

**AT A COUNTY COMMISSION HELD FOR PENDLETON COUNTY, WEST VIRGINIA, AT THE COURTHOUSE, ON TUESDAY, FEBRUARY 1, 2022 AT 10:00 A.M.**

**COMMISSIONERS PRESENT: GENE MCCONNELL, PRESIDENT, CARL HEVENER AND CAROLE HARTMAN**

**OTHERS PRESENT: ELISE WHITE, COUNTY CLERK; KAREN PITSENBARGER, COUNTY ADMINISTRATOR; RICK GILLESPIE, EMERGENCY SERVICES COORDINATOR; BRUCE MINOR, EMERGENCY SERVICES DIRECTOR; LAURA BROWN, EDA DIRECTOR; DIANA MITCHELL, 911 DIRECTOR; APRIL MALLOW, PROSECUTING ATTORNEY; CHARLOTTE HOOVER, CONSERVATION DISTRICT SUPERVISOR FOR POTOMAC VALLEY CONSERVATION DISTRICT; DON WHETZEL, WATERSHED MANAGER, WV CONSERVATION AGENCY ; DARREN TAYLOR, DAY SOUTH BRANCH VALLEY REGIONAL DAY REPORT CENTER DIRECTOR; KEN BUSTIN, EDITOR THE PENDLETON TIMES**

**This being the first day set for the Commission to meet as Board of Review and Equalization of Pendleton County, for the purpose of reviewing and equalizing the assessment of said Pendleton County as returned by the Assessor thereof, the Commission met as such.**

**No appointments being scheduled for this date before the board, on motion of Commissioner Hartman, vote unanimous, Board of Review meeting was adjourned. Next meeting will be Monday, February 7, 2022.**

Commission meeting called to order by President Gene McConnell.

Minutes of the January 18, 2022 meeting of the County Commission, on motion of Commissioner Hartman, were unanimously approved.

Maintenance:

Eddie Simpson submitted drawing and estimate for changes to court reporter area and lawyer's tables in courtroom. On motion of Commissioner Hevener, vote unanimous, changes to the court reporter area were approved. Other changes will be reviewed at a later date.

Seven bids, ranging from \$2,651.95 to \$4,000.00, were received for the GMC truck with plow. On motion of Commissioner Hevener, vote unanimous, the highest bid was accepted in the amount of \$4,000.00.

Charlotte Hoover, Conservation District Supervisor, and Don Whetzel, Watershed Manager, updated the Commission on the condition of the dams in Pendleton County. They appreciate the financial support the Commission provides and asked for their continued support. The Commission inquired about the 713U contract that had been signed in the fall. Mr. Whetzel will follow up on that and get back with Commissioner Hevener or Bruce Minor.

Diana Mitchell, 911 Director, informed the Commission that the ad for part-time dispatchers will be in the paper this week and will run for a total of three weeks. One full-time dispatcher is scheduled to retire at the end of March and the current part-time dispatcher, Coleen Miller, will move up to full-time

to fill that position. Diana said she would like to have at least 3 more dispatchers, if possible. Rick Gillespie, Emergency Services Coordinator, stated that he has been looking into doing a job fair at the high school. Laura Brown, EDA Director, mentioned that there is a Career Day at the high school scheduled for February 18, 2022.

Rick Gillespie said the new pagers have arrived. He reminded the Commission about the 911 emergency call system upgrade that had been tabled at a prior meeting. He had originally requested if the funds would be able to come out of ARPA money.

Laura Brown, EDA Director, reported that all West Virginia broadband grants have been submitted. They have received some additional requests for information and has responded to those. She stated that in the past year, \$6.3 million in broadband grants have been applied for on behalf of Pendleton County.

On motion of Commissioner Hartman, vote unanimous, the County's COVID State of Emergency Compensation Policy allowing paid sick leave for a COVID related event for county employees will be discontinued, effective February 1, 2022.

Commissioner Hartman brought up the condition of the parking lot at the Pendleton County Community Building (PCCB). She stated that it is in poor condition and need to look at options for improving it. Rick Gillespie mentioned that the only way to properly correct the problems would be to dig it up and start from scratch. Commissioner McConnell said he would prefer to look for land that is not in the flood plain to move the Community Building and Fire/Rescue Department to. There may be some infrastructure grants that could be applied for to do this.

The Commissioners reviewed the current status of the ARPA funds. Taking into account the additional funds to be received and the funds already spent and allocated, the remaining balance available is \$279,151.97. On motion of Commissioner Hartman, vote unanimous, the Commission approved to allocate the Wi-fi upgrades at PCCB and the 911 Center, in the amount of \$11,457.00 and the upgrade to the 911 emergency call system, estimated at \$86,000.00 out of the available ARPA funds.

On motion of Commissioner Hartman, vote unanimous, the Commission approved the Medical Emergency Absentee Voting Policy.

Om motion of Commissioner Hartman, vote unanimous, the Commission approved the third General County budget revision for fiscal year 2022.

Ora Ash, Deputy State Auditor  
 West Virginia State Auditor's Office  
 200 West Main Street  
 Clarksburg, WV 26301  
 Phone: 627-2415 ext. 5114  
 Fax: 304-340-5090  
 Email: [igs@wvsao.gov](mailto:igs@wvsao.gov)

**REQUEST FOR REVISION TO APPROVED BUDGET**  
 Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER  
 FY: 2022  
 Fund: 1  
 Rev. No. 3  
 Pages: 1

Pendleton County Commission  
 GOVERNMENT ENTITY

Person To Contact Regarding Request:  
 Name: **Elise M. White**  
 Phone: **304-358-2505**  
 Fax: **304-358-2473**  
 Email: [countyclerk@pencowv.com](mailto:countyclerk@pencowv.com)

P.O. Box 1167  
 STREET OR PO BOX  
 Franklin  
 CITY  
 26807  
 ZIP CODE

COUNTY  
 Government Type

**REVENUES: (net each acct.)**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
309	Hotel Occupancy Tax	70,400	30,000		100,400
323	State Grants	9,964	2,127		12,091
370	Gaming Income	30,000	15,000		45,000
	#N/A				
	#N/A				
	#N/A				
<b>NET INCREASE/(DECREASE) Revenues (ALL PAGES)</b>			<b>47,127</b>		

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

**EXPENDITURES: (net each account category)**

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
408	Statewide Computer Network	16,650	12,000		28,650
443	State Grants	9,964	2,127		12,091
699	Contingencies	532,171		19,885	512,286
700	Sheriff-Law Enforcement	388,731	15,385		404,116
713	Fire Department	25,100	7,500		32,600
715	Ambulance Authority	25,100	7,500		32,600
900	Parks & Recreation	15,000	7,500		22,500
911	Visitor's Bureau	35,200	15,000		50,200
	#N/A				
	#N/A				
	#N/A				
<b>NET INCREASE/(DECREASE) Expenditures</b>			<b>47,127</b>		

APPROVED BY THE STATE AUDITOR  
 BY: \_\_\_\_\_ Date \_\_\_\_\_  
 Deputy State Auditor, Local Government Services Div.

*Elise M. White* 2/1/2022  
 AUTHORIZED SIGNATURE APPROVAL DATE  
 OF ENTITY

**RESOLUTION**

At a regular session of the Pendleton County Commission, held February 1, 2022 the following order was made and entered:

**SUBJECT:** The revision of the General County Levy Estimate 2021-2022 Budget for the County of Pendleton. The following resolution was offered:

**RESOLVED:** That subject to approval of the State Auditor as ex officio chief inspector of public offices, the County Commission does hereby direct the budget be revised PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on budget revision number three, a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by Carole Hartman, and duly seconded by Carl Hevener, the vote thereon was as follows:

- Gene McConnell - Yes
- Carl Hevener - Yes
- Carole Hartman - Yes

**WHEREUPON**, Gene McConnell, President, declared said resolution duly adopted, and it is therefore **ADJUDGED** and **ORDERED** that said resolution be, and the same is, hereby adopted as so stated above, and the County Clerk, Elise M. White is authorized to fix her signature on the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

The Commission reviewed the Sheriff's monthly financial statement ending December 31, 2021.

DATE: 1/13/22 SHERIFF'S ACCOUNTING SYSTEM PAGE: 1  
 TIME: 15:15:40 BANK BALANCE AS OF 12/31/2021 PROG: SA0068

PENDLETON COMMUNITY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
GENERAL COUNTY CHECKING	2,204,748.44	54,187.53-	11,385.16	2,161,946.07
PENDLETON COUNTY 911	66,779.17	.00	.00	66,779.17
HOME DETENTION	64,161.14	8.58-	.00	64,152.56
RESERVE FOR SPEC EMERG	55,860.19	.00	.00	55,860.19
PARKS & REC	68,366.93	772.24-	.00	67,594.69
PCCB	198.13-	.00	.00	198.13-
HEALTH REIMB	275,848.12	.00	.00	275,848.12
ASSESSOR'S VAL	136,798.22	206.04-	2,215.13	138,807.31
FINAN STABIL FUND	680,721.78	.00	.00	680,721.78
CONCEALED WEAPONS	19,708.69	150.00-	.00	19,558.69
SPECIAL LAW ENFORCEMENT	3,221.33	.00	.00	3,221.33
COVID-19	1,413.50	.00	.00	1,413.50
AMER RES PLAN ACT	675,833.50	.00	.00	675,833.50
BOARD OF HEALTH	209,001.07	14,477.45-	632.76	195,156.38
CLEARING ACCOUNT	.00	.00	.00	.00
FINANCIAL STAB.-CD 2	604,822.51	.00	.00	604,822.51
FINANCIAL STAB.-MONEY MAR	228,870.37	.00	.00	228,870.37
GENERAL CO 12 MONTH CD	273,826.96	.00	.00	273,826.96
GENERAL CO 6 MONTH CD	53,154.34	.00	.00	53,154.34
GENERAL CO MONEY MARKET	863,056.21	.00	.00	863,056.21
911 SUPER SAVINGS	591,767.71	.00	.00	591,767.71
911 24 MONTH CD	9,507.41	.00	.00	9,507.41
*** BANK TOTAL ***	7,087,269.46	69,801.84-	14,233.05	7,031,700.67

SUMMIT COMMUNITY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
WORTHLESS CHECK	1,686.47	.00	.00	1,686.47
PEND CO HOUSING	66,087.35	.00	.00	66,087.35
*** BANK TOTAL ***	67,773.82	.00	.00	67,773.82

THE GRANT COUNTY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
CHCB	786.55	.00	.00	786.55
*** BANK TOTAL ***	786.55	.00	.00	786.55

\*\*\* COUNTY TOTAL \*\*\* 7,155,829.83 69,801.84- 14,233.05 7,100,261.04

CASH ON HAND 200.00  
 MAG WIT 19.60

\*\*\* TOTAL \*\*\* 7,100,480.64

DATE: 1/13/22  
 TIME: 15:16:15

PENDLETON COUNTY  
 FINANCIAL STATEMENT  
 MONTH ENDING- 12/2021

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	3402982.92	139602.20	321645.45-	3220939.67
FUND - 002	COAL SEVERANCE				
	FUND 002 TOTALS	6818.12	.00	753.57-	6064.55
FUND - 003	DOG AND KENNEL				
	FUND 003 TOTALS	7860.42	.00	421.42-	7439.00
FUND - 004	GENERAL SCHOOL				
	FUND 004 TOTALS	36965.00	2991.75	30000.00-	9956.75
FUND - 005	MAGISTRATE COURT				
	FUND 005 TOTALS	4466.40	280.00	404.48-	4341.92
FUND - 006	WORTHLESS CHECK				
	FUND 006 TOTALS	1686.34	.13	.00	1686.47
FUND - 007	PEND CO 911				
	FUND 007 TOTALS	696636.41	8082.21	36664.33-	668054.29
FUND - 008	HOME DETENTION				
	FUND 008 TOTALS	63609.76	855.00	312.20-	64152.56
FUND - 011	RES FOR SPEC EMERG				
	FUND 011 TOTALS	55855.45	4.74	.00	55860.19
FUND - 013	BOARD OF PARKS				
	FUND 013 TOTALS	69593.99	410.00	2409.30-	67594.69
FUND - 024	PEND CO HOUSING				
	FUND 024 TOTALS	66081.01	6.34	.00	66087.35
FUND - 025	CHCB				
	FUND 025 TOTALS	76.55	710.00	.00	786.55

DATE: 1/13/22  
TIME: 15:16:15

PENDLETON COUNTY  
FINANCIAL STATEMENT  
MONTH ENDING- 12/2021

PROG: SA058B

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 026	PCCE				
	FUND 026 TOTALS	2271.43	300.56	2770.12-	198.13-
FUND - 052	HEALTH REIMB				
	FUND 052 TOTALS	277049.73	9.39	1211.00-	275848.12
FUND - 056	ASSESSOR VALUATION				
	FUND 056 TOTALS	137742.83	2642.01	1577.53-	138807.31
FUND - 058	FINAN STABIL FUND				
	FUND 058 TOTALS	1513101.88	1312.78	.00	1514414.66
FUND - 059	CONCEALED WEAPONS				
	FUND 059 TOTALS	19913.69	175.00	530.00-	19558.69
FUND - 073	SPEC LAW ENF INVEST				
	FUND 073 TOTALS	3221.28	.05	.00	3221.33
FUND - 206	COVID-19				
	FUND 206 TOTALS	2624.99	.00	1211.49-	1413.50
FUND - 207	AMER RES PLAN ACT				
	FUND 207 TOTALS	675833.50	.00	.00	675833.50
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	190.00	190.00-	.00
FUND - 315	STATE POLICE				
	FUND 315 TOTALS	.00	150.00	150.00-	.00

DATE: 1/13/22  
TIME: 15:16:15

PENDLETON COUNTY  
FINANCIAL STATEMENT  
MONTH ENDING- 12/2021

PROG: SA058B

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 316	STATE CURRENT				
	FUND 316 TOTALS	.00	488.83	488.83-	.00
FUND - 364	TAX LIEN				
	FUND 364 TOTALS	98276.45	.00	.00	98276.45
FUND - 365	DELINQ NONENTERED				
	FUND 365 TOTALS	5184.84	.00	.00	5184.84
FUND - 366	BOARD OF HEALTH				
	FUND 366 TOTALS	213505.34	22598.71	40947.67-	195156.38
FUND - 373	GEN CURRENT EXPENSES				
	FUND 373 TOTALS	.00	39984.01	39984.01-	.00
FUND - 378	FRANKLIN CURRENT				
	FUND 378 TOTALS	.00	1622.90	1622.90-	.00
FUND - 903	CLEARING ACCOUNT				
	FUND 903 TOTALS	.00	3300.56	3300.56-	.00
	FINAL TOTALS	7361358.33	225717.17	486594.86-	7100480.64
	BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:	7,155,829.83			
	ORDERS/DEBITS OUTSTANDING:	69,801.84-			
	DEPOSITS/CREDITS OUTSTANDING:	14,233.05			
	NET BANK BALANCE	7,100,261.04			
	CASH ON HAND	200.00			
	MAG WIT	19.60			
	TOTAL IN COUNTY DEPOSITRIES AND OFFICES:	7,100,480.64			

I, Chalwick Lewis, 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 December 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 13 day of January 2022

Chalwick Lewis 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.**

No appointments were made.

**THE FOLLOWING SETTLEMENTS OF ACCOUNTS WERE THIS DAY PRESENTED TO THE COMMISSION AND APPROVED ON MOTION OF COMMISSIONER HEVENER, AND UNANIMOUSLY CONFIRMED:**

Judy Snyder, as Administratrix of the **Estate of Leola Virginia Snyder, deceased**; Affidavit and Waiver of Final Settlement

Heidi Jon Hartman, as Executrix of the **Estate of William W. Hartman, deceased**; Affidavit and Waiver of Final Settlement

There were no exonerations.

**ORDERED THAT THE FOLLOWING ALLOWANCES BE MADE PAYABLE OUT OF:**

GENERAL COUNTY FUND:	Check Nos. 32732 – 32770	\$40,800.34
COAL SEVERANCE FUND:	Check No. 200117	\$587.50
DOG FUND:	Check No. 431	\$2,500.00
MAGISTRATE COURT FUND:	Check Nos. 300132 – 300133	\$240.48
911 FUND:	Check Nos. 3683 – 3690	\$9,381.19
PARKS & RECREATION FUND:	Check Nos. 1217 - 1222	\$1,438.78
ARPA FUND:	Check Nos. 102-103	\$50,492.52

ORDERED THAT COMMISSION DO ADJOURN ON MOTION OF COMMISSIONER HEVENER, VOTE UNANIMOUS, UNTIL TUESDAY, FEBRUARY 15, 2022.

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President