

**AT A COUNTY COMMISSION HELD FOR PENDLETON COUNTY, WEST VIRGINIA, AT THE COURTHOUSE, ON TUESDAY, JANUARY 2, 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; DIANA MITCHELL, 911 DIRECTOR; RICK GILLESPIE, EMERGENCY SERVICES COORDINATOR; APRIL MALLOW, PROSECUTING ATTORNEY; LAURA BROWN, SRREDA DIRECTOR; MIKE ALT**

**The Commission proceeded to elect a President for said Commission to serve for a period of one year beginning January 2, 2024, and Carl Hevener having been chosen by unanimous vote, it is ordered that the said Carl Hevener, be, and he is hereby elected President of the Pendleton County Commission for the term of one year beginning January 2, 2024.**

Commissioner Hevener opened the meeting and Commissioner Dahmer led those present in prayer.

Minutes of the December 19, 2023 meeting of the County Commission, on motion of Commissioner Dahmer, were unanimously approved.

Maintenance:

Spruce Mountain Ruritan Club requested to be able to exclusively use the storage room in the Clinton Hedrick Community Building for themselves. They would provide their own lock for the door. On motion of Commissioner Dahmer, vote unanimous, the Commission approved the request.

The Prosecuting Attorney will be moving to new office space, hopefully by the first of February. A contract is currently being drafted for the new space.

Diana Mitchell, 911 Director, mentioned they will be transitioning to the new 12-hour schedule on Sunday, January 7, 2024.

The Commission was informed by Rick Gillespie, Emergency Services Coordinator, that the contract for road maintenance to towers needs to be extended until January 2027. The contract is with Whiterock Excavating, and they have indicated to Mr. Gillespie that their rates will remain the same as the existing contract. Commissioner Dahmer made a motion to extend the contract, vote was unanimous.

Mr. Gillespie also told the Commission that the Seneca Rocks Tower grant had been approved by the tower committee and has been sent to the PSC for approval.

There was nothing new to discuss regarding broadband.

Karen Pitsenbarger, County Administrator, said that the last conference call with the Supreme Court had gone well. This first group had approved all revisions. The revised plans have been forwarded to the various committees for their final approval.

She also mentioned that as soon as the metal detector arrives the single point entry will begin. Sheriff Kimble and Tristan Wagoner recently visited Hampshire County Courthouse to see their system in action.

On motion of Commissioner Dahmer, vote unanimous, these dates were set for the Board of Review and Equalization: January 31, February 6, 12, 15, and 20, 2024. Anyone wishing to meet with the Commission during Board of Review must make an appointment with the County Clerk.

There were two persons of interest for the Public Service District (PSD) board. On motion of Commissioner Bennett, vote unanimous, Jeremy Harper was appointed.

The Commissioners were assigned to serve on various boards as follows:

Carl Hevener	Potomac Valley Transit Authority Pendleton County EDA Seneca Rocks Regional EDA Extension Service Committee Region Eight Solid Waste Authority Region Eight Development Authority Community Corrections/Day Report Center
Jimmie Bennett	Rural Schools Board of Health 911 Advisory Board Hazard Mitigation Officer (Volunteer) LEPC
Roger Dahmer	Workforce Investment Board Eastern WV Community Action Board of Parks & Recreation Library Board of Trustees Farmland Protection Board Potomac Headwaters RC&D

On motion of Commissioner Bennett, vote unanimous, the Commission approved the Medical Emergency Absentee Voting Policy for the Primary Election.

On motion of Commissioner Dahmer, vote unanimous, the Commission agreed to accept the mileage reimbursement rates for 2024 in accordance with Internal Revenue Service. The mileage rate will be 67 cents per mile beginning January 1, 2024.

The 2024 State Holiday Schedule and any additional holidays given by the Governor of West Virginia was approved on motion of Commissioner Dahmer, vote unanimous.

Commissioner Hevener stated that commission meetings will be on the first and third Tuesday of each month at 9:00 a.m. Motion was made by Commissioner Dahmer, vote unanimous to accept the meeting schedule.

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

Dawn Halterman & Cheyana Warner, Co-Executrixes of the **Estate of Fred O. Hottinger, deceased;** Affidavit and Waiver of Final Settlement

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 Tuesday, December 19, 2023, through Tuesday, January 2, 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, Tuesday, December 19, 2023, the following matters were disposed of in the presence of the Clerk:

The last will and testament of FRENCH A. MOATES, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

MICHAEL E. MOATES, who was named in the last will and testament of FRENCH A. MOATES, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

On, Wednesday, December 20, 2023, the following matters were disposed of in the presence of the Clerk:

The last will and testament of MARY KATHRYN PUFFENBARGER, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

ELDEN PUFFENBARGER, who was named in the last will and testament of MARY KATHRYN PUFFENBARGER, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

Elise M. White

Tuesday, January 2, 2024

Elise M. White
Clerk of the Pendleton County Commission

Confirmed

There were no exonerations.

ORDERED THAT THE FOLLOWING ALLOWANCES BE MADE PAYABLE OUT OF:

Table with 3 columns: Fund Name, Check Nos., and Amount. Rows include GENERAL COUNTY FUND, COAL SEVERANCE FUND, 911 FUND, HOME CONFINEMENT FUND, PARKS & RECREATION FUND, and PENDLETON COUNTY CB FUND.

ORDERED THAT COMMISSION DO ADJOURN ON MOTION OF COMMISSIONER BENNETT, VOTE UNANIMOUS, UNTIL TUESDAY, JANUARY 16, 2024.

President