

February 29, 2024

Dear Mr. Donaldson,

We hope this email finds you well. As per your conversation with Assessor Johnson concerning the map corrections of our counties' border, the four elected officials involved have contributed to this document.

A couple of years ago, it was discovered that approximately 25 parcels on the Cabell/Putnam border had incorrectly been placed in Putnam county by the filing of deeds and were then mapped in Putnam County. Some were vacant land, and some had homes. Cabell County verified this internally and then contacted the State GIS Coordinator at the time, Tony Simental. He verified that our mapping did reflect professional standards and agreed that our county line was indeed correct. He told us, "This is not up to you and not something you should overlook. There are tax dollars involved as well as many other items with services, etc."

So here is a list of our procedure:

- Both counties agreed on the county line.
- Cabell made a list of all Putnam parcel numbers they believed to be entirely in Cabell.
- Cabell then verified that no other parcels crossing the line should be in Cabell due to the value (usually the majority of value is with the structures and not the land).
- This parcel list was sent to Putnam County Assessor.
- When both Assessors agreed on the parcels, they contacted the Clerks from both counties for their thoughts and procedures.
- Both counties agreed on the timing to transfer the parcels, keeping in mind how the transfer would affect elections and taxes.
- When everyone agreed on all the above:
  - The Putnam Clerk pulled the deeds and physically sent them to Cabell, where they were recorded at no cost to the taxpayer.
  - The Putnam Assessor pulled all personal property records and Cabell keyed them in Cabell.
  - The Cabell Assessor sent a letter to all affected parcel owners explaining that their properties are located in Cabell.

A few notes...

- We waited until after the 2022 election so as not to muddy the waters.
- We waited until the end of tax year so that we could start fresh, avoiding double taxation and the need for exonerations by Putnam.
- The person who was at risk of blowback was the Cabell Assessor who "made them change" and who sent the letter notifying property owners of the change. It all went well, everyone understood, and many property owners already knew their parcels were located in Cabell and not Putnam.

We hope you find this to be helpful.

Sincerely,

Putnam County Clerk Brian Woods  
Putnam County Assessor Gary Warner  
Cabell County Clerk Scott Caserta  
Cabell County Assessor Irv Johnson