

AT A COUNTY COMMISSION HELD FOR PENDLETON COUNTY, WEST VIRGINIA, AT THE COURTHOUSE, ON TUESDAY, APRIL 20, 2021 AT 9:00 A.M.

COMMISSIONERS PRESENT: GENE McCONNELL, PRESIDENT; CARL HEVENER AND CAROLE HARTMAN

COUNTY EMPLOYEES PRESENT: ELISE WHITE, COUNTY CLERK; KAREN PITSENBARGER, COUNTY ADMINISTRATOR; CHAD BOWERS, SHERIFF; DIANA MITCHELL, 911 DIRECTOR

PUBLIC PRESENT: SHAWN STINSON, THE PENDLETON TIMES; ROBERT HARMAN; ANDY TETER; KRISTEN DINGESS, PENDLETON COUNTY ECONOMIC DEVELOPMENT AUTHORITY

Minutes of the April 6, 2021 meeting of the County Commission, on motion of Carole Hartman, were unanimously approved.

Maintenance:

The phone system is temporarily working now. Are still waiting on the new phones.

Eddie Simpson has been doing minor repairs.

Karen Pitsenbarger, County Administrator, has contacted another company to pressure wash the Pendleton County Community Building. She is waiting to hear back from them to get an estimate.

No one from the Pendleton County Health Department attended the meeting.

Diana Mitchell, 911 Director, stated that an upload of the 911 database was done last week. Gene McConnell added that testing of the data needs to be done to verify the accuracy.

Rob Harmon mentioned that the State of Virginia requires data uploads every quarter and he feels that it should be the same here. Diana stated that the current contract with Atlas Geographic is for uploading once a year but she has no problem with doing it more frequently and doing a new contract.

There was much discussion on the accuracy of the database. Andy Teter stated that neither his old address or his new address is showing in the system. He also said that law enforcement has had issues in pulling addresses in the county – many are not showing up as valid addresses. Diana stated that her database is accurate. Carole questioned then why some data is missing after it is uploaded to the state. Surrounding counties do not appear to have the same problem as our county. Rob said that he felt a 3rd party needs to evaluate our system to determine where the quality issue is at. He also feels that the 911 database should be compared to the postal service's database for accuracy.

Andy Teter stated that the County needs to hire a separate person whose full-time job is the mapping and addressing. All three Commissioners agreed that they may need to hire someone for that position.

Andy mentioned that the State Police is integrating a new system under Spillman CAD with Pocahontas County and others. This system appears that it may be a better one than the Caliber CAD we are currently using. He will get contact information to the Commissioners for this plan.

Kristen Dingess, Pendleton County Economic Development Authority (PCEDA), confirmed with the Commission their decisions regarding salary and benefits for a director. The candidate of choice will be submitted to the PCEDA board at their meeting tonight.

Gene McConnell said that the legal ad for Request for Qualifications for Architectural Services has been in the paper for two weeks. He shared a plan he had been working on using the space requirements from the Supreme Court.

This being the date for the Commission to officially adopt the levy rates for property taxation for fiscal year 2022, a motion was made by Carole Hartman, 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	2,508,305
Less Uncollectable Taxes, Exonerations & Delinquencies	125,415
Less Tax Discount	47,658
Total Projected Property Tax Collection	2,335,232
Less Assessor Valuation Fund	<u>46,705</u>
NET AMOUNT TO BE RAISED BY LEVY	2,288,527

The Commission discussed the Families First COVID Response Act which was extended under the American Rescue Plan Act until September 30, 2021. This extension is a voluntary plan for employers with less than 50 employees. The Commission referred to their initial State of Emergency Compensation Policy passed in March 2020. On motion of Carole Hartman, vote unanimous, the Commission declined to participate in the new extension policy, but added up to an additional 10 days of paid sick leave to the County's existing policy for an individual COVID related event for as long as the State of Emergency is in effect.

Pendleton County
State of Emergency Compensation Policy

Purpose

The purpose of this policy is to establish a County wide pay policy specifically to address the state of emergency declared on March 17, 2020 due to the pandemic caused by the COVID-19 virus. This policy shall remain in effect until the Governor of the state of WV or the President of the United States declares an end to the state of emergency.

Procedure

Pursuant to the Pendleton County Emergency declaration of March 17, 2020 requiring alteration of County employee's working schedule, the following policy is enacted.

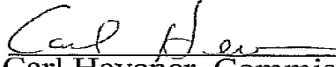
1. All regular full-time, hourly or salaried employees, whose regular work schedule occurs during the Declared Emergency, who are instructed to not report to work, who are released from work or whose office is working with a reduced staff will be paid their regular wages for all hours not worked during their regular work schedule.
2. All regular full-time hourly or salaried employees who work their regularly scheduled work period during a declared emergency and County offices are working with a reduction in staff or are closed shall be paid their regular hourly wages for any hour(s) worked in the office during this period.
3. This policy specifically exempts all Elected Officials from receiving any pay not specifically authorized by the state-imposed salary schedule for elected officials.
4. All regular full or part time, hourly or salaried employees who are on prior approved leave will not be charged for such leave if operations are officially shut down, or if not required to work because of the staffing requirements of their office during the period of pre-scheduled leave.
5. All regular full or part time, hourly or salaried employees required to report to work who call in sick, or take unscheduled leave during the period for which they were required to report to work, will be charged leave time, unless such leave is covered by the Family Medical Leave Act or any of its extended programs.

6. All other terms and conditions of employment shall remain in effect prior to, during and after the Declared Emergency.
7. Any employee receiving any authorized additional pay during a declared State of Emergency will receive the additional compensation in the form of a onetime salary adjustment within 30 days after the declaration has expired. In order to receive payment a statement of hours worked including dates and signed by the employee and the Department head will be required.
8. The Pendleton County Commission reserves the right to consider unique pay situations as they arise throughout a Declared Emergency. Additionally, the Pendleton County Commission reserves the right to modify this policy as may be necessary to align the policy with fiscal realities as they emerge.
9. An employee will be granted up to 10 days of extra paid sick leave for individual COVID related events.

The above is approved by the Pendleton County Commission this 20th day of April, 2021 and becomes effective, retroactively, to the 17th day of March, 2020.




President, Pendleton County Commission



Carl Hevener, Commissioner



Carole Hartman, Commissioner



Elise White, Clerk, Pendleton County Commission

On motion of Carole Hartman, vote unanimous, the following board appointments were approved:

Economic Development Authority:

Bill Hartman, to fill Daniel Taylor-Ide's term that will end December 31, 2021

Pendleton County Library:

George Armstrong, 5-year term beginning July 1, 2021

Public Service District:

Johnny Hevener, reappoint 6-year term beginning July 1, 2021

The Sheriff's monthly financial statement for March 2021 was reviewed.

PENDLETON COMMUNITY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
GENERAL COUNTY CHECKING	1,988,584.81	270,860.64-	11,619.54	1,729,343.71
PENDLETON COUNTY 911	14,666.29	325.00-	60.00	14,401.29
HOME DETENTION	58,612.44	8.58-	.00	58,603.86
RESERVE FOR SPEC EMERG	55,818.12	.00	.00	55,818.12
PARKS & REC	74,158.65	.00	.00	74,158.65
PCCB	154.05	.00	.00	154.05
HEALTH REIMB	277,741.28	.00	.00	277,741.28
ASSESSOR'S VAL	82,167.88	.00	11,325.74	93,493.62
FINAN STABIL FUND	671,653.80	.00	.00	671,653.80
CONCEALED WEAPONS	19,093.45	1,150.00-	110.00	18,053.45
SPECIAL LAW ENFORCEMENT	3,078.85	.00	.00	3,078.85
COVID-19	5,778.43	.00	.00	5,778.43
BOARD OF HEALTH	252,964.99	17,998.58-	.00	234,966.41
CLEARING ACCOUNT	.00	.00	.00	.00
FINANCIAL STAB.-CD 2	602,094.58	.00	.00	602,094.58
FINANCIAL STAB.-MONEY MAR	608,365.49	.00	.00	608,365.49
GENERAL CO 12 MONTH CD	273,482.83	.00	.00	273,482.83
GENERAL CO 6 MONTH CD	53,114.31	.00	.00	53,114.31
GENERAL CO MONEY MARKET	481,550.22	.00	.00	481,550.22
911 SUPER SAVINGS	460,169.40	.00	.00	460,169.40
911 24 MONTH CD	9,493.09	.00	.00	9,493.09
*** BANK TOTAL ***	5,992,742.96	290,342.80-	23,115.28	5,725,515.44

SUMMIT COMMUNITY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
WORTHLESS CHECK	1,561.03	.00	.00	1,561.03
PEND CO HOUSING	66,027.37	.00	.00	66,027.37
*** BANK TOTAL ***	67,588.40	.00	.00	67,588.40

THE GRANT COUNTY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
CHCB	115.59	.00	.00	115.59
*** BANK TOTAL ***	115.59	.00	.00	115.59

*** COUNTY TOTAL ***	6,060,446.95	290,342.80-	23,115.28	5,793,219.43
CASH ON HAND				200.00
MAG WITNESS				124.90
JUROR & WITNESS				1,250.56
*** TOTAL ***				5,794,794.89

DATE: 4/02/21
TIME: 14:01:05

PENDLETON COUNTY
FINANCIAL STATEMENT
MONTH ENDING- 3/2021

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	1868257.02	792178.07	226272.84-	2434162.25
FUND - 002	COAL SEVERANCE				
FUND 002	TOTALS	8762.50	.00	2459.47-	6303.03
FUND - 003	DOG AND KENNEL				
FUND 003	TOTALS	5530.08	3.00	389.66-	5143.42
FUND - 004	GENERAL SCHOOL				
FUND 004	TOTALS	11890.69	1656.75	.00	13547.44
FUND - 005	MAGISTRATE COURT				
FUND 005	TOTALS	6736.18	136.50	411.24-	6461.44
FUND - 006	WORTHLESS CHECK				
FUND 006	TOTALS	1560.84	.19	.00	1561.03
FUND - 007	PEND CO 911				
FUND 007	TOTALS	532807.78	8256.65	57000.65-	484063.78
FUND - 008	HOME DETENTION				
FUND 008	TOTALS	58067.46	626.00	89.60-	58603.86
FUND - 011	RES FOR SPEC EMERG				
FUND 011	TOTALS	55813.38	4.74	.00	55818.12
FUND - 013	BOARD OF PARKS				
FUND 013	TOTALS	75362.91	.00	1204.26-	74158.65
FUND - 024	PEND CO HOUSING				
FUND 024	TOTALS	66019.77	7.60	.00	66027.37
FUND - 025	CHCB				
FUND 025	TOTALS	589.58	.00	473.99-	115.59

DATE: 4/02/21
TIME: 14:01:05

PENDLETON COUNTY
FINANCIAL STATEMENT
MONTH ENDING- 3/2021

PROG: SA058B

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 026	PCCB				
	FUND 026 TOTALS	1269.04	175.56	1290.55-	154.05
FUND - 052	HEALTH REIMB				
	FUND 052 TOTALS	273794.88	6210.92	2264.52-	277741.28
FUND - 056	ASSESSOR VALUATION				
	FUND 056 TOTALS	82380.13	11683.49	570.00-	93493.62
FUND - 058	FINAN STABIL FUND				
	FUND 058 TOTALS	1880765.34	1348.53	.00	1882113.87
FUND - 059	CONCEALED WEAPONS				
	FUND 059 TOTALS	17071.08	1325.00	342.63-	18053.45
FUND - 073	SPEC LAW ENF INVEST				
	FUND 073 TOTALS	3078.79	.06	.00	3078.85
FUND - 206	COVID-19				
	FUND 206 TOTALS	7140.86	.00	1362.43-	5778.43
FUND - 312	CRIMINAL CHARGES				
	FUND 312 TOTALS	.00	.00	.00	.00
FUND - 313	COURT REPORTER				
	FUND 313 TOTALS	.00	.00	.00	.00
FUND - 314	STATE FINES				
	FUND 314 TOTALS	.00	50.00	50.00-	.00
FUND - 315	STATE POLICE				
	FUND 315 TOTALS	.00	1150.00	1150.00-	.00
FUND - 316	STATE CURRENT				
	FUND 316 TOTALS	.00	3150.81	3150.81-	.00

DATE: 4/02/21
TIME: 14:01:05

PENDLETON COUNTY
FINANCIAL STATEMENT
MONTH ENDING- 3/2021

PROG: SA058B

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 364	TAX LIEN				
	FUND 364 TOTALS	72238.77	4617.07	8591.73-	68264.11
FUND - 365	DELINQ NONENTERED				
	FUND 365 TOTALS	5184.84	.00	.00	5184.84
FUND - 366	BOARD OF HEALTH				
	FUND 366 TOTALS	273804.95	1523.87	40362.41-	234966.41
FUND - 373	GEN CURRENT EXPENSES				
	FUND 373 TOTALS	.00	968239.32	968239.32-	.00
FUND - 378	FRANKLIN CURRENT				
	FUND 378 TOTALS	.00	7151.07	7151.07-	.00
FUND - 903	CLEARING ACCOUNT				
	FUND 903 TOTALS	.00	175.56	175.56-	.00
	FINAL TOTALS	5308126.87	1809670.76	1323002.74-	5794794.89
	BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:	6,060,446.95			
	ORDERS/DEBITS OUTSTANDING:	290,342.80-			
	DEPOSITS/CREDITS OUTSTANDING:	23,115.28			
	NET BANK BALANCE	5,793,219.43			
	CASH ON HAND	200.00			
	MAG WITNESS	124.90			
	JUROR & WITNESS	1,250.56			
	TOTAL IN COUNTY DEPOSITRIES AND OFFICES:	5,794,794.89			

I, Charwick L. Bowers 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 2021 showing the balance on
hand at the beginning 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 7 day of April 2021

Charwick L. Bowers Sheriff of Pendleton County

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 CARL HEVENER, AND UNANIMOUSLY CONFIRMED.

The appointment of Shari Moyers as Administratrix of the **Estate of Thomas William Riggle, deceased.** Bond in the amount of \$500.00 with State Farm Insurance as Surety.

The appointment of Linda McKeefer as Administratrix of the **Estate of Everett Lewis Kline, deceased.** Bond in the amount of \$600,000.00 with No Surety Required – Sole Heir.

The probation of the Last Will and Testament of **Arvella M. Pitsenbarger, deceased;** Witnesses by affidavit, Winona R. Hewitt and Kathy O. Bowers; The appointment of Dennis Lambert as Executor of the **Estate of Arvella M. Pitsenbarger, deceased;** Bond not required per Last Will and Testament of deceased.

THE FOLLOWING SETTLEMENTS OF ACCOUNTS WERE THIS DAY PRESENTED TO THE COMMISSION, APPROVED ON MOTION OF CARL HEVENER, UNANIMOUSLY CONFIRMED AND ORDERED RECORDED AND FILED:

Chadwick L. Bowers, Sheriff of Pendleton County, as Administrator of the **Estate of Robert Evan Spencer, Jr., deceased;** Report of Receipts, Disbursements and Distribution

The following exoneration was approved on motion of Carl Hevener, vote unanimous:

David A. Dyer, Bethel District, \$19.72

ORDERED THAT THE FOLLOWING ALLOWANCES BE MADE PAYABLE OUT OF:

GENERAL COUNTY FUND:	Check Nos. 32010 – 32041	\$58,964.13
COAL SEVERANCE FUND:	Check Nos. 200099 - 200100	\$634.31
911 FUND:	Check Nos. 3525 – 3529	\$658.30
HOME CONFINEMENT FUND:	Check No. 255	\$252.00
PENDLETON COUNTY COMM. BLDG.:	Check No. 1175	\$383.72
SPECIAL LAW ENFORCEMENT FUND:	Check No. 110	\$1,000.00

ORDERED THAT COMMISSION DO ADJOURN ON MOTION OF CARL HEVENER, VOTE UNANIMOUS, UNTIL TUESDAY, MAY 4, 2021.

President