

AT A COUNTY COMMISSION HELD FOR PENDLETON COUNTY, WEST VIRGINIA, AT THE COURTHOUSE, ON TUESDAY, APRIL 16, 2024 AT 9:00 A.M.

COMMISSIONERS PRESENT: CARL HEVENER, ROGER DAHMER AND JIMMIE BENNETT

OTHERS PRESENT: ELISE WHITE, COUNTY CLERK; KAREN PITSENBARGER, COUNTY ADMINISTRATOR; RICK GILLESPIE, EMERGENCY SERVICES COORDINATOR; DIANA MITCHELL, 911 DIRECTOR; AMBER NESSELRODT, CVB DIRECTOR; SHERRY MONGOLD, SRRDA; STEPHEN SMOOT, THE PENDLETON TIMES; DAVID COOPER, TUCKER COMMUNITY FOUNDATION; MIKE ALT; TINA EYE; MARGIE DERBY

Commissioner Dahmer led those present in prayer. Commissioner Hevener called the meeting to order.

Minutes of the April 2, 2024 meeting of the County Commission, on motion of Commissioner Dahmer, were unanimously approved.

Maintenance:

Refrigerator at the Pendleton County Community Building (PCCB) has been repaired. There was spray painting on the side of the handicap ramp. Karen Pitsenbarger, County Administrator is working towards a method of removing the spray paint.

Diana Mitchell, 911 Director, mentioned that April 14 – 20, 2024 is National Public Safety Telecommunicators Week.

Ms. Mitchell presented requests for two new road names out at the Golf Course. On motion of Commissioner Bennett, Northridge Trail and Fairway Lane were approved.

Commissioner Hevener inquired if all road sign installations were up to date. She stated that there is a batch ready now to be put up and that there are several that are faded and will need to be replaced. She is working on getting a list of those to order.

Rick Gillespie, Emergency Services Coordinator, updated the Commission on the Seneca Rocks Tower Site. Two of the environmental surveys are done and hopes the foundation may be started within two weeks. The tower is still being built and the company that will be installing it has been very busy.

He also mentioned that with the work being done to update and upgrade the Emergency Services Office and the Command Trailer, that his budget may need to be increased. On motion of Commissioner Dahmer, vote unanimous, the Commission agreed to do a budget revision for the Emergency Services department.

Mr. Gillespie also mentioned that the fire departments have been submitting bills for reimbursement from the Title III funds. However, some have been submitting per incident while others have submitted per apparatus per incident. After discussing, the Commission, on motion of Commissioner Dahmer, vote unanimous, all emergency services agencies may submit per apparatus per incident effective as of March 16, 2024.

Ms. Pitsenbarger updated the Commission on the Courthouse Annex. We are currently waiting on the USDA to approve for it to be put out to bid. They are waiting on the financial feasibility report which is expected to be completed within the next three to four weeks.

David Cooper, Executive Director of Tucker Community Foundation, told the Commission about their foundation and that they would be interested in adding Pendleton County as a service area. They currently serve seven West Virginia counties and one Maryland county. He stated that today was just an inquiry to distribute information about the program. He stated that any money raised in this county would stay in this county. They generally give out scholarships in the Spring and grants in the Fall. It would take about a year to do all of the inquiries to other non-profit organizations in the county before adding Pendleton into the service area. Commissioner Hevener said they would look over the information.

The National Day of Prayer Proclamation was read by Commissioner Dahmer. The proclamation designates Thursday, May 2, 2024 as the National Day of Prayer. On motion of Commissioner Dahmer, vote unanimous, the Commission approved the proclamation. Margie Derby thanked the Commission for supporting this day. She and her husband are commissioners for the National Day of Prayer.

This being the date for the Commission to officially adopt the levy rates for property taxation for fiscal year 2025, a motion was made by Commissioner Dahmer, vote was unanimous, to approve the following levy rates to be laid on each One Hundred (\$100.00) Dollars of assessed valuation of each class of property:

Class II Rates - 28.60
 Class III Rates - 57.20
 Class IV Rates - 57.20

Total Projected Revenue	2,952,701
Less Uncollectable Taxes, Exonerations & Delinquencies	147,635
Less Tax Discount	56,101
Total Projected Property Tax Collection	2,748,965
Less Assessor Valuation Fund	<u>54,979</u>
NET AMOUNT TO BE RAISED BY LEVY	\$2,693,986

Mr. Gillespie reported on behalf of Mike Alt and Tina Eye, who had to leave early to respond to a call, that they will be submitting the first quarterly invoice for the EMS Salary Enhancement funds. Mr. Gillespie mentioned that the response times have improved due to the incentives from this fund.

Upon motion of Commissioner Bennett, vote unanimous, the Commission approved the 2024-2025 West Virginia Counties Risk Pool Insurance proposal for Liability and Workmen's Compensation in the amount of \$81,609. This is an increase of \$7,280 from the 2023-2024 fiscal year.

The Commission reviewed the Sheriff's Financial Statement for March 2024.

Sherry Mongold, Seneca Rocks Regional Development Authority, said they were working on the Franklin Hub site to get it ready for tenants.

Amber Nesselrodt, CVB Director, said they are still working with the Department of Highways to have the new Welcome to Pendleton County signs installed. She said they are also working with the Historical Society and the Civil War Trails to update and/or replace those signs.

The following exonerations, on motion of Commissioner Bennett, vote unanimous, were approved:

Eriks Brolis, Union District, \$153.18
 Amber & Jason Dunn, Mill Run District, \$348.12

The Commission reviewed the March timesheets of all employees.

The following appointments of administrators, executors, etc., done by the clerk in vacation of the Commission, were this day presented to the Commission, approved on motion of Commissioner Bennett, and unanimously confirmed.

United States of America

State of West Virginia



County of Pendleton, ss:

Clerk's Fiduciary Report

Estate from Monday, April 1, 2024, through Monday, April 15, 2024

The County Commission of Pendleton County this day proceeded to examine the report of the Clerk of the Commission of the Fiduciary and Probate matters had before her during the vacation of the Commission, and it appearing to the Commission that all of the proceedings had therefore ordered that the said report and matters thereto contained be and the same is hereby ratified and confirmed. Said report is in words and figures as follows, to -wit:

On, Tuesday, April 9, 2024, the following matters were disposed of in the presence of the Clerk:

The said estate of NILA J. BLAND, deceased was referred to M. ZELENE HARMAN, a FIDUCIARY COMMISSIONER for the Pendleton County, for settlement thereof.

The last will and testament of SHIRLEY MARIE SITES, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

DONNA M. BENNETT, who was named in the last will and testament of SHIRLEY MARIE SITES, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

Elise M. White

Monday, April 15, 2024

Elise M. White
Clerk of the Pendleton County Commission

Confirmed

The following cancelled orders were approved:

Board of Health - \$2,041.74

ORDERED THAT THE FOLLOWING ALLOWANCES BE MADE PAYABLE OUT OF:

GENERAL COUNTY FUND:	Check Nos. 34727 – 34755	\$65,800.86
MAGISTRATE COURT FUND:	Check No. 300218	\$24.00
911 FUND:	Check Nos. 4184 – 4188	\$2,492.19
HOME CONFINEMENT FUND:	Check Nos. 329 - 331	\$1,017.60

CLINTON HEDRICK CB FUND:	Check Nos. 1151 – 1153	\$145.11
PENDLETON COUNTY CB FUND:	Check No. 1245	\$1,275.89
AMERICAN RESCUE PLAN FUND:	Check No. 127	\$75,000.00
OPIOID SETTLEMENT FUND:	Check No. 1000	\$12,000.00

ORDERED THAT COMMISSION DO ADJOURN ON MOTION OF COMMISSIONER BENNETT,
VOTE UNANIMOUS, UNTIL TUESDAY, MAY 7, 2024.

President

DATE: 4/10/24 SHERIFF'S ACCOUNTING SYSTEM PAGE: 1
TIME: 11:20:34 BANK BALANCE AS OF 03/31/2024 PROG: SA0068

PENDLETON COMMUNITY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
GENERAL COUNTY CHECKING	1,574,644.37	228,409.84-	19,281.91	1,365,516.44
PENDLETON COUNTY 911	567,933.88	240.79-	.00	567,693.09
HOME DETENTION	91,767.80	.00	105.00	91,872.80
PARKS & REC	74,918.75	.00	.00	74,918.75
CHCB	1,011.72	100.41-	.00	911.31
PCCB	2,352.71	492.09-	.00	1,860.62
OPIOID SETTLEMENT	121,730.56	.00	.00	121,730.56
CO FIRE PROTECTION	4,161.39	4,000.00-	.00	161.39
EMS SALARY ENHANCEMENT	143,784.48	.00	.00	143,784.48
HEALTH REIMB	217,119.59	.00	.00	217,119.59
ASSESSOR'S VAL	168,895.79	.00	9,545.55	178,441.34
CONCEALED WEAPONS	9,684.76	640.00-	260.00	9,304.76
ELECTION ADMIN	2,204.93	.00	.00	2,204.93
REAL PROP-E RECORDING	2,204.93	.00	.00	2,204.93
SPECIAL LAW ENFORCEMENT	13,301.72	.00	.00	13,301.72
AMER RES PLAN ACT	908,564.69	.00	.00	908,564.69
CERTIFIED TO STATE	874.70	.00	.00	874.70
BOARD OF HEALTH	278,255.06	12,685.40-	1,075.46	266,645.12
CLEARING ACCOUNT	.00	.00	.00	.00
RESER FOR SPEC EMERG MM	58,168.12	.00	.00	58,168.12
FINANCIAL STAB.-MONEY MAR	238,581.93	.00	.00	238,581.93
FINAN STABIL FUND	1,351,091.68	.00	.00	1,351,091.68
GENERAL CO MONEY MARKET	1,527,613.84	.00	.00	1,527,613.84
GEN CO CD	1,565,667.51	.00	.00	1,565,667.51
PEN CO 911 FEES FUND MM	463,684.95	.00	.00	463,684.95
911 CD FEES FUND	103,685.38	.00	.00	103,685.38
*** BANK TOTAL ***	9,491,905.25	246,568.53-	30,267.92	9,275,604.64

SUMMIT COMMUNITY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
WORTHLESS CHECK	2,014.71	.00	.00	2,014.71
PEND CO HOUSING	70,397.78	.00	.00	70,397.78
*** BANK TOTAL ***	72,412.49	.00	.00	72,412.49

THE GRANT COUNTY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
*** BANK TOTAL ***	.00	.00	.00	.00

*** COUNTY TOTAL ***	9,564,317.74	246,568.53-	30,267.92	9,348,017.13
CASH ON HAND				200.00
*** TOTAL ***				9,348,217.13

DATE: 4/10/24
 TIME: 11:21:20

PENDLETON COUNTY
 FINANCIAL STATEMENT
 MONTH ENDING- 3/2024

PROG: SA058B

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 001	GENERAL COUNTY				
301-01-RP-	GC-TAX REPAYMENT	.00	.00	.00	.00
	FUND 001 TOTALS	4016920.23	633157.62	289322.56-	4360755.29
FUND - 002	COAL SEVERANCE				
	FUND 002 TOTALS	9508.66	.00	1328.64-	8180.02
FUND - 003	DOG AND KENNEL				
	FUND 003 TOTALS	9339.59	.00	.00	9339.59
FUND - 004	GENERAL SCHOOL				
	FUND 004 TOTALS	12908.61	3291.77	9630.00-	6570.38
FUND - 005	MAGISTRATE COURT				
	FUND 005 TOTALS	1058.18	311.50	48.00-	1321.68
FUND - 006	WORTHLESS CHECK				
	FUND 006 TOTALS	2014.21	.50	.00	2014.71
FUND - 007	PEND CO 911				
	FUND 007 TOTALS	1209240.08	5702.57	79879.23-	1135053.42
FUND - 008	HOME DETENTION				
	FUND 008 TOTALS	90132.80	1740.00	.00	91872.80
FUND - 011	RES FOR SPEC EMERG				
	FUND 011 TOTALS	58006.78	161.34	.00	58168.12
FUND - 013	BOARD OF PARKS				
	FUND 013 TOTALS	76142.11	35.00	1258.35-	74918.76
FUND - 024	PEND CO HOUSING				
	FUND 024 TOTALS	70190.35	207.43	.00	70397.78
FUND - 025	CHCE				
	FUND 025 TOTALS	1052.09	.00	140.78-	911.31
FUND - 026	PCCB				
	FUND 026 TOTALS	1545.59	840.00	524.97-	1860.62
FUND - 040	OPIOID SETTLEMENT				
	FUND 040 TOTALS	121720.22	10.34	.00	121730.56
FUND - 041	CO FIRE PROTECTION				
	FUND 041 TOTALS	10160.79	.60	10000.00-	161.39
FUND - 042	EMS SALARY ENHANCE				
	FUND 042 TOTALS	143772.26	12.22	.00	143784.48
FUND - 052	HEALTH REIMB				
	FUND 052 TOTALS	218170.97	18.46	1069.84-	217119.59
FUND - 056	ASSESSOR VALUATION				
	FUND 056 TOTALS	169978.95	9704.79	1242.40-	178441.34
FUND - 058	FINAN STABIL FUND				
	FUND 058 TOTALS	1576673.21	13000.40	.00	1589673.61
FUND - 059	CONCEALED WEAPONS				
	FUND 059 TOTALS	8539.76	765.00	.00	9304.76
FUND - 061	ELECTION ADMIN				
	FUND 061 TOTALS	2121.88	83.05	.00	2204.93
FUND - 062	REAL PROP- E-RECORD				
	FUND 062 TOTALS	2121.88	83.05	.00	2204.93
FUND - 073	SPEC LAW ENF INVEST				
	FUND 073 TOTALS	13300.59	1.13	.00	13301.72
FUND - 207	AMER RES PLAN ACT				
	FUND 207 TOTALS	908564.69	.00	.00	908564.69

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 312	CRIMINAL CHARGES				
	FUND 312 TOTALS	.00	30.00	30.00-	.00
FUND - 313	COURT REPORTER				
	FUND 313 TOTALS	.00	.00	.00	.00
FUND - 314	STATE FINES				
	FUND 314 TOTALS	.00	.00	.00	.00
FUND - 315	STATE POLICE				
	FUND 315 TOTALS	.00	640.00	640.00-	.00
FUND - 316	STATE CURRENT				
	FUND 316 TOTALS	.00	2647.70	2647.70-	.00
FUND - 361	CERTIFIED TO STATE				
	FUND 361 TOTALS	874.70	.00	.00	874.70
FUND - 364	TAX LIEN				
	FUND 364 TOTALS	68007.19	.00	.00	68007.19
FUND - 365	DELINQ NONENTERED				
	FUND 365 TOTALS	4823.64	.00	.00	4823.64
FUND - 366	BOARD OF HEALTH				
	FUND 366 TOTALS	287319.49	3684.79	24359.16-	266645.12
FUND - 373	GEN CURRENT EXPENSES				
	FUND 373 TOTALS	.00	604161.69	604161.69-	.00
FUND - 378	FRANKLIN CURRENT				
	FUND 378 TOTALS	.00	3768.09	3768.09-	.00
FUND - 903	CLEARING ACCOUNT				
	FUND 903 TOTALS	.00	24115.26	24115.26-	.00
	FINAL TOTALS	9094209.50	1308174.30	1054166.67-	9348217.13
	BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:	9,564,317.74			
	ORDERS/DEBITS OUTSTANDING:	246,568.53-			
	DEPOSITS/CREDITS OUTSTANDING:	30,267.92			
	NET BANK BALANCE	9,348,017.13			
	CASH ON HAND	200.00			
	TOTAL IN COUNTY DEPOSITRIES AND OFFICES:	9,348,217.13			

I, Bradley D. Kimble Sheriff of Pendleton County, West Virginia,
do hereby certify that the foregoing is a true and correct statement of the finances of
Pendleton County, for the month ending March 2024 showing the balance on
hand at the beinning of the month, the amount received, the amount distributed and the
remaining in the Treasury and County Depositories; to the Best of my abilities and knowledge.
Given under my hand this 12 day of April 2024

Bradley D. Kimble Sheriff of Pendleton County