter, Department 713, \$21.63/hourly, effective March 8, 2026 as presented by the Commission Secretary
2. An Order to add to payroll for Dacoda Shirkey, Full-Time, Firefighter, Department 713, \$21.63/hourly, effective March 8, 2026 as presented by the Commission Secretary

3. An Order to add to payroll for Donald Bannister III, Full-Time, Firefighter, Department 713, \$21.63/hourly, effective March 8, 2026 as presented by the Commission Secretary
4. An Order to add to payroll for Xavier Cincotta, Full-Time, Firefighter, Department 713, \$21.63/hourly, effective March 8, 2026 as presented by the Commission Secretary
5. An Order to delete from payroll for Hannah Kersey, Part-Time, EMT, Department 715, effective March 3, 2026 as presented by the Commission Secretary
6. An Order to delete from payroll for Damion Roe, Part-Time, EMT, Department 715, effective March 3, 2026 as presented by the Commission Secretary
7. An Order to add to payroll for Joshua Jackson, Full-Time, EMT, Department 715, \$19.90/hourly – 12 hour shift, effective March 4, 2026 as presented by the Commission Secretary
8. An Order to add to payroll for Joshua Jackson, Full-Time, EMT, Department 715, \$14.00/hourly – 24 hour shift, effective March 4, 2026 as presented by the Commission Secretary
9. An Order to add to payroll for James Tiller, Full-Time, Courthouse Security, Department 730, \$17.36/hourly, effective March 9, 2026 as presented by the Commission Secretary
10. An Order to Amend payroll change 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 \$241.00 to QLABS (Feb. Invoice)
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$1,280.00 to QLABS (Feb. Invoice)
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$3,140.00 to ASPIRE TO inspire (Feb. Invoice)
4. 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 WV BD of Risk and Insurance MGMT, (April – June 30, 2025 Invoice)

5. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$1,584.00 to Kimberly Sizemore (Jan 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: Melvin Marshall Asbury, Sierra Sue Bentley, Alva Ray Dunn Jr., Shirley Anne O. Lewis-Hall, Sandra K. Mooney, Regina Nadine Powell "Richardson", James R. Sovine, Donald W. Torman, Ralph Willard Workman

Long Form Settlements: None

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 25, 2026, through March 9, 2026.

Order to revoke Administratrix, Ashley D. Fronda for the Estate of Dorsel Howard Cobb, Jr. and appoint Putnam County Sheriff, Bobby Eggleton as Administrator.

An Order to disburse the sum of \$130.00 from the Fiduciary Special Fund made payable to the State Auditor – The Inheritance Tax Administration Fund for estate tax administration 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.

Commissioner Ellis made a motion to approve the order to remove Ashley D. Fronda, Administratrix, on the estate of Dorsel Howard Cobb Jr., and appoint Putnam County Sheriff, Bobby Eggleton as the Administrator of the estate as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

PUBLIC COMMENT

Benjamin King spoke regarding an issue and was referred to Judicial by the Sheriff.

COMMISSION PRESIDENT SIDMORE

Commissioner Ellis made a motion to approve the Custer Ridge Waterline Extension Project Award to Chojnacki Construction and authorize the Commission President to sign all necessary documents as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

OUTSIDE AGENCY BUDGET PRESENTATION

The following Agencies presented their Budget Request for FY2027:

Marganne Tenney - PCDA

MELISSA SARGENT, SENIOR PLANNER

Commissioner Ellis made a motion to approve the PCPC 2025-02 - Rezoning of Tax Map 214, Parcels 2.1, 3, 21 and 37 totaling 285.75 +/- acres from "R-R" Rural Residential and "C-2" High Density Commercial to H-1" Highway Interchange as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

ELECTED OFFICIALS BUDGET PRESENTATIONS

The following Elected Officials presented their Budget Request for FY2026:

Kris Raynes - Prosecuting Attorney
Stephanie Smith – Circuit Clerk
Bobby Eggleton - Sheriff
Gary Warner - Assessor
Brian Wood – County Clerk

Commissioner Ellis made a motion to approve the order upon the recommendation of the Putnam County Democratic Executive Committee and the Putnam County republican Executive Committee that each of the election officials received from the Democratic and Republican Executive Committees be named Election Officials for the purpose of conducting the Primary Election to be held on May 12, 2026 and that the Clerk of the County Commission should fill any vacancies as necessary as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

TIM HANNA, COUNTY MANAGER

Commissioner Ellis made a motion to approve the Budget Revision for Department 716 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Budget Revision for Department 402 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Budget Revision for Department 711 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

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

- In the amount of \$17.00 payable to Godfrey's Animal Clinic for veterinary medication in September 2025
- In the amount of \$125.00 payable to Valley Veterinarians for February 2026 veterinary services
- In the amount of \$284.64 payable to The Ohio State University Veterinary Medical Center for January 2026 veterinary services
- In the amount of \$2,995.50 payable to Fix 'Em Clinic for December 2025 – February 2026 veterinary services

Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check from the Water and Sewer Fund (045-809-5-66) in the amount of \$3,245.00 (invoice #46899) payable to Terradon Corporation for engineering services for the Water Feasibility Report Update as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to transfer from the 911-07 Fund to Carolina Recording Systems, LLC in the amount of \$3,660.00 for Equipment Cost for Recorder Upgrade as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check from the Leased Land Preservation Fund (#019-432-2-23.0) in the amount of \$3,600.00 payable to Randolph Engineering for professional services through February 2026 for the Putnam County Gun Club property as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check from the Putnam County TIF Fund (#273-430-2-23.0) in the amount of \$3,678.75 payable to Potesta & Associates, Inc. for engineering and survey services on the Valley Park Draining Project for the Putnam County Parks and Recreation Commission as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

LARRY FRYE, COUNTY ATTORNEY

Commissioner Skidmore recused himself from the courtroom at 9:27am.

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

Blake Stevens and Gary Young, adjacent landowners, spoke against the annexation.

Commissioner Ellis made a motion to table the annexation by petition of 3.02 acres, Project No. 2026006 until the next commission meeting as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Pierson made a motion to table the annexation by petition of 7.26 acres, Project No. 2019102 until the next commission meeting as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Skidmore re-entered the courtroom at 10:00am.

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

ADJOURN

At 10:02 a.m. on Tuesday, March 10, 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 24, 2026, at 5:00 p.m.

Respectfully submitted,

Melissa Smith
Executive Assistant