

AT A COUNTY COMMISSION HELD FOR PENDLETON COUNTY, WEST VIRGINIA, AT THE COURTHOUSE, ON TUESDAY, JULY 15, 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; DIANA MITCHELL, 911 DIRECTOR; SHERRY MONGOLD, SRRDA DIRECTOR; MIKE ALT; ANNIE HUMES, CVB DIRECTOR; STEPHEN SMOOT, THE PENDLETON TIMES; CRYSTAL LIVINGSTON; CARL ANNABLE

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

Minutes of the July 1, 2025 meeting of the County Commission, on motion of Commissioner Dahmer, were unanimously approved.

Carl Annable briefly mentioned the importance of programs like the WV Goes Purple Hope Dealer Project. He introduced Crystal Livingston, who recently successfully completed a recovery program. The project supports recovery, awareness and hope across the state and proclaims September as West Virginia Goes Purple month. Commissioner Hevener stated they would support this project and issue a proclamation at the next meeting.

On motion of Commissioner Dahmer, all Commissioners voting in the affirmative, they adjourned into Executive Session at 9:05 a.m. to discuss a 911 personnel issue.

Motion was made by Commissioner Dahmer, vote unanimous, to reconvene into Regular Session at 9:18 a.m. No action was taken in executive session.

On motion of Commissioner Dahmer, vote unanimous, the resignation of Chuck King as a full-time 911 dispatcher was accepted effective as of July 10, 2025.

The hiring of Terri Grogg and Sara Zirkle as full-time 911 dispatchers was approved on motion of Commissioner Bennett, vote unanimous.

The hiring of Kristin Wheeler and Chuck King as part-time 911 dispatchers was approved on motion of Commissioner Dahmer, vote unanimous.

On motion of Commissioner Bennett, vote unanimous, the termination of a full-time 911 dispatcher was approved effective as of July 15, 2025.

The bar joists for the Courthouse Annex were delivered last week and installation of them began this week. Everything is on schedule at this time.

A drawdown for Omni Associates, Viola Engineering and Lantz Construction in the total amount of \$401,829.80 was submitted. On motion of Commissioner Dahmer, vote unanimous, the drawdown was approved.

Annie Humes, CVB Director, thanked the Commission for their letter of support for an Almost Heaven Swing application.

The pictures taken by a photographer and drone paid by the Mon Forest program have been delivered to the CVB and are available for use by the County.

The CVB is also working on a design for welcome entry signs to the County.

Mike Alt reported that there is still no answer from Charleston about EMS supplemental funding.

Sherry Mongold, SRRDA Director, mentioned that they hope to start renovations on the Innovation Hub next week.

The Commission signed the records grant agreement with the WV Division of Culture & History in the amount of \$10,227 with a 10% county match for FY2026 for personnel costs for back-indexing in the County Clerk’s Office, on motion of Commissioner Dahmer, vote unanimous.

A motion was made by Commissioner Bennett, vote was unanimous, to approve the General County Fund budget revision for fiscal year 2026 to appropriate the assigned fund balance ending June 30, 2025 in the amount of \$3,815,818 showing a decrease of \$484,182 less than the original budgeted amount.

LGSD BR (Ver. 2020)

Ora Ash, Deputy State Auditor
West Virginia State Auditor's Office
200 West Main Street
Clarksburg, WV 26301
Phone: 627-2415 ext. 5114
Fax: 304-340-5090
Email: lgs@wvsao.gov

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

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

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

COUNTY
Government Type

P.O. Box 1167

STREET OR PO BOX

Franklin

CITY

26807

ZIP CODE

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
299	Unassigned Fund Balance	4,300,000		484,182	3,815,818
318	Building Permits	500		500	
319	Miscellaneous Permits		500		500
399	Transfers Assessor's Valuation Fund	186,933	1,166		188,099
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			-483,016		

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
401	County Commission	1,125,768		6,174	1,119,594
407	Assessor's Valuation Fund	186,933	1,166		188,099
425	Other Buildings	124,610	2,000		126,610
699	Contingencies	180,394	409,717		590,111
700	Sheriff-Law Enforcement	784,868	10,428		795,296
711	Emergency Services/OES	317,593	27,528		345,121
960	General Government	2,965,346		927,681	2,037,665
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Expenditures			-483,016		

APPROVED BY THE STATE AUDITOR

BY: Deputy State Auditor, Local Government Services Div. Date

Elise M. White

AUTHORIZED SIGNATURE OF ENTITY

7/15/2025

APPROVAL DATE

RESOLUTION

At a regular session of the Pendleton County Commission, held July 15, 2025 the following order was made and entered:

SUBJECT: The revision of the General County 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 following in-house line-item revisions were approved on motion of Commissioner Bennett, vote unanimous:

County Commission Salaries (move McConnell's wages from Prof. Svcs)	26,400
County Commission FICA (McConnell)	2,020
County Commission Professional Services	(28,420)
 Water Salaries	 2,858
Water FICA	216
Water Insurance	(3,332)
Water Retirement	258

On motion of Commissioner Dahmer, vote unanimous, the 911 Fund budget carryover for FY2026 in the amount of \$581,573, reflecting a \$21,573 increase from the budgeted amount, was approved.

The Sheriff's June 2025 financial statement was reviewed by the Commission.

The Commission reviewed the June 2025 employee timesheets.

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, June 30, 2025, through Monday, July 14, 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, Tuesday, July 8, 2025, the following matters were disposed of in the presence of the Clerk:

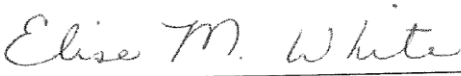
The last will and testament of **KATHRYN RUDDLE**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

EDDIE P RUDDLE, who was named in the last will and testament of **KATHRYN RUDDLE**, deceased, as **EXECUTOR** thereof, qualified as such. No bond was required.

On, Friday, July 11, 2025, the following matters were disposed of in the presence of the Clerk:

The last will and testament of **ROBERT O. ADAMSON**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

NANCY K. ADAMSON, who was named in the last will and testament of **ROBERT O. ADAMSON**, deceased, as **EXECUTRIX** thereof, qualified as such. No bond was required.


Elise M. White
Clerk of the Pendleton County Commission

Monday, July 14, 2025
Confirmed

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

Jacob Tompson, Administrator of the **Estate of Polly Ann Hoover, deceased; Affidavit and Waiver of Final Settlement**

Gary Sheffer, Executor of the **Estate of Eddie Wayne Malcolm, deceased; Waiver of Final Settlement**

Frances Propst, Administratrix of the **Estate of Joseph Niles Berg, deceased; Waiver of Final Settlement**

Benny (Benjamin) Phares & Luci Raines, Co-Executors of the **Estate of Sharon Carr Phares, deceased; Affidavit and Waiver of Final Settlement**

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

- Bradley Kimble, Franklin District, \$21.99
- Lisa Bartley, Sugar Grove District, \$292.70
- Laura Brown, Franklin Corp., \$30.38
- Donald Gordon, Circleville District, \$141.16
- Wilson L. Miller, Mill Run District, \$1,057.41
- Mark Rhoads, Franklin District, \$9.98
- Mark Rhoads, Franklin District, \$10.60
- Gregory W. Miller, Mill Run District, \$217.14

ORDERED THAT THE FOLLOWING ALLOWANCES BE MADE PAYABLE OUT OF:

GENERAL COUNTY FUND:	Check Nos. 35898– 35944	\$122,863.36
COAL SEVERANCE FUND:	Check Nos. 200303 - 200305	\$318.46
DOG & KENNEL FUND:	Check No. 467	\$1,300.00
911 FUND:	Check Nos. 4485 – 4493	\$59,357.75
HOME CONFINEMENT FUND:	Check Nos. 364 – 366	\$734.00
PARKS & RECREATION FUND:	Check Nos. 1554 - 1559	\$2,582.10
CLINTON HEDRICK CB FUND:	Check Nos. 1193 – 1195	\$129.46
PENDLETON COUNTY CB FUND:	Check No. 1278	\$759.80
AMERICAN RESCUE PLAN FUND:	Check No. 136	\$20,197.00

ORDERED THAT COMMISSION DO ADJOURN ON MOTION OF COMMISSIONER BENNETT, VOTE UNANIMOUS, UNTIL TUESDAY, AUGUST 5, 2025.

President

PENDLETON COMMUNITY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
GENERAL COUNTY CHECKING	1,738,151.24	50,694.16-	10,461.93	1,697,919.01
PENDLETON COUNTY 911	94,960.16	.00	365.55	95,325.71
HOME DETENTION	72,124.59	560.00-	105.00	71,669.59
PARKS & REC	53,865.82	64.61-	.00	53,801.21
CHCB	239.10	.00	.00	239.10
PCCB	1,729.07	789.60-	.00	939.47
OPIOID SETTLEMENT	131,189.57	.00	.00	131,189.57
CO FIRE PROTECTION	1,222.30	.00	.00	1,222.30
EMS SALARY ENHANCEMENT	6,915.69	.00	.00	6,915.69
HEALTH REIMB	158,086.98	.00	.00	158,086.98
ASSESSOR'S VAL	153,224.10	831.00-	.00	152,393.10
CONCEALED WEAPONS	9,403.44	275.00-	.00	9,128.44
ELECTION ADMIN	13,246.00	.00	.00	13,246.00
REAL PROP-E RECORDING	13,246.00	.00	.00	13,246.00
SPECIAL LAW ENFORCEMENT	6,430.44	.00	.00	6,430.44
AMER RES PLAN ACT	433,984.34	.00	.00	433,984.34
PENDCO BLDG COMM	690,109.54	.00	.00	690,109.54
CERTIFIED TO STATE	37,478.86	4,729.65-	.00	32,749.21
BOARD OF HEALTH	292,807.40	18,156.35-	20.00	274,671.05
CLEARING ACCOUNT	.00	.00	.00	.00
RESER FOR SPEC EMERG MM	60,279.22	.00	.00	60,279.22
FINANCIAL STAB.-MONEY MAR	247,240.83	.00	.00	247,240.83
FINAN STABIL FUND	1,414,119.14	.00	.00	1,414,119.14
GENERAL CO MONEY MARKET	589,782.05	.00	.00	589,782.05
GEN CO CD	1,638,704.78	.00	.00	1,638,704.78
PEN CO 911 FEES FUND MM	377,429.32	.00	.00	377,429.32
911 CD FEES FUND	108,817.75	.00	.00	108,817.75
*** BANK TOTAL ***	8,344,787.73	76,100.37-	10,952.48	8,279,639.84

SUMMIT COMMUNITY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
WORTHLESS CHECK	2,042.19	.00	.00	2,042.19
PEND CO HOUSING	.00	.00	.00	.00
*** BANK TOTAL ***	2,042.19	.00	.00	2,042.19

THE GRANT COUNTY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
*** BANK TOTAL ***	.00	.00	.00	.00
*** COUNTY TOTAL ***	8,346,829.92	76,100.37-	10,952.48	8,281,682.03
CASH ON HAND				200.00
*** TOTAL ***				8,281,882.03

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		3652192.89	523456.87	359831.57-	3815818.19
FUND - 002	COAL SEVERANCE				
FUND 002 TOTALS		4881.78	.00	474.28-	4407.50
FUND - 003	DOG AND KENNEL				
FUND 003 TOTALS		6301.68	21.00	.00	6322.68
FUND - 004	GENERAL SCHOOL				
FUND 004 TOTALS		20269.53	2276.89	.00	22546.42
FUND - 005	MAGISTRATE COURT				
FUND 005 TOTALS		4467.22	161.00	48.00-	4580.22
FUND - 006	WORTHLESS CHECK				
FUND 006 TOTALS		2042.03	.16	.00	2042.19
FUND - 007	PEND CO 911				
FUND 007 TOTALS		647487.94	9464.68	75379.84-	581572.78
FUND - 008	HOME DETENTION				
FUND 008 TOTALS		71004.09	1365.00	699.50-	71669.59
FUND - 011	RES FOR SPEC EMERG				
FUND 011 TOTALS		60149.56	129.66	.00	60279.22
FUND - 013	BOARD OF PARKS				
FUND 013 TOTALS		55660.99	.00	1859.78-	53801.21
FUND - 024	PEND CO HOUSING				
FUND 024 TOTALS		.00	.00	.00	.00
FUND - 025	CHCB				
FUND 025 TOTALS		454.17	.00	215.07-	239.10

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 026	PCCB				
	FUND 026 TOTALS	1763.70	1020.56	1844.79-	939.47
FUND - 040	OPIOID SETTLEMENT				
	FUND 040 TOTALS	131178.79	10.78	.00	131189.57
FUND - 041	CO FIRE PROTECTION				
	FUND 041 TOTALS	1222.24	.06	.00	1222.30
FUND - 042	EMS SALARY ENHANCE				
	FUND 042 TOTALS	6915.24	.45	.00	6915.69
FUND - 052	HEALTH REIMB				
	FUND 052 TOTALS	156346.77	4168.02	2427.81-	158086.98
FUND - 056	ASSESSOR VALUATION				
	FUND 056 TOTALS	153943.38	187.62	1737.90-	152393.10
FUND - 058	FINAN STABIL FUND				
	FUND 058 TOTALS	1656583.07	4776.90	.00	1661359.97
FUND - 059	CONCEALED WEAPONS				
	FUND 059 TOTALS	8863.42	325.00	59.98-	9128.44
FUND - 061	ELECTION ADMIN				
	FUND 061 TOTALS	12601.13	644.87	.00	13246.00
FUND - 062	REAL PROP- E-RECORD				
	FUND 062 TOTALS	12601.13	644.87	.00	13246.00
FUND - 073	SPEC LAW ENF INVEST				
	FUND 073 TOTALS	8315.52	.52	1885.60-	6430.44
FUND - 207	AMER RES PLAN ACT				
	FUND 207 TOTALS	482666.59	.00	48682.25-	433984.34
FUND - 277	PENDCO BLDG COMM				
	FUND 277 TOTALS	889119.89	.00	199010.35-	690109.54
FUND - 312	CRIMINAL CHARGES				
	FUND 312 TOTALS	.00	384.50	384.50-	.00
FUND - 313	COURT REPORTER				
	FUND 313 TOTALS	.00	120.00	120.00-	.00
FUND - 314	STATE FINES				
	FUND 314 TOTALS	.00	.00	.00	.00
FUND - 315	STATE POLICE				
	FUND 315 TOTALS	.00	275.00	275.00-	.00
FUND - 316	STATE CURRENT				
	FUND 316 TOTALS	.00	325.18	325.18-	.00
FUND - 361	CERTIFIED TO STATE				
	FUND 361 TOTALS	10974.05	26504.81	4729.65-	32749.21
FUND - 364	TAX LIEN				
	FUND 364 TOTALS	68007.19	.00	.00	68007.19
FUND - 365	DELINQ NONENTERED				
	FUND 365 TOTALS	4923.64	.00	.00	4923.64
FUND - 366	BOARD OF HEALTH				
	FUND 366 TOTALS	292726.79	12691.00	30746.74-	274671.05
FUND - 369	DEP SHERIFF FUND				
	FUND 369 TOTALS	.00	30.00	30.00-	.00
FUND - 373	GEN CURRENT EXPENSES				
	FUND 373 TOTALS	.00	29219.35	29219.35-	.00

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 378	FRANKLIN CURRENT				
	FUND 378 TOTALS	.00	442.50	442.50-	.00
FUND - 903	CLEARING ACCOUNT				
	FUND 903 TOTALS	.00	410.56	410.56-	.00
	FINAL TOTALS	8423664.42	619057.81	760840.20-	8281882.03
	BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:	8,346,829.92			
	ORDERS/DEBITS OUTSTANDING:	76,100.37-			
	DEPOSITS/CREDITS OUTSTANDING:	10,952.48			
	NET BANK BALANCE	8,281,682.03			
	CASH ON HAND	200.00			
	TOTAL IN COUNTY DEPOSITRIES AND OFFICES:	8,281,882.03			

I, Bradley D Kimble, 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 June 30, 25 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 9th day of July 2025

Bradley D Kimble Sheriff of Pendleton County