

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
April 14, 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 the Orders presented by the County Clerk as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

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 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 the closing of the Putnam County Courthouse for a full workday on April 3, 2026 based on Governor Morrissey's Executive Order signed on March 31, 2026 as presented by the Commission Secretary
2. An Order to make a payroll change for Melissa Sargent, Full-Time, Senior Planner, Department 439, \$59,265.00/salary, effective April 1, 2026 as presented by the Commission Secretary

3. An Order to delete from payroll for Trevor Montgomery, Full-Time, Deputy Sheriff, Department 700, effective April 20, 2026 as presented by the Commission Secretary
4. An Order to add to payroll for Marissa Given, Full-Time, Telecommunicator, Department 712, \$21.00/hourly, effective April 13, 2026 as presented by the Commission Secretary
5. An Order to add to payroll for Brionna Adkins, Full-Time, Telecommunicator, Department 712, \$21.00/hourly, effective April 13, 2026 as presented by the Commission Secretary
6. An Order to add to payroll for Jonathan Carter, Part-Time, Fire Fighter, Department 713, \$20.00/hourly, effective March 23, 2026 as presented by the Commission Secretary
7. An Order to delete from payroll for Cameron Blankenship, Part-Time, EMT, Department 715, effective April 1, 2026 as presented by the Commission Secretary
8. An Order to delete from payroll for Danielle Coonradt, Part-Time, EMT, Department 715, effective April 1, 2026 as presented by the Commission Secretary
9. An Order to delete from payroll for Brittany Crowder, Part-Time, Kennel Tech, Department 716, effective April 13, 2026 as presented by the Commission Secretary
10. An Order to add to payroll for Julianna Bass, Part-Time, Kennel Tech, Department 716, \$13.65/hourly, effective April 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 \$4,120.00 to ASPIRE TO inspire (March Invoice)
2. 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 (March Invoice)
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$55.32 to ODP Business Solutions, LLC
4. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$480.00 to Prestera Health Services (Feb. Invoice)
5. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$124.00 to QLABS (March 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: Anna Ilene Arbogast, Warren Delano Dickerson, Joan Mary Griffith, Raymond Allen Hinzman, Angela Maria Moore, Gloria Louise Rumbaugh, Michael Avery Sawyer, Veronica Joyce Thornhill, Harry Michael Tucker, Ronald Wayne Watkins, Dorothy Mae Woodall

Long Form Settlements: None

Partial Settlements: None

Annual Settlements: Mildred Voilet Slack

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 25, 2026, through April 14, 2026.

An Order for Disclaimer on the Estate of Della Jill Litton from legal heir Michael Allen James.

An Order removing Administratrix, Elizabeth D. Brown and appointing Larry Alford Whittington, Jr. for the Estate of Larry Alford Whittington, Sr.

A Motion and Order appointing Sheriff, Bobby Eggleton over the Estate of Dennis Fenton Avelar.

An Order to disburse the sum of \$150.00 from the Fiduciary Special Fund made payable to the State Auditor – The Inheritance Tax Administration Fund for the estate tax administration fees.

Order/Notice of change originally scheduled meeting from April 28, 2026 at 5:00pm to April 28, 2026 at 9:00am for the Delinquent and Unprogressed Estates.

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

Multiple citizens spoke against the Data Center that is coming to Putnam County.

Marilyn Faust Spoke in regards to living in the City of Nitro and paying taxes for fire service in Nitro and Putnam County. She also spoke against the Data Center.

ROB VANATER, SOLID WASTE AUTHORITY ACTING DIRECTOR

Commissioner Ellis made a motion for county manager to pursue the funding request as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

TERRY MARTIN, RIC

Commissioner Ellis made a motion to approve the amendment of the contract for project administration and technical services for the Custer Ridge Waterline Extension Project as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

JIM NAGY, TERRADON

Commissioner Ellis made a motion to approve to amend the Custer Ridge Waterline Extension Engineering Contract as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

EXECUTIVE SESSION

At 10:18am 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 10:43am 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 Dawn Lemle to serve on the Putnam County Solid Waste Authority Board, effective April 14, 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 William Dempsey to serve on the Putnam County Parks & Recreation Board, effective April 14, 2026 with a term to expire on August 31, 2028 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

TIM HANNA, COUNTY MANAGER

Commissioner Ellis made a motion to approve the FY26 VAWA Grant Application and authorize the commission president to sign all necessary documents as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

KAITLYN STOWERS, ASSOCIATE PLANNER

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

Mr. & Mrs. Fletcher spoke regarding the property and asked for more time to get the property cleaned up.

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

Commissioner Ellis made a motion to extend an additional 90 days for cleanup to be made as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to comply within 60 days of the order on DAEA Case 2025-33 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

MELISSA SARGENT, SENIOR PLANNER

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

LARRY FRYE, COUNTY ATTORNEY

Commissioner Ellis made a motion to grant Appalachian Power a right of way on property pertaining to the Putnam County Gun Club and authorize the commission president to sign all necessary documents as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

JORDAN CHAPMAN, PLANNER 1

At 11:04am, Commissioner Skidmore recused himself from the courtroom.

Commissioner Pierson made a motion to appoint Commissioner Ellis as commission president as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

Commissioner Pierson made a motion to dismiss DAEA Case 2025-10 as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

LARRY FRYE, COUNTY ATTORNEY

Commissioner Pierson made a motion to approve the annexation of 4.92 acres, more or less, of territory, identified as Project No. 2026006 into the Corporate Limits of the City of Hurricane as presented. Commissioner Ellis seconded the motion. The motion carried unanimously.

At 11:10am, Commissioner Skidmore re-entered the courtroom.

Commissioner Ellis made a motion to appoint Commissioner Skidmore as 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 Budget Revision for Department 435 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check from the Hotel/Motel Tax Fund to the Convention and Visitors Bureau in the amount of \$58,500.00, to Parks and Recreation Commission in the amount of \$33,500.00, and to the Recreation Enhancement Fund in the amount of \$25,000.00 as presented by Mr. Hanna. 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 \$165,415.68 payable to WesBanco Bank, Inc, Trustee for March 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.

Commissioner Ellis made a motion to approve the following transfers from the General County Fund to the Putnam County Employee Benefit Fund as presented:

- October 2025 in the amount of \$9,163.72
- November 2025 in the amount of \$9,055.76
- December 2025 in the amount of \$10,185.60
- January 2026 in the amount of \$10,092.67
- February 2026 in the amount of \$10,154.66

Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check from the Technology Fund (020-428-2-30.0) in the amount of \$79,900.00 payable to Lightrr for invoice #8824 for Putnam County 911 PC Upgrade as presented. 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 \$1,397.50 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 New River Engineers, Inc. in the amount of \$11,402.50 for Kale/Winfield/Hurricane Tower Site Engineering 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 \$6,096.14 (#003-716-2-23.0) payable to Hurricane Animal Hospital for January – March 2026 Veterinary Office visits as presented. 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 001-412-5-68.0 in the amount of \$70,560.00 payable to the WVU Cooperative Extension Service as contribution for FY2025-26
- Account 001-442-5-67.8 in the amount of \$63,342.00 payable to Pillar Innovations, LLC for payment application #3 of the Putnam County Emergency Generator Replacement Project

Commissioner Pierson seconded the motion. The motion carried unanimously.

ADJOURN

At 11:15 a.m. on Tuesday, April 14, 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 21, 2026, at 8:00 a.m., Lay of Levy.

Respectfully submitted,

Melissa Smith
Executive Assistant