

AT A COUNTY COMMISSION HELD FOR PENDLETON COUNTY, WEST VIRGINIA, AT THE COURTHOUSE, ON TUESDAY, DECEMBER 16, 2025 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; SHERRY MONGOLD, SRRDA DIRECTOR; ANNIE HUMES, CVB DIRECTOR; STEPHEN SMOOT, THE PENDLETON TIMES (BY PHONE); MIKE ALT; JENNIFER TAYLOR-IDE

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

Minutes of the November 16, 2025 regular meeting of the County Commission, on motion of Commissioner Dahmer, were unanimously approved.

The estimate to replace the back steps at the Pendleton County Health Department is \$926.77. Approval was given to replace on motion of Commissioner Bennett, vote unanimous.

Rick Gillespie, Emergency Services Coordinator, stated that the modular building at the Pendleton County General Services Center (PCGSC) needs to be demolished sooner than expected as it will make things more convenient when Mon Power is running the power lines. The estimated cost to demo the building, remove some trees and fill the area for parking would be \$11,000. They hope to move the OEM offices in January.

A drawdown in the amount of \$395,493.76 for the Courthouse Annex project was submitted. Commissioner Dahmer made a motion to approve the drawdown, vote unanimous. All is still going well with the progress. As the weather has warmed, may be able to start laying the bricks soon.

The following Board appointments were made on motion of Commissioner Dahmer, vote unanimous. All terms begin January 1, 2026.

- 911 Advisory Board - Kevin Raymond, three-year term
- Board of Health - Janice Lantz, five-year term
Carmen Rexrode, one-year term
- Pendleton Co. EDA - Joan Ashley, three-year term
Jeremy Harper, three-year term
Dayne Davis, three-year term
Kyle Apple, three-year term
- Farmland Protection - Gary Swecker, four-year term
- Planning Commission - Luci Raines, two-year term
Sam Yokum, two-year term
Adam Hott, two-year term
Kelly Marsh, two-year term
Mike Weaver, two-year term
Dave Seymour, two-year term

On motion of Commissioner Bennett, vote unanimous, Roger Dahmer was appointed to a one-year term to the Workforce Development Board.

The Commission received a letter requesting a dedication for the new Family Court room. The discussion was tabled.

Sherry Mongold, SRRDA, submitted a resolution for the LEDA grant match in the amount of \$15,400.00 for the Seneca Rocks Regional Development Authority. On motion of Commissioner Dahmer, vote unanimous, the resolution was signed.

The County Fire Protection Fund received a distribution of \$10,270.74 from the State. On motion of Commissioner Bennett, vote unanimous, the Commission approved to disburse \$2,000.00 to each of the five fire departments in the County.

Mike Alt submitted the third quarter requests for EMS supplements and stipends in the total amount of \$39,904.50. He thanked the Commission for their support in funding these supplements.

Annie Humes, CVB Director, said the deadline for the America 250 mural project had been extended until May 1, 2026. She also thanked the Commission on getting the Planning Commission established.

Sherry Mongold, SRRDA Director, informed the Commission that the Innovation Hub was now open.

On motion of Commissioner Dahmer, vote unanimous, the Commission went into Executive Session at 9:49 a.m. to discuss the IT contract and 911 personnel issues.

At 11:30 a.m., Commissioner Dahmer made a motion, vote unanimous, to come out of Executive Session. No action was taken during Executive Session.

On motion of Commissioner Dahmer, vote unanimous, Mandy Hutchison was appointed to the Certified Training Officer (CTO) position at 911.

The Commission reviewed the November employee timesheets and the Sheriff's financial statement for the month of November 2025.

The following appointments of administrators, executors, etc., done by the County Clerk in vacation of the Commission were approved on motion of Commissioner Bennett, vote unanimous.

The appointment of Kevin Charles Sponaugle as Executor in the **Estate of Gaylon C. Sponaugle, deceased**. No bond required as stated in the Last Will and Testament.

The appointment of Bonnie Mitchell as Administratrix in the **Estate of Roger Mitchell, deceased**. Bond in the amount of \$40,000.00. No surety required.

The following settlements of accounts were this day presented to the Commission and were approved on motion of Commissioner Dahmer, vote unanimous.

Shirley Sherman, Executrix of the **Estate of Roberta M. Weese-Bennett, deceased**; Waiver of Final Settlement

Nancy K. Adamson, Executrix of the **Estate of Robert O. Adamson, deceased**; Affidavit and Waiver of Final Settlement

The following exoneration was approved on motion of Commissioner Dahmer, vote unanimous.

Anthony Vanmeter, Franklin District, \$243.29 (2023)
Anthony Vanmeter, Franklin District, \$206.88 (2024)

ORDERED THAT THE FOLLOWING ALLOWANCES BE MADE PAYABLE OUT OF:

GENERAL COUNTY FUND:	Check Nos. 36228 – 36282	\$84,333.85
	November Payroll	\$287,108.67
COAL SEVERANCE FUND:	Check No. 200324 - 200326	\$470.45
MAGISTRATE COURT FUND:	Check No. 300248	\$24.00
911 FUND:	Check Nos. 4563– 4576	\$70,092.81
HOME CONFINEMENT FUND:	Check Nos. 375 - 376	\$515.00
PARKS & RECREATION FUND:	Check Nos. 1602 - 1609	\$2,771.37
CLINTON HEDRICK CB FUND:	Check No. 1203	\$35.82
PENDLETON COUNTY CB FUND:	Check No. 1285 - 1287	\$728.83
COUNTY FIRE PROTECTION FUND:	Check Nos. 1010 – 1014	\$10,000.00
AMERICAN RESCUE PLAN FUND:	Check Nos. 139 – 146	\$68,265.85

The January 20, 2026 Commission meeting was changed to Thursday, January 22, 2026.

ORDERED THAT COMMISSION DO ADJOURN ON MOTION OF COMMISSIONER DAHMER, VOTE UNANIMOUS, UNTIL TUESDAY, JANUARY 6, 2026.

President

DATE: 12/04/25 SHERIFF'S ACCOUNTING SYSTEM PAGE: 1
TIME: 15:47:10 BANK BALANCE AS OF 11/30/2025 PROG: SA0068

PENDLETON COMMUNITY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
GENERAL COUNTY CHECKING	1,645,779.64	45,788.35-	1,089.04	1,601,080.33
PENDLETON COUNTY 911	94,096.17	2,620.00-	.00	91,476.17
HOME DETENTION	72,663.45	.00	.00	72,663.45
PARKS & REC	59,536.27	64.03-	.00	59,472.24
CHCB	191.95	.00	.00	191.95
PCCB	3,608.06	.00	.00	3,608.06
OPIOID SETTLEMENT	94,978.89	.00	.00	94,978.89
CO FIRE PROTECTION	1,222.61	.00	.00	1,222.61
EMS SALARY ENHANCEMENT	6,918.01	.00	.00	6,918.01
HEALTH REIMB	132,202.57	.00	.00	132,202.57
ASSESSOR'S VAL	116,371.02	5,543.95-	1,487.43	112,314.50
CONCEALED WEAPONS	12,667.44	175.00-	.00	12,492.44
ELECTION ADMIN	15,834.62	.00	.00	15,834.62
REAL PROP-E RECORDING	15,834.62	.00	.00	15,834.62
SPECIAL LAW ENFORCEMENT	6,432.59	.00	.00	6,432.59
AMER RES PLAN ACT	385,922.34	.00	.00	385,922.34
PENDCO BLDG COMM	402,548.05	.00	.00	402,548.05
CERTIFIED TO STATE	16,064.39	.00	.00	16,064.39
BOARD OF HEALTH	279,005.24	4,979.14-	.00	274,026.10
CLEARING ACCOUNT	.00	.00	.00	.00
RESER FOR SPEC EMERG MM	60,909.56	.00	.00	60,909.56
FINANCIAL STAB.-MONEY MAR	1,686,343.77	.00	.00	1,686,343.77
FINAN STABIL FUND	.00	.00	.00	.00
GENERAL CO MONEY MARKET	1,292,449.14	.00	.00	1,292,449.14
GEN CO CD	.00	.00	.00	.00
PEN CO 911 FEES FUND MM	381,696.65	.00	.00	381,696.65
911 CD FEES FUND	109,831.74	.00	.00	109,831.74
*** BANK TOTAL ***	6,893,108.79	59,170.47-	2,576.47	6,836,514.79
SUMMIT COMMUNITY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
WORTHLESS CHECK	2,043.05	.00	.00	2,043.05
*** BANK TOTAL ***	2,043.05	.00	.00	2,043.05
THE GRANT COUNTY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
*** BANK TOTAL ***	.00	.00	.00	.00
*** COUNTY TOTAL ***	6,895,151.84	59,170.47-	2,576.47	6,838,557.84
CASH ON HAND				200.00
GRAND JURORS				1,312.80
TAX-WCC (DISTRIB)				109.41-
*** TOTAL ***				6,839,961.23

DATE: 12/04/25
TIME: 15:49:28

PENDLETON COUNTY
FINANCIAL STATEMENT
MONTH ENDING- 11/2025

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	3236725.78	192128.95	651067.01-	2777787.72
FUND - 002	COAL SEVERANCE				
	FUND 002 TOTALS	6629.46	3574.11	615.01-	9588.56
FUND - 003	DOG AND KENNEL				
	FUND 003 TOTALS	7511.10	.00	.00	7511.10
FUND - 004	GENERAL SCHOOL				
	FUND 004 TOTALS	19098.03	2770.60	.00	21868.63
FUND - 005	MAGISTRATE COURT				
	FUND 005 TOTALS	5199.52	220.50	24.00-	5396.02
FUND - 006	WORTHLESS CHECK				
	FUND 006 TOTALS	2042.88	.17	.00	2043.05
FUND - 007	PEND CO 911				
	FUND 007 TOTALS	620887.80	7593.58	45476.82-	583004.56
FUND - 008	HOME DETENTION				
	FUND 008 TOTALS	73915.09	1050.00	2301.64-	72663.45
FUND - 011	RES FOR SPEC EMERG				
	FUND 011 TOTALS	60801.02	108.54	.00	60909.56
FUND - 013	BOARD OF PARKS				
	FUND 013 TOTALS	59626.54	.00	154.30-	59472.24
FUND - 024	PEND CO HOUSING				
	FUND 024 TOTALS	.00	.00	.00	.00
FUND - 025	CHCB				
	FUND 025 TOTALS	291.57	.00	99.62-	191.95
FUND - 026	PCCB				
	FUND 026 TOTALS	3152.80	770.56	315.30-	3608.06
FUND - 040	OPIOID SETTLEMENT				
	FUND 040 TOTALS	94971.09	7.80	.00	94978.89
FUND - 041	CO FIRE PROTECTION				
	FUND 041 TOTALS	1222.55	.06	.00	1222.61
FUND - 042	EMS SALARY ENHANCE				
	FUND 042 TOTALS	6917.56	.45	.00	6918.01
FUND - 052	HEALTH REIMB				
	FUND 052 TOTALS	134875.11	283.51	2956.05-	132202.57
FUND - 056	ASSESSOR VALUATION				
	FUND 056 TOTALS	111997.59	1802.56	1485.65-	112314.50
FUND - 058	FINAN STABIL FUND				
	FUND 058 TOTALS	1680331.06	6012.71	.00	1686343.77
FUND - 059	CONCEALED WEAPONS				
	FUND 059 TOTALS	12473.44	245.00	226.00-	12492.44
FUND - 061	ELECTION ADMIN				
	FUND 061 TOTALS	15426.25	408.37	.00	15834.62
FUND - 062	REAL PROP- E-RECORD				
	FUND 062 TOTALS	15426.25	408.37	.00	15834.62
FUND - 073	SPEC LAW ENF INVEST				
	FUND 073 TOTALS	6432.17	.42	.00	6432.59
FUND - 207	AMER RES PLAN ACT				
	FUND 207 TOTALS	388982.34	.00	3060.00-	385922.34

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 277	PENDCO BLDG COMM				
	FUND 277 TOTALS	548.05	800258.78	398258.78-	402548.05
FUND - 312	CRIMINAL CHARGES				
	FUND 312 TOTALS	.00	223.00	223.00-	.00
FUND - 313	COURT REPORTER				
	FUND 313 TOTALS	.00	120.00	120.00-	.00
FUND - 314	STATE FINES				
	FUND 314 TOTALS	.00	.00	.00	.00
FUND - 315	STATE POLICE				
	FUND 315 TOTALS	.00	175.00	175.00-	.00
FUND - 316	STATE CURRENT				
	FUND 316 TOTALS	.00	434.45	434.45-	.00
FUND - 361	CERTIFIED TO STATE				
	FUND 361 TOTALS	16064.39	.00	.00	16064.39
FUND - 364	TAX LIEN				
	FUND 364 TOTALS	68007.19	.00	.00	68007.19
FUND - 365	DELINQ NONENTERED				
	FUND 365 TOTALS	4773.64	.00	.00	4773.64
FUND - 366	BOARD OF HEALTH				
	FUND 366 TOTALS	273823.80	24327.78	24125.48-	274026.10
FUND - 369	DEP SHERIFF FUND				
	FUND 369 TOTALS	.00	25.00	25.00-	.00
FUND - 373	GEN CURRENT EXPENSES				
	FUND 373 TOTALS	.00	32891.85	32891.85-	.00
FUND - 378	FRANKLIN CURRENT				
	FUND 378 TOTALS	.00	1388.51	1388.51-	.00
FUND - 903	CLEARING ACCOUNT				
	FUND 903 TOTALS	.00	91219.65	91219.65-	.00
	FINAL TOTALS	6928154.07	1168450.28	1256643.12-	6839961.23
	BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:	6,895,151.84			
	ORDERS/DEBITS OUTSTANDING:	59,170.47-			
	DEPOSITS/CREDITS OUTSTANDING:	2,576.47			
	NET BANK BALANCE	6,838,557.84			
	CASH ON HAND	200.00			
	GRAND JURORS	1,312.80			
	TAX-WCC (DISTRIB)	109.41-			
	TOTAL IN COUNTY DEPOSITRIES AND OFFICES:	6,839,961.23			

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 November 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 10th day of December 2025

Bradley D. Kimble Sheriff of Pendleton County