

**AT A COUNTY COMMISSION HELD FOR PENDLETON COUNTY, WEST VIRGINIA, AT THE COURTHOUSE, ON THURSDAY, JANUARY 22, 2026 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; DIANA MITCHELL, 911 DIRECTOR; STEPHEN SMOOT, THE PENDLETON TIMES; MIKE ALT; DARREN TAYLOR, SOUTH BRANCH VALLEY REGIONAL DAY REPORT CENTER**

Commissioner Dahmer led those present in prayer. Commissioner Hevener called the meeting to order. The Commission President invited all attending to join in the Pledge of Allegiance.

Minutes of the January 6, 2026 meeting on motion of Commissioner Dahmer, were unanimously approved.

A contract was received from Rexrode Remodeling, for construction work at the Pendleton County General Services Center (PCGSC) in the amount of \$359,493.88. On motion of Commissioner Bennett, the contract was approved.

Rick Gillespie, Emergency Services Coordinator, mentioned they are preparing for the anticipated storm this weekend. They are also in the process of moving into their new office space at the PCGSC over the new few weeks. They will then start working on getting the PSD, Extension Office, and Forestry and Wildlife office moved to the new building.

The Courthouse Annex project is moving a little slower due to the cold weather and brick laying. They are currently working on the drywall for the first floor.

A drawdown in the amount of \$444,319.94 for the Courthouse Annex project was submitted. Commissioner Dahmer made a motion to approve the drawdown, vote unanimous.

The lease with the Department of Natural Resources (DNR) for office space at the Pendleton County Community Building (PCCB) is up for renewal. They are requesting a five-year lease in the amount of \$7.81 per square foot for 308 square feet. On motion of Commissioner Dahmer, the lease was approved, vote unanimous. The lease will be amended when new space at the PCGSC is ready.

Darren Taylor, Director of the Day Report Center, updated the Commission on the growth of the center over the last year. He stated that they had served over 265 individuals since July 2025 in the three-county area and had diverted 116 individuals from incarceration, saving the counties money on their jail bill. He presented a Memorandum of Understanding (MOU) for the Community Corrections Grant for FY2027. On motion of Commissioner Dahmer, vote unanimous, the Commission signed the MOU. The County match is \$20,000.

On motion of Commissioner Bennett, vote unanimous, the Commissioners approved the Emergency Absentee Voting Policy for the Primary Election in May 2026.

Mike Alt reminded the Commissioners that EMS Day at the Capitol is February 17, 2026.

The Commission reviewed the Sheriff's December 2025 Financial Statement and the December employee timesheets.

The Commission received a Local Economic Development Assistance Grant check in the amount of \$65,000 from the WV Senate. The funds are to be used towards retrofitting the PCGSC for county offices.

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 Dahmer, and unanimously confirmed.

United States of America

State of West Virginia



County of Pendleton, ss:

Clerk's Fiduciary Report

**Estate from Monday, January 5, 2026, through Wednesday, January 21, 2026**

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, Monday, January 12, 2026, the following matters were disposed of in the presence of the Clerk:**

The last will and testament of **ADA BELLE HUFFMAN**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

**SHERRY LYNN HARTMAN**, who was named in the last will and testament of **ADA BELLE HUFFMAN**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

The last will and testament of **THOMAS E. CAMPBELL**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

**THOMAS E. CAMPBELL II**, who was named in the last will and testament of **THOMAS E. CAMPBELL**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

**On, Thursday, January 15, 2026, the following matters were disposed of in the presence of the Clerk:**

The last will and testament of **VIRGINIA CATHERINE GEORGE**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

**STEVEN BRADLEY GEORGE**, who was named in the last will and testament of **VIRGINIA CATHERINE GEORGE**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

**On, Tuesday, January 20, 2026, the following matters were disposed of in the presence of the Clerk:**

The last will and testament of **HENRY W. BRANDENBURG**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

**EDWARD A. SITES**, who was named in the last will and testament of **HENRY W. BRANDENBURG**, deceased, as CO EXECUTOR thereof, qualified as such. No bond was required.

**BERT S. BRANDENBURG**, who was named in the last will and testament of **HENRY W. BRANDENBURG**, deceased, as CO EXECUTOR thereof, qualified as such. No bond was required.

**JULIA A. TAYLOR**, who was named in the last will and testament of **HENRY W. BRANDENBURG**, deceased, as CO EXECUTRIX thereof, qualified as such. No bond was required.

*Elise M. White, County Clerk*

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

Charles F. Hedrick, Administrator of the **Estate of Morgan Lee Hedrick, deceased**; Affidavit and Waiver of Final Settlement

Charles F. Hedrick, Administrator of the **Estate of Kenneth Lee Hedrick, deceased**; Affidavit and Waiver of Final Settlement

Eddie P. Ruddle, Executor of the **Estate of Kathryn Ruddle, 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. 36315 – 36357	\$86,025.81
	December Payroll	\$283,781.80
COAL SEVERANCE FUND:	Check Nos. 200330 - 200331	\$212.81
DOG FUND:	Check No. 475	\$368.66
911 FUND:	Check Nos. 4588– 4598	\$140,293.55
HOME CONFINEMENT FUND:	Check No. 377	\$336.00
PARKS & RECREATION FUND:	Check Nos. 1617 - 1618	\$104.28
PENDLETON COUNTY CB FUND:	Check No. 1288	\$324.30
AMERICAN RESCUE PLAN FUND:	Check Nos. 149 – 153	\$51,572.97

ORDERED THAT COMMISSION DO ADJOURN ON MOTION OF COMMISSIONER BENNETT, VOTE UNANIMOUS, UNTIL TUESDAY, FEBRUARY 3, 2026.

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President

DATE: 1/07/26      SHERIFF'S ACCOUNTING SYSTEM      PAGE: 1  
TIME: 13:46:12      BANK BALANCE AS OF 12/31/2025      PROG: SA0068

	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
PENDLETON COMMUNITY BANK				
GENERAL COUNTY CHECKING	1,569,831.77	206,680.27-	2,246.97	1,365,398.47-
PENDLETON COUNTY 911	26,785.84	.00	.00	26,785.84-
HOME DETENTION	73,328.45	.00	.00	73,328.45-
PARKS & REC	56,800.87	.00	.00	56,800.87-
CHCB	156.13	.00	.00	156.13-
PCCB	3,999.23	.00	.00	3,999.23-
OPIOID SETTLEMENT	94,986.96	.00	.00	94,986.96-
CO FIRE PROTECTION	9,493.97	8,000.00-	.00	1,493.97-
EMS SALARY ENHANCEMENT	6,918.48	.00	.00	6,918.48-
HEALTH REIMB	132,587.96	.00	.00	132,587.96-
ASSESSOR'S VAL	117,453.82	5,612.15-	6,715.03	118,556.70-
CONCEALED WEAPONS	13,362.44	425.00-	50.00	12,987.44-
ELECTION ADMIN	16,358.27	.00	.00	16,358.27-
REAL PROP-E RECORDING	16,358.27	.00	.00	16,358.27-
SPECIAL LAW ENFORCEMENT	6,433.03	.00	.00	6,433.03-
AMER RES PLAN ACT	341,919.72	24,263.23-	.00	317,656.49-
PENDCO BLDG COMM	11,924.23	9,306.87-	.00	2,617.36-
CERTIFIED TO STATE	16,064.39	.00	.00	16,064.39-
BOARD OF HEALTH	259,583.76	11,410.72-	.00	248,173.04-
CLEARING ACCOUNT	.00	.00	.00	.00-
RESER FOR SPEC EMERG MM	61,017.94	.00	.00	61,017.94-
FINANCIAL STAB.-MONEY MAR	1,690,224.83	.00	.00	1,690,224.83-
GENERAL CO MONEY MARKET	1,295,423.66	.00	.00	1,295,423.66-
PEN CO 911 FEES FUND MM	382,450.20	.00	.00	382,450.20-
911 CD FEES FUND	110,844.01	.00	.00	110,844.01-
*** BANK TOTAL ***	6,314,308.23	265,698.24-	9,012.00	6,057,621.99
SUMMIT COMMUNITY BANK				
WORTHLESS CHECK	2,043.23	.00	.00	2,043.23-
*** BANK TOTAL ***	2,043.23	.00	.00	2,043.23
THE GRANT COUNTY BANK				
*** BANK TOTAL ***	.00	.00	.00	.00
*** COUNTY TOTAL ***	6,316,351.46	265,698.24-	9,012.00	6,059,665.22
CASH ON HAND				200.00
*** TOTAL ***				6,059,865.22

DATE: 1/07/26  
 TIME: 13:47:06

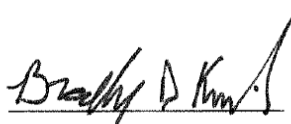
PENDLETON COUNTY  
 FINANCIAL STATEMENT  
 MONTH ENDING- 12/2025

PROG: SA058B P.

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	2777787.72	242477.65	479301.16-	✓ 2540964.21 ✓
FUND - 002	COAL SEVERANCE				
FUND 002	TOTALS	9588.56	.00	470.45-	✓ 9118.11 ✓
FUND - 003	DOG AND KENNEL				
FUND 003	TOTALS	7511.10	.00	.00	✓ 7511.10 ✓
FUND - 004	GENERAL SCHOOL				
FUND 004	TOTALS	21868.63	3165.71	.00	✓ 25034.34 ✓
FUND - 005	MAGISTRATE COURT				
FUND 005	TOTALS	5396.02	241.52	24.00-	✓ 5613.54 ✓
FUND - 006	WORTHLESS CHECK				
FUND 006	TOTALS	2043.05	.18	.00	✓ 2043.23 ✓
FUND - 007	PEND CO 911				
FUND 007	TOTALS	583004.56	8850.62	71775.13-	✓ 520080.05 ✓
FUND - 008	HOME DETENTION				
FUND 008	TOTALS	72663.45	1180.00	515.00-	✓ 73328.45 ✓
FUND - 011	RES FOR SPEC EMERG				
FUND 011	TOTALS	60909.56	108.38	.00	✓ 61017.94 ✓
FUND - 013	BOARD OF PARKS				
FUND 013	TOTALS	59472.24	100.00	2771.37-	✓ 56800.87 ✓
FUND - 024	PEND CO HOUSING				
FUND 024	TOTALS	.00	.00	.00	.00
FUND - 025	CHCB				
FUND 025	TOTALS	191.95	.00	35.82-	✓ 156.13 ✓
FUND - 026	PCCB				
FUND 026	TOTALS	3608.06	1120.00	728.83-	✓ 3999.23 ✓
FUND - 040	OPIOID SETTLEMENT				
FUND 040	TOTALS	94978.89	8.07	.00	✓ 94986.96 ✓
FUND - 041	CO FIRE PROTECTION				
FUND 041	TOTALS	1222.61	10271.36	10000.00-	✓ 1493.97 ✓
FUND - 042	EMS SALARY ENHANCE				
FUND 042	TOTALS	6918.01	.47	.00	✓ 6918.48 ✓
FUND - 052	HEALTH REIMB				
FUND 052	TOTALS	132202.57	1994.88	1609.49-	✓ 132587.96 ✓
FUND - 056	ASSESSOR VALUATION				
FUND 056	TOTALS	112314.50	7090.00	847.80-	✓ 118556.70 ✓
FUND - 058	FINAN STABIL FUND				
FUND 058	TOTALS	1686343.77	3881.06	.00	✓ 1690224.83 ✓
FUND - 059	CONCEALED WEAPONS				
FUND 059	TOTALS	12492.44	495.00	.00	✓ 12987.44 ✓
FUND - 061	ELECTION ADMIN				
FUND 061	TOTALS	15834.62	523.65	.00	✓ 16358.27 ✓
FUND - 062	REAL PROP- E-RECORD				
FUND 062	TOTALS	15834.62	523.65	.00	✓ 16358.27 ✓
FUND - 073	SPEC LAW ENF INVEST				
FUND 073	TOTALS	6432.59	.44	.00	✓ 6433.03 ✓
FUND - 207	AMER RES PLAN ACT				
FUND 207	TOTALS	385922.34	.00	68265.85-	✓ 317656.49 ✓

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 277	PENDCO BLDG COMM				
	FUND 277 TOTALS	402548.05	395493.76	795424.45-	✓ 2617.36 ✓
FUND - 312	CRIMINAL CHARGES				
	FUND 312 TOTALS	.00	1090.04	1090.04-	✓ .00 ✓
FUND - 313	COURT REPORTER				
	FUND 313 TOTALS	.00	90.00	90.00-	✓ .00 ✓
FUND - 314	STATE FINES				
	FUND 314 TOTALS	.00	.00	.00	✓ .00 ✓
FUND - 315	STATE POLICE				
	FUND 315 TOTALS	.00	425.00	425.00-	✓ .00 ✓
FUND - 316	STATE CURRENT				
	FUND 316 TOTALS	.00	1828.77	1828.77-	✓ .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	274026.10	3622.36	29475.42-	✓ 248173.04 ✓
FUND - 369	DEP SHERIFF FUND				
	FUND 369 TOTALS	.00	5.00	5.00-	✓ .00 ✓
FUND - 373	GEN CURRENT EXPENSES				
	FUND 373 TOTALS	.00	145968.65	145968.65-	✓ .00 ✓
FUND - 378	FRANKLIN CURRENT				
	FUND 378 TOTALS	.00	2687.64	2687.64-	✓ .00 ✓
FUND - 903	CLEARING ACCOUNT				
	FUND 903 TOTALS	.00	10690.74	10690.74-	✓ .00 ✓
	FINAL TOTALS	6839961.23	843934.60	1624030.61-	6059865.22
	BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:	6,316,351.46			
	ORDERS/DEBITS OUTSTANDING:	265,698.24-			
	DEPOSITS/CREDITS OUTSTANDING:	9,012.00			
	NET BANK BALANCE	6,059,665.22			
	CASH ON HAND	200.00			
	TOTAL IN COUNTY DEPOSITRIES AND OFFICES:	6,059,865.22			

I, \_\_\_\_\_, Sheriff of \_\_\_\_\_ County, West Virginia,  
do hereby certify that the foregoing is a true and correct statement of the finances of  
\_\_\_\_\_ County, for the month ending \_\_\_\_\_ 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 \_\_\_ day of \_\_\_\_\_

 Sheriff of Pendleton County