

**AT A COUNTY COMMISSION HELD FOR PENDLETON COUNTY, WEST VIRGINIA, AT THE COURTHOUSE, ON TUESDAY, FEBRUARY 20, 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; APRIL MALLOW, PROSECUTING ATTORNEY; LAURA BROWN, SRREDA DIRECTOR; STEPHEN SMOOT, THE PENDLETON TIMES; BROOKE HOTT; KEELY SMITH; TINA EYE; MIKE ALT; OMNI ASSOCIATES**

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

**This being a 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, it was adjourned sine die on motion of Commissioner Dahmer.**

Minutes of the February 6, 2024 meeting of the County Commission and February 12 and 15, 2024 Board of Review, on motion of Commissioner Dahmer, were unanimously approved.

Maintenance:

No major issues.

Library presentation was rescheduled for March 5, 2024.

On motion of Commissioner Dahmer, vote unanimous, they approved the Pendleton County Health Department ruling that all lots consisting of 5 acres or less are required to have a perk test before being sold.

Rick Gillespie, Emergency Services Coordinator, informed the Commission that they would begin interviewing 911 dispatcher applicants next week. He also stated that he had an estimate for the purchase of a new recording system at the 911 Center in the amount of \$50,834. On motion of Commissioner Dahmer, vote unanimous, the Commission approved to purchase the new system using funds from the American Rescue Plan Act (ARPA).

A road name approval for Biby Lane at the Seneca Rocks Tower Road was made by Commissioner Bennett, vote unanimous.

Mr. Gillespie and Commissioners Hevener and Dahmer attended the National Radio Quiet Zone (NRQZ) meetings to discuss the study of the quiet zone area. The study is expected to be completed in 2025.

Mike Alt and Tina Eye thanked the Commission for their assistance with the incentive program for first responders. They indicated that there has been a better response time and more people being involved. All four squads now have a roster.

Laura Brown, SRRDA Director, announced that Spruce Knob Seneca Rocks Telephone (SKSRT) had been awarded three LEAD 3 broadband grants. Two of the grants are in Pendleton County – one in the Brandywine area and the other in the Upper Tract area. The County match for these two grants is \$75,000. The match will come from the American Rescue Plan Act (ARPA) funds.

Keely Smith introduced herself as the new Recreational Director for the Franklin Board of Parks. She thanked the Commission for their continued support.

The January 2024 monthly financial statement from the Sheriff's Department was reviewed.

January 2024 employee timesheets were reviewed by the Commission.

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, February 5, 2024, through Friday, February 16, 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, Friday, February 9, 2024, the following matters were disposed of in the presence of the Clerk:**

---

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **MICHELLE Y. DENT** was appointed and qualified as ADMINISTRATRIX of the estate of **LINDA LOUISE PROPST**, deceased. Bond was 5,000.00.

**On, Tuesday, February 13, 2024, the following matters were disposed of in the presence of the Clerk:**

---

The last will and testament of **KEVIN BRENT CROSS**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

**TRAVIS AARON SMITH**, who was named in the last will and testament of **KEVIN BRENT CROSS**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

**On, Thursday, February 15, 2024, the following matters were disposed of in the presence of the Clerk:**

---

The last will and testament of **INA JEAN EVICK**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

**LEE ROY EVICK JR.**, who was named in the last will and testament of **INA JEAN EVICK**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

*Elise M. White*

Elise M. White  
Clerk of the Pendleton County Commission

Friday, February 16, 2024

Confirmed

The following settlements of accounts were this day presented to the Commission and approved on motion of Commissioner Bennett, and unanimously confirmed:

William Robert Nelson, Administrator cta dbn of the **Estate of William Conley Raines, deceased;** Waiver of Final Settlement

Robert Edwin Fisher, Administrator cta of the **Estate of Robert J. Fisher, Jr., deceased;** Waiver of Final Settlement

Lee Roy Evick, Jr., Executor of the **Estate of Lee Roy Evick, deceased;** Waiver of Final Settlement

There were no exonerations.

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

GENERAL COUNTY FUND:	Check Nos. 34613 – 34633	\$43,977.42
COAL SEVERANCE FUND:	Check Nos. 200217 - 200219	\$262.34
MAGISTRATE COURT FUND:	Check No. 300214	\$24.00
911 FUND:	Check Nos. 4142 – 4148	\$120,556.85
CLINTON HEDRICK CB FUND:	Check Nos. 1146 - 1148	\$141.91
PENDLETON COUNTY CB FUND:	Check No. 1242	\$254.97

Omni Associates gave their presentation on the updated plans for the Annex. They reviewed the changes made by the Supreme Court and the furniture, paint and flooring recommendations. They are now ready to finalize the plans. They should have a better estimate of the total cost within the next two weeks. Once everything has been finalized, they will be ready to publish the request for bids.

The County Commissioners worked on the budget for the fiscal year ending June 30, 2025. Elected Officials presented and discussed their budget requests with the Commission. The Commission reviewed and discussed budgets for other departments.

**ORDERED THAT COMMISSION DO ADJOURN ON MOTION OF COMMISSIONER BENNETT, VOTE UNANIMOUS, UNTIL TUESDAY, MARCH 5, 2024.**

---

President

PENDLETON COMMUNITY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
GENERAL COUNTY CHECKING	1,097,211.96	43,932.02-	8,008.43	1,061,288.37
PENDLETON COUNTY 911	35,917.50	225.95-	515.27	36,206.82
HOME DETENTION	88,909.80	.00	105.00	89,014.80
PARKS & REC	77,624.07	.00	.00	77,624.07
CHCB	194.41	100.41-	.00	94.00
PCCB	1,251.53	492.09-	.00	759.44
OPIOID SETTLEMENT	121,710.55	.00	.00	121,710.55
CO FIRE PROTECTION	10,159.98	.00	.00	10,159.98
EMS SALARY ENHANCEMENT	.00	.00	.00	.00
HEALTH REIME	221,942.71	.00	.00	221,942.71
ASSESSOR'S VAL	157,310.12	.00	1,825.10	159,135.22
CONCEALED WEAPONS	8,797.76	390.00-	.00	8,407.76
ELECTION ADMIN	1,981.80	.00	.00	1,981.80
REAL PROP-E RECORDING	1,981.80	.00	.00	1,981.80
SPECIAL LAW ENFORCEMENT	13,299.53	.00	.00	13,299.53
AMER RES PLAN ACT	928,052.69	.00	.00	928,052.69
CERTIFIED TO STATE	874.70	.00	.00	874.70
BOARD OF HEALTH	303,904.03	12,603.90-	.00	291,300.13
CLEARING ACCOUNT	.00	.00	.00	.00
RESER FOR SPEC EMERG MM	57,853.06	.00	.00	57,853.06
FINANCIAL STAB.-CD 2	.00	.00	.00	.00
FINANCIAL STAB.-MONEY MAR	237,289.71	.00	.00	237,289.71
FINAN STABIL FUND	1,338,753.00	.00	.00	1,338,753.00
GENERAL CO MONEY MARKET	1,517,852.22	.00	.00	1,517,852.22
GEN CO CD	1,551,369.25	.00	.00	1,551,369.25
PEN CO 911 FEES FUND MM	461,029.51	.00	.00	461,029.51
911 CD FEES FUND	103,340.77	.00	.00	103,340.77
*** BANK TOTAL ***	8,338,612.46	57,744.37-	10,453.80	8,291,321.89

SUMMIT COMMUNITY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
WORTHLESS CHECK	2,014.21	.00	.00	2,014.21
PEND CO HOUSING	69,932.88	.00	.00	69,932.88
*** BANK TOTAL ***	71,947.09	.00	.00	71,947.09

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

*** COUNTY TOTAL ***	8,410,559.55	57,744.37-	10,453.80	8,363,268.98
CASH ON HAND				200.00
MAG WITNESS				76.00
*** TOTAL ***				8,363,544.98

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		4235050.81	172276.74	406106.98-	4001220.57
FUND - 002	COAL SEVERANCE				
FUND 002 TOTALS		13481.60	5547.13	1428.47-	17600.26
FUND - 003	DOG AND KENNEL				
FUND 003 TOTALS		9195.59	.00	.00	9195.59
FUND - 004	GENERAL SCHOOL				
FUND 004 TOTALS		27518.76	1152.16	.00	28670.92
FUND - 005	MAGISTRATE COURT				
FUND 005 TOTALS		1121.67	170.00	24.00-	1267.67
FUND - 006	WORTHLESS CHECK				
FUND 006 TOTALS		1989.21	25.00	.00	2014.21
FUND - 007	PEND CO 911				
FUND 007 TOTALS		644988.78	6460.61	50872.29-	600577.10
FUND - 008	HOME DETENTION				
FUND 008 TOTALS		88284.40	1665.00	934.60-	89014.80
FUND - 011	RES FOR SPEC EMERG				
FUND 011 TOTALS		57684.29	168.77	.00	57853.06
FUND - 013	BOARD OF PARKS				
FUND 013 TOTALS		74344.76	5005.93	1726.62-	77624.07
FUND - 024	PEND CO HOUSING				
FUND 024 TOTALS		69726.63	206.25	.00	69932.88
FUND - 025	CHCB				
FUND 025 TOTALS		94.00	.00	.00	94.00

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 026	PCCE				
	FUND 026 TOTALS	1098.27	220.00	558.83-	759.44
FUND - 040	OPIOID SETTLEMENT				
	FUND 040 TOTALS	121700.55	10.00	.00	121710.55
FUND - 041	CO FIRE PROTECTION				
	FUND 041 TOTALS	10159.12	.86	.00	10159.98
FUND - 042	EMS SALARY ENHANCE				
	FUND 042 TOTALS	.00	.00	.00	.00
FUND - 052	HEALTH REIMB				
	FUND 052 TOTALS	226609.36	2721.21	7387.86-	221942.71
FUND - 056	ASSESSOR VALUATION				
	FUND 056 TOTALS	185730.77	2145.27	28740.82-	159135.22
FUND - 058	FINAN STABIL FUND				
	FUND 058 TOTALS	1575350.48	692.23	.00	1576042.71
FUND - 059	CONCEALED WEAPONS				
	FUND 059 TOTALS	7932.76	475.00	.00	8407.76
FUND - 061	ELECTION ADMIN				
	FUND 061 TOTALS	1544.77	437.03	.00	1981.80
FUND - 062	REAL PROP- E-RECORD				
	FUND 062 TOTALS	1544.77	437.03	.00	1981.80
FUND - 073	SPEC LAW ENF INVEST				
	FUND 073 TOTALS	13298.40	1.13	.00	13299.53
FUND - 207	AMER RES PLAN ACT				
	FUND 207 TOTALS	928052.69	.00	.00	928052.69
FUND - 312	CRIMINAL CHARGES				
	FUND 312 TOTALS	.00	5.00	5.00-	.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	390.00	390.00-	.00
FUND - 316	STATE CURRENT				
	FUND 316 TOTALS	.00	519.82	519.82-	.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	269462.07	53641.22	31803.16-	291300.13
FUND - 373	GEN CURRENT EXPENSES				
	FUND 373 TOTALS	.00	42503.04	42503.04-	.00
FUND - 378	FRANKLIN CURRENT				
	FUND 378 TOTALS	.00	1913.63	1913.63-	.00
FUND - 903	CLEARING ACCOUNT				
	FUND 903 TOTALS	.00	220.00	220.00-	.00

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
	FINAL TOTALS	8639670.04	299010.06	575135.12-	8363544.98
	BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:	8,410,559.55			
	ORDERS/DEBITS OUTSTANDING:	57,744.37-			
	DEPOSITS/CREDITS OUTSTANDING:	10,453.80			
	NET BANK BALANCE	8,363,268.98			
	CASH ON HAND	200.00			
	MAG WITNESS	76.00			
	TOTAL IN COUNTY DEPOSITRIES AND OFFICES:	8,363,544.98			

I, Bradley D. Limke 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 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 5<sup>th</sup> day of February 2024

Bradley D. Limke Sheriff of Pendleton County