

APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_

**MINUTES  
PUTNAM COUNTY COMMISSION REGULAR SESSION  
May 14, 2026**

**OPENING**

Commissioners C. Brian Ellis 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 Skidmore seconded the motion. The motion carried unanimously.

**GENERAL BUSINESS**

Commissioner Ellis made a motion to approve the April 28, 2026 commission meeting minutes as presented. Commissioner Skidmore 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 delete from payroll for Cody Bryant, Full-Time, Deputy Sheriff, Department 700, effective May 5, 2026 as presented by the Commission Secretary
2. An Order to add to payroll for Morgan Coulter, Part-Time, Kennel Tech, Department 716, \$13.65/hourly, effective May 1, 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 \$65.97 to ODP Business Solutions, LLC
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$2,496.00 to Kimberly Sizemore (Feb. 2026 Invoice)
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$5,080.00 to ASPIRE TO inspire (April invoice)
4. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$399.00 to Track Group

Commissioner Skidmore 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:** Arnold G. Bailey, Kerri Brewster, Shirley Ferguson, James William Fields, Jack Francis Hastings, Ruby Sloan Hope, Norma B. Musser, David Paul Wilcox

**Long Form Settlements:** Jason Blackburn, Thomas Allan Robinson

**Partial Settlements:** None

**Annual Settlements:** 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 April 27, 2026, through May 13, 2026

An Order accepting and ratifying report and recommendation of Jamie Fox, Fiduciary Commissioner to remove Kinlaw Richardson, III and appoint Margaret Colleen Gatens as the Administrator of the Estate of Kinlaw Richardson, Jr.

An Order to release funds from the Fiduciary Special Fund in the amount of \$145.00 payable to WV State Auditor – The Inheritance Tax Administration Fund

General Order to Show Cause Against Delinquent or Unprogressed Estates for the following: Err G. Atkinson, William Harrison Atkins, Jr., Ruby Bliss Balderson, Dencil D. Barnett, Ezra Franklin Bays, Hubert I. Beatty, Christopher Shawn Hill, Hazel Jane Howerton

An Order to remove Jacob Andrew Lilly as the Administrator of the Estate of Jerry Arthur Lilly and appoint Dr. Jeff Given as the Administrator CTA

Commissioner Ellis made a motion to approve the documents and authorize the Commission President to sign all necessary documents as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

### **PUBLIC COMMENT**

Brian Martin and Mike Mosteller spoke in opposition to the Buffalo Data Center.

### **LARRY FRYE, COUNTY ATTORNEY**

Commissioner Ellis made a motion to accept and ratify the report and recommendations of the Fiduciary Commission on the Estate of Kinlaw Hartford Richardson, Jr., deceased as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

### **TIM HANNA, COUNTY MANAGER**

Commissioner Ellis made a motion to award the contract for the Valley Park Parking Lot Improvement Project to Benchmark and authorize the Commission President to sign all necessary documents as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

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

Commissioner Ellis made a motion to approve the Budget Revision for Department 439 as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the Budget Revision for Department 714 as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

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

- Acct # 001-401-2-23.0 in the amount of \$3,500.00 payable to WesBanco for Trustee Fees (invoice number 8797)
- Acct # 001-442-5-67.8 in the amount of \$29,301.30 payable to Pillar Innovations, LLC for Payment Application #4 of the Putnam County Emergency Generator Replacement Project

- Acct # 001-442-5-67.8 in the amount of \$88,343.83 payable to Pillar Innovations, LLC Payment Application #5 of the Putnam County Emergency Generator Replacement Project
- Acct # 001-443-5-67.0 in the amount of \$4,664.84 payable to the PACE Foundation for payment #2 for the America 250 Mural Project Grant

Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the following transfers from the 911-07 Fund as presented:

- To Allstate Tower, Inc. in the amount of \$143,771.00 for Hurricane Tower Initial 50%
- To Lightrr in the amount of \$29,520.00 for NAS Purchase
- To Laura Cox Planning & Design, LLC in the amount of \$2,500.00 for the Generator Grant Admin Work

Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check from the Water and Sewer Fund (045-809-2-23.0) in the amount of \$47,620.00 payable to Terradon Corporation for design and engineering services on the Custer Ridge Waterline Extension Project from March 2025 – April 2026 as presented. Commissioner Skidmore 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 \$1,950.00 payable to Recovery Point of Huntington, Inc. for Putnam County beds for the month of April 2026 as presented. Commissioner Skidmore 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 \$2,926.70 payable to GAI Consultants for construction documents and permitting services on the Valley Park Parking Lot Improvement Project for the Putnam County parks and Recreation Commission as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check from the Putnam County Infrastructure Fund (#042-424-2-30.0) in the amount of \$279,358.44 payable to Mountain State Fiber, Inc. for Pay App 15 on the Putnam County Fiber Optic Broadband Project as presented. Commissioner Skidmore seconded the motion. The motion carried unanimously.

**ADJOURN**

At 9:17 a.m. on Thursday, May 14, 2026, having no further business, Commissioner Ellis made a motion and Commissioner Skidmore seconded to adjourn the regular session of the County Commission until Monday, May 18, 2026, at 9:00 a.m. for the Board of Canvas.

Respectfully submitted,

Melissa Smith  
Executive Assistant