

APPROVED: _____

DATE: _____

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

Commissioner Ellis made a motion to approve the March 10, 2026 Budget meeting minutes as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the March 17, 2026 Budget 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: Two (2) for Parker Bentley, Caleb or Heather Brown, Roderick Ann &/or Rocky Casto, Robert D. or Carol Fields, Andrew F. &/or Shayln N. Garrett, Mary E. Gates, Three (3) for James M. &/or Nicole George, Three (3) for Richard A. &/or Courtney (White) Harrison Jr., Stephen R. or Danielle Huddleston, Gloria Linville, Michael McCallister, Glen A. &/or Virginia Adair McClung, Christina McCune, Brandon & Morgan T. Melton, Jeffery Petersen, Dana (Gillispie) Plants, Diana Ratcliff, Misty &/or Phillip Rollins, Christian V. Smith, Tim A. & Pamela B. Stinespring, Phillip M. &/or Terri Stowers, Carl A. Walker ET UX, Thomas M. White

28 Erroneous Assessments were approved totaling \$14,770.92 in deduction of taxes.

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 make a payroll change for Amy Ashworth, Full-Time, Payroll Coordinator, Department 402, \$68,250.00/salary, effective April 1, 2026 as presented by the Commission Secretary
2. An Order to add to payroll for Charlie Cain, Part-Time, Fire Fighter, Department 713, \$20.00/hourly, effective March 23, 2026 as presented by the Commission Secretary
3. An Order to add to payroll for Jonathon Carter, Part-Time, Fire Fighter, Department 713, \$20.00/hourly, effective March 23, 2026 as presented by the Commission Secretary
4. An Order to add to payroll for John Hastings, Part-Time, Fire Fighter, Department 713, \$20.00/hourly, effective March 23, 2026 as presented by the Commission Secretary
5. An Order to add to payroll for Erik Hill, Part-Time, Fire Fighter, Department 713, \$20.00/hourly, effective March 23, 2026 as presented by the Commission Secretary
6. An Order to add to payroll for Henry Lloyd, Part-Time, Fire Fighter, Department 713, \$20.00/hourly, effective March 23, 2026 as presented by the Commission Secretary
7. An Order to add to payroll for Lydia Magee, Part-Time, Fire Fighter, Department 713, \$20.00/hourly, effective March 23, 2026 as presented by the Commission Secretary
8. An Order to add to payroll for Quaide McNabb, Part-Time, Fire Fighter, Department 713, \$20.00/hourly, effective March 23, 2026 as presented by the Commission Secretary
9. An Order to add to payroll for Tyler Melson, Part-Time, Fire Fighter, Department 713, \$20.00/hourly, effective March 23, 2026 as presented by the Commission Secretary
10. An Order to add to payroll for Zachary Nichols, Part-Time, Fire Fighter, Department 713, \$20.00/hourly, effective March 23, 2026 as presented by the Commission Secretary
11. An Order to add to payroll for John Nicholson, Part-Time, Fire Fighter, Department 713, \$20.00/hourly, effective March 23, 2026 as presented by the Commission Secretary

12. An Order to add to payroll for Gavin Niedbalski, Part-Time, Fire Fighter, Department 713, \$20.00/hourly, effective March 23, 2026 as presented by the Commission Secretary
13. An Order to add to payroll for Trek Tomlin, Part-Time, Fire Fighter, Department 713, \$20.00/hourly, effective March 23, 2026 as presented by the Commission Secretary
14. An Order to add to payroll for Jonathan Vandergriff, Part-Time, Fire Fighter, Department 713, \$20.00/hourly, effective March 23, 2026 as presented by the Commission Secretary
15. An Order to add to payroll for Nathaniel Watson, Part-Time, Fire Fighter, Department 713, \$20.00/hourly, effective March 23, 2026 as presented by the Commission Secretary
16. An Order to add to payroll for Nyle Whittington, Part-Time, Fire Fighter, Department 713, \$20.00/hourly, effective March 23, 2026 as presented by the Commission Secretary
17. An Order to make a payroll change for Destiny Hicks, Full-Time, Paramedic, Department 715, \$27.04/hourly – 12 hour shift, effective March 15, 2026 as presented by the Commission Secretary
18. An Order to make a payroll change for Destiny Hicks, Full-Time, Paramedic, Department 715, \$18.64/hourly – 24 hour shift, effective March 15, 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 \$341.50 to Track Group (Feb. 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:

Nancy Agee, William Bryce Casto, Jerry Allen Goodwin, John Mark Hager, Robert Clair Hickman, Karen T. Patterson, Diana Kay Persinger, Frank Douglas Robertson, Nancy Carol Smith

Long Form Settlements: Connie Ann Foster, Mary Leona Winters

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 March 10, 2026, through March 24, 2026.

An Order for Disclaimer on the Estate of Donald T. McAllister, Ginger L. McAllister, Guardian/Conservator for Chase D. McAllister, legal heir of Donald T. McAllister, deceased.

Order appointing Joe Hunter as Guardian Ad Litem to act on behalf of the heirs on the estate of Inge Renate Klein as requested by Harvey D. Peyton, Fiduciary Commissioner.

Order to release and remove a claim against the Estate of Dorsel Howard Cobb, Jr.

Report and notice of Fiduciary Supervisor on Order to show cause against delinquent or unprogressed estate (no good cause shown): Lona J. Akers, Dorothy Jean Angle, Anna Ilene Arbogast, Donna Lee Ashworth, Bradley Atkins, Trudy Elaine Bailey, Catherine M. Ballengee, Katheryn Sue Barnett, Luther Jennings Whitt.

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.

BOARD APPOINTMENT

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

Commissioner Ellis made a motion to re-appoint Linda Bush 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.

PUBLIC COMMENT

None

LARRY FRYE, COUNTY ATTORNEY

Larry Frye stated that the City of Hurricane are withdrawing their annexations at this time of 3.02 acres – Project No. 2026006 and 7.26 acres - Project No. 2019102.

JAMEY HUNT, DAY REPORT DIRECTOR

Commissioner Ellis made a motion for the Commission President to sign all necessary documents for the Community Corrections Grant Application as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

TIM HANNA, COUNTY MANAGER

Commissioner Ellis made a motion to approve the Intergovernmental transfer of the 1992 Pierce Fire Engine to the Poca Volunteer Fire Department as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the FY 2027 Budget and authorize the County Clerk to sign all necessary documents as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

JORDAN CHAPMAN, PLANNER 1

Mr. & Mrs. Carol spoke regarding DAEA Case 2024-07 and 2024-08.

Commissioner Ellis made a motion to give an additional 60 days for cleanup on DAEA Cases 2024-07 & 2024-08 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

KAITLYN STOWERS, ASSOCIAT PLANNER

Commissioner Ellis made a motion to dismiss DAEA Case 2023-27 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to schedule a public hearing on DAEA Case 2025-28 and authorize the Commission President to sign all necessary documents as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

DAVID COLL, OFFICE OF PLANNING & INFRASTRUCTURE DIRECTOR

Commissioner Ellis made a motion to approve the updated version of the Putnam County Dilapidated & Abandoned Ordinance as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

MELISSA SARGENT, SENIOR PLANNER

Commissioner Ellis made a motion to open public hearing on PCPC REZ 2025-03 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

There were no comments.

Commissioner Ellis made a motion to close public hearing on PCPC REZ 2025-03 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

PCPC REZ 2025-03 - Criteria #1 – Will the proposed amendment protect and promote the public health, safety, convenience, morals, and general welfare:

Commissioner Ellis voted yes stating: The Meeks family has been excellent neighbors in the past, to the community and to the county and I believe that in the future. Everyone on the Planning Board is in favor of this rezoning.

Commissioner Pierson voted yes stating: Agrees with Commissioner Ellis.

Commissioner Skidmore voted yes stating: Only having 3 ½ feet access to Ellis Drive if its not used off Commerce Drive makes the land pretty unusable.

PCPC REZ 2025-03 - 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.

Commissioner Pierson voted yes stating: Agrees with Commissioner Ellis.

Commissioner Skidmore voted yes stating: As part of our Comprehensive Plan is highest and best used in developing commercial property, so due to the restrictions to the other side of the property, Ellis Drive, I agree.

Commissioner Ellis made a motion to approve the PCPC REZ 2025-03 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 439 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 \$796.20 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 Coal Severance Fund (002-809-5-67.0) in the amount of \$134,000.00 payable to the Putnam County Building Commission Series B Bond Revenue Account, toward Waterworks Revenue Bond payments 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 \$1,820.00 payable to Recovery Point of Huntington, Inc. for Putnam County Beds for the month of February 2026 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check from the Dog Fund in the amount of \$1,799.75 (#003-716-2-23.0) payable to Fix 'Em Clinic for February 2026 spays and neuters 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 \$534,864.52 payable to WesBanco Bank, Inc, Trustee for February 2026 TIF Revenue (Acct #10850771 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 5:38 p.m. on Tuesday, March 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, April 14, 2026, at 9:00 a.m.

Respectfully submitted,

Melissa Smith
Executive Assistant