

AT A COUNTY COMMISSION HELD FOR PENDLETON COUNTY, WEST VIRGINIA, AT THE COURTHOUSE, ON TUESDAY, JULY 1, 2025 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; JANICE LANTZ, SENIOR CENTER DIRECTOR; JUNE PADGETT, SENIOR CENTER; MIKE ALT; ANNIE HUMES, CVB DIRECTOR; STEPHEN SMOOT, THE PENDLETON TIMES; JEFF BOWERS, BUILDING COMMISSION CHAIRMAN; SHELDON ARBAUGH, EXECUTIVE VICE PRESIDENT, PENDLETON COMMUNITY BANK; JOHN STUMP, STEPTOE & JOHNSON

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

Minutes of the June 17, 2025 meeting of the County Commission, on motion of Commissioner Dahmer, were unanimously approved.

Janice Lantz, Senior Center Director, informed the Commission of a recent flooding issue at the building. She mentioned that last year a flooding issue cost them \$50,000 and they do not want to have that happen again. She states that water comes into the kitchen from the parking lot and feels that the town drains are not taking the water away fast enough to prevent flooding. She also sees some runoff coming from the Community Building. Last year they had someone use snake cameras which showed all of their pipes are clear. She plans to attend the town meeting next week to discuss with them. Commissioner Hevener stated he will contact Thrasher Engineering to see if they have someone on staff that could look at the problem.

Commissioner Dahmer read the procedures required to increase the 911 fee. Rick Gillespie, Emergency Services Director, stated he had given to April Mallow, Prosecuting Attorney, the amendments that Berkeley and Greenbrier counties had done, so that she could draft an ordinance. Mr. Gillespie also mentioned that the Advisory Council membership would need amending.

Mr. Gillespie informed the Commission that he had received confirmation that the 2023 EMPG grant had been awarded the County in the amount of \$22,133.

The walls had been poured for the Courthouse Annex. There will be little activity until the bar joists are delivered, which is expected to be next week.

Richard Dennis, representative from Governor Morrissey's office, was in attendance. The Commission asked him to thank the Governor for supporting the broadband grant awarded to Spruce Knob Seneca Rocks Telephone.

Karen Pitsenbarger, County Administrator, read the second reading of the County Commission Ordinance and the third reading of the Building Commission Ordinance for the Courthouse Annex. A complete copy of both ordinances is available to the public in the County Commission office. On motion of Commissioner Dahmer, vote unanimous, the Building Commission Ordinance and the County Commission Ordinance were approved.

A motion was made by Commissioner Bennett, vote was unanimous, to approve a Coal Severance Fund budget revision for fiscal year 2026 to appropriate the assigned fund balance ending June 30, 2025 in the amount of \$4,408 showing a decrease of \$92 less than the original budgeted amount.

LGSD BR (Ver. 2023)
Ora Ash, Deputy State Auditor
West Virginia State Auditor's Office
200 West Main Street
Clarksburg, WV 26301
Phone: 627-2415 ext. 5101 or ext. 5118
Fax: 304-340-5090
Email: igs@wvsao.gov

Person To Contact Regarding Request:
Name: Elise M. White
Phone: 304-358-2505
Fax: 304-358-2473
Email: countyclerk@pendletoncountywv.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)

Pendleton County Commission
GOVERNMENT ENTITY
P.O. Box 1167
STREET OR PO BOX
Franklin
CITY
26807
ZIP CODE

CONTROL NUMBER
FY: 2026
Fund: 2
Rev. No. 1
Pages: 1

COUNTY
Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
298	Assigned Fund Balance	4,500		92	4,408
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			-92		

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
424	Courthouse	27,500		92	27,408
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Expenditures			-92		

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

Elise M. White 7/1/2025
AUTHORIZED SIGNATURE OF ENTITY APPROVAL DATE

RESOLUTION

At a regular session of the Pendleton County Commission, held July 1, 2025 the following order was made and entered:

SUBJECT: The revision of the Coal Severance Levy Estimate 2025-2026 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 one, a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by Commissioner Jimmie Bennett, and duly seconded by Commissioner Roger Dahmer, the vote thereon was as follows:

Commissioner Carl Hevener - Yes
Commissioner Roger Dahmer - Yes
Commissioner Jimmie Bennett - Yes

WHEREUPON, Commissioner Carl Hevener, 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 estimated carryover balance for General County for fiscal year 2026 as presented by Elise White, County Clerk.

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, June 16, 2025, through Monday, June 30, 2025

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, June 23, 2025, 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, **ROBERT DUANE KIMBLE** was appointed and qualified as ADMINISTRATOR of the estate of **ROBIN K. KIMBLE**, deceased. Bond was 1,500.00.

Elise M. White

Monday, June 30, 2025

Elise M. White
Clerk of the Pendleton County Commission

Confirmed

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

R. David Hevener, Administrator cta of the **Estate of Roy Hevener, deceased**; Affidavit and Waiver of Final Settlement

The following exonerations were approved, on motion of Commissioner Dahmer, vote unanimous:

- Charles Hedrick, Franklin District, \$101.85
- Ryan Maloy, Mill Run District, \$22.00
- Catherine Arbaugh, Circleville District, \$7.33

The County Commission and Building Commission closed on a loan from Pendleton Community Bank in the amount of \$2,000,000 for the Courthouse.

On motion of Commissioner Dahmer, all Commissioners voting in the affirmative, they adjourned into Executive Session at 10:50 a.m. to discuss a 911 personnel issue and land contract.

Motion was made by Commissioner Dahmer, vote unanimous, to reconvene into Regular Session at 11:55 a.m. No action was taken in executive session.

ORDERED THAT THE FOLLOWING ALLOWANCES BE MADE PAYABLE OUT OF:

GENERAL COUNTY FUND:	Check Nos. 35854– 35896	\$322,253.20
COAL SEVERANCE FUND:	Check No. 200302	\$301.28
DOG & KENNEL FUND:	Check No. 466	\$124.20
MAGISTRATE COURT FUND:	Check No. 300242	\$24.00
911 FUND:	Check Nos. 4476 – 4484	\$6,387.03
PARKS & RECREATION FUND:	Check Nos. 1549 - 1553	\$1,245.39

ORDERED THAT COMMISSION DO ADJOURN ON MOTION OF COMMISSIONER BENNETT, VOTE UNANIMOUS, UNTIL TUESDAY, JULY 15, 2025.

President