

**AT A COUNTY COMMISSION HELD FOR PENDLETON COUNTY, WEST VIRGINIA, AT THE COURTHOUSE, ON TUESDAY, FEBRUARY 16, 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**

**PUBLIC PRESENT: SHAWN STINSON, THE PENDLETON TIMES**

**On motion of Carole Hartman, seconded by Carl Hevener, all commissioners voting in the affirmative, to adjourn regular session and convene as Board of Review and Equalization. No one appearing before the Board of Review and Equalization and this being the last day set for Board of Review, the Commission adjourned sine die.**

Minutes of the February 2, 2020 meeting of the County Commission, on motion of Carole Hartman, were unanimously approved.

Maintenance:

The heating unit at Pendleton County Community Building is in need of repair/replacement. Karen Pitsenbarger, County Administrator, received an estimate from AQS in the amount of \$12,500 to replace the unit. On motion of Carl Hevener, vote unanimous, to accept the estimate and have the unit replaced.

Snow removal and salting continues to be done at the Library, Courthouse, Community Building and 911 Center by Mountain View Lawn Service.

No representative from the Pendleton County Health Department attended the meeting. We are now a yellow county. The Commission discussed the vaccine clinics being scheduled in the County. They also wondered if there was a record kept somewhere as to how many Pendleton County residents had been vaccinated. Shawn Stinson, editor of The Pendleton Times, stated that the WV DHHR is supposed to be working on calculating how many residents per county had been vaccinated. Carole Hartman and Gene McConnell also brought up if there was any plan to reach those residents who do not have access to the internet to be able to sign-up for the vaccine or those with transportation issues.

Diana Mitchell, 911 Director, was unable to attend the meeting. Gene McConnell noted they are working to get the location information downloaded more accurately and efficiently.

Dave Barton, Shenandoah Valley Group, was unable to attend the meeting to discuss health insurance. He will be rescheduled for March.

The County's WVCoRP liability insurance was reviewed and several changes were recommended. There was discussion in regards to the WV BRIM policy that 911 has and whether it is a duplicate policy to the WVCoRP policy. Elise White, County Clerk, had talked with Melody Duke of WV BRIM and Steve Rawlings of WVCoRP and both of them were thinking that the 911 separate policy could be a duplicate policy. Carole Hartman will contact Steve Rawlings to get clarification on that.

The Division of Forestry lease agreement for space at the community building is up for renewal on June 30, 2021. They have requested to renew for two years at \$100 per month. On motion of Carole Hartman, vote unanimous, the lease agreement will be renewed for two more years.

Karen Pitsenbarger requested permission to increase the credit limit on the County's credit card. Currently there is an overall limit of \$20,000, with an individual card limit of \$2,000. She would like to increase the overall limit to \$35,000. She also stated that she will need to request a card for the prosecuting attorney and to change the name on the sheriff's card. She said that this company has not been an easy company to deal with. There was some discussion on whether the County should consider enrolling in the P-card through the State. Karen and Elise White will look into that option.

**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 CAROLE HARTMAN, AND UNANIMOUSLY CONFIRMED.**

The appointment of Diane L. Long as Administratrix of the **Estate of Donald Wayne Mick, deceased**. Bond in the amount of \$500.00 with Kenneth Long as surety.

The appointment of John W. Sites as Administrator of the **Estate of Richard Sites, deceased**. Bond in the amount of \$21,800.00 with Lorella Lee Nelson-Mitchell as surety.

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

Barbara Whitecotton, as Executrix of the **Estate of Madeline V. Whitecotton, deceased**; Affidavit and Waiver of Final Settlement

Edith Hedrick, as Executrix of the **Estate of Rodney Hedrick, deceased**; Affidavit and Waiver of Final Settlement

Michael G. Sims, as Administrator of the **Estate of Marilyn Sims, deceased**; Waiver of Final Settlement

Michael G. Sims, as Administrator of the **Estate of Mary Mildred Walker, deceased**; Waiver of Final Settlement

On motion of Carole Hartman, vote unanimous, the following exoneration was approved:

Kenneth D. Puffenbarger, Jr., Sugar Grove District, \$801.74

The Sheriff's Monthly Financial Statement for January 2021 was reviewed and filed.

PENDLETON COMMUNITY BANK		BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
GENERAL COUNTY CHECKING	1,153,435.23	51,282.48-	13,410.66	1,115,563.41	
PENDLETON COUNTY 911	174,548.51	360.07-	.00	174,188.44	
HOME DETENTION	57,946.94	8.58-	.00	57,938.36	
RESERVE FOR SPEC EMERG	55,809.10	.00	.00	55,809.10	
PARKS & REC	76,576.74	.00	.00	76,576.74	
PCCB	389.04	.00	.00	389.04	
HEALTH REIMB	265,643.87	.00	.00	265,643.87	
ASSESSOR'S VAL	74,688.48	5,400.00-	1,636.84	70,925.32	
FINAN STABIL FUND	669,724.10	.00	.00	669,724.10	
CONCEALED WEAPONS	17,134.08	548.00-	100.00	16,686.08	
SPECIAL LAW ENFORCEMENT	3,078.75	.00	.00	3,078.75	
COVID-19	10,428.34	.00	.00	10,428.34	
BOARD OF HEALTH	279,303.98	23,694.90-	1,517.12	257,126.20	
CLEARING ACCOUNT	.00	.00	.00	.00	
FINANCIAL STAB.-CD 2	601,510.92	.00	.00	601,510.92	
FINANCIAL STAB.-MONEY MAR	608,070.54	.00	.00	608,070.54	
GENERAL CO 12 MONTH CD	273,348.00	.00	.00	273,348.00	
GENERAL CO 6 MONTH CD	53,094.67	.00	.00	53,094.67	
GENERAL CO MONEY MARKET	481,394.57	.00	.00	481,394.57	
911 SUPER SAVINGS	460,095.02	.00	.00	460,095.02	
911 24 MONTH CD	9,462.94	.00	.00	9,462.94	
*** BANK TOTAL ***	5,325,683.82	81,294.03-	16,664.62	5,261,054.41	

  

SUMMIT COMMUNITY BANK		BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
WORTHLESS CHECK	1,560.84	.00	.00	1,560.84	
PEND CO HOUSING	66,012.17	.00	.00	66,012.17	
*** BANK TOTAL ***	67,573.01	.00	.00	67,573.01	

  

THE GRANT COUNTY BANK		BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
CHCB	801.85	.00	.00	801.85	
*** BANK TOTAL ***	801.85	.00	.00	801.85	

  

*** COUNTY TOTAL ***	5,394,058.68	81,294.03-	16,664.62	5,329,429.27
CASH ON HAND				200.00
*** TOTAL ***				5,329,629.27

PENDLETON COUNTY  
 FINANCIAL STATEMENT  
 MONTH ENDING- 1/2021

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		1946943.73	110464.40	251716.35-	1805691.78
FUND - 002	COAL SEVERANCE				
FUND 002 TOTALS		8681.82	3538.22	2282.78-	9937.26
FUND - 003	DOG AND KENNEL				
FUND 003 TOTALS		6154.08	.00	675.00-	5479.08
FUND - 004	GENERAL SCHOOL				
FUND 004 TOTALS		7514.14	1329.25	.00	8843.39
FUND - 005	MAGISTRATE COURT				
FUND 005 TOTALS		7239.10	92.00	330.18-	7000.92
FUND - 006	WORTHLESS CHECK				
FUND 006 TOTALS		1560.84	.00	.00	1560.84
FUND - 007	PEND CO 911				
FUND 007 TOTALS		541241.97	133002.52	30498.09-	643746.40
FUND - 008	HOME DETENTION				
FUND 008 TOTALS		57508.36	564.00	134.00-	57938.36
FUND - 011	RES FOR SPEC EMERG				
FUND 011 TOTALS		55804.36	4.74	.00	55809.10
FUND - 013	BOARD OF PARKS				
FUND 013 TOTALS		74325.41	3874.66	1623.33-	76576.74
FUND - 024	PEND CO HOUSING				
FUND 024 TOTALS		66002.36	9.81	.00	66012.17
FUND - 025	CHCB				
FUND 025 TOTALS		830.94	.00	29.09-	801.85

DATE: 2/11/21  
 TIME: 13:25:01

PENDLETON COUNTY  
 FINANCIAL STATEMENT  
 MONTH ENDING- 1/2021

PROG: SA058B

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 026	PCCB				
	FUND 026 TOTALS	1696.93	.00	1307.89-	389.04
FUND - 052	HEALTH REIMB				
	FUND 052 TOTALS	275474.25	2097.04	11927.42-	265643.87
FUND - 056	ASSESSOR VALUATION				
	FUND 056 TOTALS	86532.73	2094.78	17702.19-	70925.32
FUND - 058	FINAN STABIL FUND				
	FUND 058 TOTALS	1877855.84	1449.72	.00	1879305.56
FUND - 059	CONCEALED WEAPONS				
	FUND 059 TOTALS	16520.98	260.00	119.90-	16661.08
FUND - 073	SPEC LAW ENF INVEST				
	FUND 073 TOTALS	3078.69	.06	.00	3078.75
FUND - 206	COVID-19				
	FUND 206 TOTALS	10992.84	.00	564.50-	10428.34
FUND - 312	CRIMINAL CHARGES				
	FUND 312 TOTALS	.00	155.00	155.00-	.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	225.00	200.00-	25.00
FUND - 316	STATE CURRENT				
	FUND 316 TOTALS	.00	457.21	457.21-	.00

DATE: 2/11/21  
 TIME: 13:25:01

PENDLETON COUNTY  
 FINANCIAL STATEMENT  
 MONTH ENDING- 1/2021

PROG: SA058B

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 364	TAX LIEN				
	FUND 364 TOTALS	81463.38	.00	.00	81463.38
FUND - 365	DELINQ NONENTERED				
	FUND 365 TOTALS	5184.84	.00	.00	5184.84
FUND - 366	BOARD OF HEALTH				
	FUND 366 TOTALS	270643.51	27449.74	40967.05-	257126.20
FUND - 373	GEN CURRENT EXPENSES				
	FUND 373 TOTALS	.00	37207.81	37207.81-	.00
FUND - 378	FRANKLIN CURRENT				
	FUND 378 TOTALS	.00	2624.00	2624.00-	.00
FUND - 903	CLEARING ACCOUNT				
	FUND 903 TOTALS	.00	.00	.00	.00
	FINAL TOTALS	5403251.10	326899.96	400521.79-	5329629.27
	BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:	5,394,058.68			
	ORDERS/DEBITS OUTSTANDING:	81,294.03-			
	DEPOSITS/CREDITS OUTSTANDING:	16,664.62			
	NET BANK BALANCE	5,329,429.27			
	CASH ON HAND	200.00			
	TOTAL IN COUNTY DEPOSITRIES AND OFFICES:	5,329,629.27			

I, Chadwick 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 January 2021 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 Depeitories; to the Best of my abilities and knowledge.  
 Given under my hand this 11 day of February 2021

Chadwick L. Bowers Sheriff of Pendleton County

Chad Bowers, Sheriff, mentioned to the Commission that the software program for their Concealed Weapons permits also had the capability to make id cards for courthouse employees. He also had looked into the Ford Credit leasing program for vehicles, which is basically the same as purchasing a vehicle with a loan. He had an estimate from Software Systems to set up being able to pay taxes online in the amount of \$4,750 with a monthly maintenance fee of \$75.00. A representative will be here on Monday to discuss with Chad. He also mentioned that they can print, stuff envelopes and mail the tax statements for the County at an estimated cost of \$6,500. Carole Hartman inquired if would be able to print your tax bill from online instead of having it mailed. Chad will get information on that on Monday.

Kristen Dingess, Pendleton County Economic and Community Development Authority (PCECDA) member, updated the Commission on the director position. She has been in contact with other counties and the state to see how to set a development/measurement plan for a new director. She stated that they plan to advertise for 30 days in various newspapers and on social media. The Commission agreed that she could go ahead and place the advertisement.

The Commission changed the date of the 2021-2022 budget meeting to Friday, February 26, 2021.

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

GENERAL COUNTY FUND:	Check Nos. 31875 – 31913	\$53,369.36
COAL SEVERANCE FUND:	Check Nos. 200088 - 200089	\$236.27
MAGISTRATE COURT FUND:	Check Nos. 300088 - 300090	\$293.00
911 FUND:	Check Nos. 3493 – 3499	\$5,033.47
HOME CONFINEMENT	Check No. 252	\$194.90
PARKS & RECREATION FUND:	Check No. 1127	\$1,100.00
CLINTON HEDRICK COMM. BLDG.:	Check Nos. 1081 – 1082	\$110.56

ORDERED THAT COMMISSION DO ADJOURN ON MOTION OF CARL HEVENER, VOTE UNANIMOUS, UNTIL TUESDAY, MARCH 2, 2021.

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President