APPROVED: _____

DATE: _____

MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
September 29, 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 Commissioner R. Andrew Skidmore. The Pledge of Allegiance followed.

BRIAN WOOD, COUNTY CLERK

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 September 8, 2026, Commission meeting minutes as presented. 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 Kaydance Taylor, Full-Time, Animal Control Officer, Department 716, $16.80/hourly, effective June 22, 2026, as presented by the Commission Secretary

2. An Order to delete from payroll for Shayna Burnside, Part-Time, Kennel Tech, Department 716, effective August 29, 2026, as presented by the Commission Secretary

3. An Order to delete from payroll for Alaina Allen, Part-Time, Kennel Tech, Department 716, effective September 25, 2026, as presented by the Commission Secretary

4. An Order to add to payroll for Ian Mullins, Part-Time, Kennel Tech, Department

716, $13.65/hourly, effective September 28, 2026, as presented by the Commission Secretary

5. An Order to make a payroll change for Jason Parsons, Full-Time to Part-Time for Retirement, Paramedic, Department 715, $28.39/hourly – 12-hour shift, $19.57/hourly – 24-hour shift, effective October 7, 2026, as presented by the Commission Secretary

6. An Order to delete from payroll for Kevin Cox, Full-Time, EMT, Department 715, effective September 14, 2026, as presented by the Commission Secretary

7. An Order to make a payroll change for Makenzie Cullen, Part-Time to Full-Time, EMT, Department 715, $20.89/hourly – 12-hour shift, $14.70/hourly – 24-hour shift, effective September 28, 2026, as presented by the Commission Secretary

8. An Order to delete from payroll for Craig Woods, Full-Time, EMT, Department 715, effective September 25, 2026, as presented by the Commission Secretary

9. An Order to add to payroll for James Johnson, Part-Time, Custodian, Department 424, $12.50/hourly, effective September 21, 2026, as presented by the Commission Secretary

10. An Order to delete from payroll for Colton Ford, Full-Time, Deputy Sheriff, Department 700, effective September 23, 2026, as presented by the Commission Secretary

11. An Order to add to payroll for Lisa Blake, Part-Time, Office Assistant 1, Department 402, $15.00/hourly, effective October 5, 2026, as presented by the Commission Secretary

12. An Order to make a payroll change for Rick Dillon, Part-Time Seasonal, Office Assistant 1, Department 413, $15.00/hourly, effective September 27, 2026, as presented by the Commission Secretary

13. An Order to make a payroll change for Tori Silman, Grant-Funded Temporary Full-Time, Day Report Officer, Department 731, $19.89/hourly, effective September 13, 2026, as presented by the Commission Secretary

14. An Order to make a payroll change for Robert Myles, Grant-Funded Temporary Full-Time, Day Report Officer, Department 731, $19.89/hourly, effective September 13, 2026, as presented by the Commission Secretary

15. An Order to make a payroll change for Swana Lovejoy, Grant-Funded Temporary Full-Time, Day Report Assistant, Department 731, $15.38/hourly, effective September 13, 2026, as presented by the Commission Secretary

16. An Order to make a payroll change for Jamey Hunt, Grant-Funded Temporary Full-Time, Day Report Director, Department 731, $61,431.79 (24 equal payments of

$2,559.66), effective September 16, 2026, as presented by the Commission Secretary

17. An Order to make a payroll change for Candyce Melton, Full-Time, Fiduciary Deputy, Department 411, $20.00/hourly, effective October 18, 2026, as presented by the Commission Secretary

18. An Order to make a payroll change for Connor Dalton, Full-Time, Telecommunicator III, Department 712, $23.00/hourly, effective October 11, 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 $7,200.00 payable to Aspire to Inspire (July Invoice)

2. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of $130.00 payable to QLABS (154138, 146376, 13833 Invoices)

3. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of $124.00 payable to QLABS (165346 Invoice)

4. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of $1,280.00 payable to QLABS (PCDR926 Invoice)

5. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of $1,824.00 payable to Kimberly Sizemore (July Invoice)

6. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of $5,200.00 payable to Aspire to Inspire (August Invoice)

7. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of $542.50 payable to Track Group (47568 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: Reba Lee Beaver, Lois Marie Conley, Clarence Gene French, Patricia Ann Griner, Alice Elizabeth Higginbotham, Robert

Stuart Horton, Mary Elizabeth Igo, Marie Craig Johnson, Patricia Dawn Keeney, Genevieve Eva Meadows, Martha Lea Morris, Jill Forth Oxley, Geneva Grace Roush, Sandra Ann Simms, Mary Lou Scott, Cathy Ann Townsend, Larry Gail Woodall

Long Form Settlements: Corine Brafford, Evaline Chapman

An Order of "Appointment List" of Actions of Fiduciary Supervisor from, September 8, 2026 through September 29, 2026.

An Order to release funds to Brian Wood, Clerk in the sum of $13.00 for the recording fee on the Estate of William Jacob Winters, Sr.

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.

TIM HANNA

Commissioner Ellis made a motion to approve the budget revision for Department 700 the Sheriff's Department as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the budget revision for Department 713 the Fire Service as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check from the General County Fund (001-905-2-23.0) in the amount of $2,050.00 payable to Ace Services LLC for portable restrooms at the Putnam County Homecoming as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check from the 911-07 Fund in the amount of $37,224.10 payable to INdigital for network services as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check from the Dog Fund (003-52230-716.0) in the amount of $5,682.50 payable to Silling Associates for Architectural Design Services for the Putnam County Animal Shelter's Kennel Canopy Project as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

1. An order to issue a check from the Putnam County TIF Fund (273-430-2-30.0) in the amount of $74,699.78 payable to Benchmark Construction, Inc. for Pay Application #2 on the Valley Park Parking Lot Improvement Project for the Putnam County Parks and Recreation Commission

2. An order to issue a check from the Putnam County TIF Fund (273-430-5-66.0) in the amount of $779,905.05 payable to WesBanco Bank, Inc. Trustee for August 2026 TIF Revenue (Acct #108507771 Revenue Fund) – Trustee is to issue debt service payments for Putnam Bonds 2017AB

3. An order to issue a check from the Putnam County TIF Fund (273-430-2-23.0) in the amount of $8,900.00 payable to Potesta & Associates, Inc. for engineering services on the Valley Park Draining Project for the Putnam County Parks and Recreation Commission

Commissioner Ellis made a motion to approve the orders 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 (045-809-5-68.0) in the amount of $185,000.00 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.

PUBLIC COMMENT

There were no comments.

LISA COPLEY, ACCOUNTANT

Commissioner Ellis made a motion to approve the financial statements as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

LARRY FRYE, COUNTY MANAGER

Commissioner Ellis made a motion to approve the order establishing program to permit a student or students to be appointed as an election official pursuant to House Bill 4865 and West Virginia Code §3-1-28 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

PROCLAMATION

Larry Frye read the Proclamation for Breast Cancer Awareness.

RAECHEL NEAL, EXTENSION AGENT – 4-H YOUTH DEVELOPMENT

Raechel Neal presented an update on Putnam County 4-H Youth Development and provided information regarding various additional programs and activities.

JAMEY HUNT, DIRECTOR OF DAY REPORT CENTER

Commissioner Ellis made a motion to approve and authorize the Commission President to sign the Community Corrections Grant Contract as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

MELISSA SARGENT, SENIOR PLANNER

Commissioner Ellis made a motion to open public hearing regarding PCPC REZ 2026-05 to rezone Tax Map 223H, Parcels 80.2 and 80.3, which totals 0.9953 +/- acre with the address of 125 Carl's Lane in Scott Depot, WV 25560. The application is to rezone the properties from "R-1" Single Family Residential District to "C-1" Suburban Commercial District. Commissioner Pierson seconded the motion. The motion carried unanimously.

There were no comments.

Commissioner Ellis made a motion to close public hearing regarding PCPC REZ 2026-05 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

PCPC REZ 2026-05 - Criteria #1 – Will the proposed amendment protect and promote the public health, safety, convenience, morals, and general welfare:

Commissioner Ellis voted yes stating: This property is centrally located adjacent to the YMCA and in the heart of Teays Valley. Rezoning it would provide an excellent opportunity to enhance its value and benefit the community.

Commissioner Pierson voted yes stating: The speaker noted that the surrounding area is predominantly commercial and indicated support for the rezoning.

Commissioner Skidmore voted yes stating: The road Carl's Lane serves as an access route for traffic entering and exiting the YMCA and daycare facility. G&G Builders also uses the roadway to transport construction materials. Based on these existing uses, it was stated that the roadway appears adequate to accommodate commercial traffic.

PCPC REZ 2026-05 - 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 reasons stated above.

Commissioner Pierson voted yes stating: Yes.

Commissioner Skidmore voted yes stating: The Comprehensive Plan identifies areas where roadway access and readily available utility infrastructure converge as preferred locations for development. The subject parcels have established access from Carl's Lane and are served by

available public water and sewer infrastructure. Therefore, the proposed rezoning was stated to be consistent with the goals and recommendations of the Comprehensive Plan.

Commissioner Ellis made a motion to approve the PCPC REZ 2026-05 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

TIM HANNA, COUNTY MANAGER

Commissioner Ellis made a motion to approve and authorize the Commission President to sign Change Order #1 on the Valley Park Parking Lot Improvement Project as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to authorize the County Manager to go into negotiations with BPI Inc., the apparent low bidder on the Putnam County Animal Shelter Canopy Project. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve and authorize the Commission President to sign FY27 JAG PRO Grant Application as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

R. ANDREW SKIDMORE, COMMISSION PRESIDENT

Commissioner Ellis made a motion to approve the Putnam County Resolution on the Presence of Hyperscale Data Centers in West Virginia Communities read by Commission President Skidmore as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

PUBLIC COMMENT

Roberta Smith spoke regarding the need to extend public water service to areas of Fraziers Bottom, West Virginia, where residents currently do not have access to public water.

Commission President Skidmore explained that the County has completed a water feasibility report and outlined the process for applying for grant funding to support future water extension projects in underserved areas.

ADJOURN

At 5:50 p.m. on Tuesday, September 29, 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, October 20, 2026, at 9:00 a.m.

Respectfully submitted,

Marcie Kimberling
Executive Assistant