

AT A COUNTY COMMISSION HELD FOR PENDLETON COUNTY, WEST VIRGINIA, AT THE COURTHOUSE, ON WEDNESDAY, JULY 18, 2023 AT 9:00 A.M.

COMMISSIONERS PRESENT: CARL HEVENER, PRESIDENT AND ROGER DAHMER AND JIMMIE BENNETT

OTHERS PRESENT: ELISE WHITE, COUNTY CLERK; KAREN PITSENBARGER, COUNTY ADMINISTRATOR; RICK GILLESPIE, EMERGENCY SERVICES COORDINATOR; DIANA MITCHELL, 911 DIRECTOR; LAURA BROWN, EDA DIRECTOR; CHAD BOWERS, SHERIFF; STEPHEN SMOOT, THE PENDLETON TIMES; BARB FORTNER, DIRECTOR, SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM

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

Minutes of the July 5, 2023 meeting of the County Commission, on motion of Commissioner Dahmer, were unanimously approved.

Maintenance:

Request from Franklin Rescue Squad to replace the tile floor in hallway between the squad building and bathrooms. Commission will look into this. They also requested again the status of obtaining air conditioning in the squad bay.

Rick Gillespie, Emergency Services Coordinator, requested permission from the Commission to hire Evers Turner as a full-time 911 dispatcher. On motion of Commissioner Dahmer, vote unanimous, request was approved.

Rick also requested permission to obtain a time clock for the 911 Center for payroll purposes. On motion of Commissioner Dahmer, vote unanimous, request was approved.

The drone that was ordered has arrived and Rick has been working with it. He stated that it has some very impressive features. This drone should be very helpful when dealing with emergency situations in the County.

Barb Fortner explained the purposes of the Senior Community Service Employment Program to the Commissioners. It is a Title V program for individuals 55 and older who are low income or unemployed. They would be placed in non-profit and government organizations as a volunteer to the organization but paid by the program up to 15 hours a week.

Laura Brown, EDA Director, stated that the \$1.2 billion federal broadband funds allocated to the State of West Virginia would require county matches. She will be attending a conference next week in Charleston and will be able to obtain additional information. She mentioned there will be a business roundtable next week on July 26, 2023, at 6:00 p.m. at Nrocks in Circleville.

Laura also mentioned that the Navy Base location had not been selected for Phase 2 of the federal program. The EDA is continuing to work with the owners to try to get something in that location.

Karen Pitsenbarger, County Administrator, stated that there was a meeting with Lantz and Omni regarding the handicap ramp. Lantz will widen the ramp, but will need to remove the lamp posts to allow for the extra width.

She is still in contact with Audrey Sampson of Greenbriar and trying to get an estimate on removal of the old heating fuel tank from McClanahan Services. Once a new tank has been ordered, it is expected

to take about twelve weeks to arrive. Commissioner Hevener recommended that we go ahead and order the new tank since it will take so long to arrive. Hopefully, by the time it is arrived, we may have information on removing the old tank.

A motion was made by Commissioner Bennett, vote was unanimous, to approve a General County Fund budget revision for fiscal year 2024 to appropriate the assigned fund balance ending June 30, 2023 in the amount of \$3,882,312 showing an increase of \$282,312 over the original budgeted amount.

On motion of Commissioner Bennett, vote unanimous, the Commission approved the Title III designation of its share of the State payment of the Secure Rural Schools Act at 20%.

The Commission reviewed the Sheriff's financial statement for the month of June 2023.

Chad Bowers, Sheriff, informed the Commission that he had ordered the new camera system for the Courthouse. The cameras should arrive in approximately one week and then the installation will be scheduled.

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, July 3, 2023, through Monday, July 17, 2023

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, July 10, 2023, 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, **DENNIS W. BEACH JR.** was appointed and qualified as CO ADMINISTRATOR of the estate of **DENNIS W. BEACH SR.**, deceased. Bond was 25,000.00. More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **JOHN P. BEACH** was appointed and qualified as CO ADMINISTRATOR of the estate of **DENNIS W. BEACH SR.**, deceased. Bond was 25,000.00.

On, Tuesday, July 11, 2023, the following matters were disposed of in the presence of the Clerk:

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

ARLENE FRANCES GOLDIZEN, who was named in the last will and testament of **JASON CHARLES VAUGHN**, deceased, as CO EXECUTRIX thereof, qualified as such. No bond was required.

ALICIA MARIE CUMMINGS, who was named in the last will and testament of **JASON CHARLES VAUGHN**, deceased, as CO EXECUTRIX thereof, qualified as such. No bond was required.

Elise M. White

Monday, July 17, 2023

Elise M. White
Clerk of the Pendleton County Commission

Confirmed

John H. Treadway, Jr., Special Fiduciary Commissioner, submitted his Findings and Recommended Order for the Estate of Larry R. Kimble, deceased. After review and on motion of Commissioner Dahmer, vote unanimous, the Commission approved the Order.

An heir to the Estate of Dennis Wayne Beach, Sr., deceased, submitted a letter contesting the appointment of Dennis W. Beach, Jr. and Joh P. Beach as co-administrators in this estate. Upon motion of Commissioner Hevener, vote unanimous, a fiduciary commissioner will be appointed to conduct a hearing, review the date and submit a report of his/her findings to the Commission.

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

Timothy W. Hoover, Executor of the **Estate of Loveain H. Warner, deceased**; Waiver of Final Settlement

Michelle Clark Sites, Executrix of the **Estate of Nancy M. Sites, deceased**; Affidavit and Waiver of Final Settlement

On motion of Commissioner Bennett, vote unanimous, the following exonerations were approved:

Sandra Tichenor, Franklin District, \$14.68

Timesheets for the month of June 2023 were reviewed by the Commission.

ORDERED THAT THE FOLLOWING ALLOWANCES BE MADE PAYABLE OUT OF:

GENERAL COUNTY FUND:	Check Nos. 34150 – 34196	\$81,548.15
COAL SEVERANCE FUND:	Check Nos. 200176 – 200180	\$1,668.64
DOG & KENNEL FUND:	Check Nos. 445 – 446	\$1,065.78
MAGISTRATE COURT FUND:	Check No. 300201	\$24.00
911 FUND:	Check Nos. 3997 – 4003	\$1,185.35
HOME CONFINEMENT FUND:	Check Nos. 310 – 311	\$464.80
PARKS & RECREATION FUND:	Check Nos. 1362 - 1365	\$3,764.05
CLINTON HEDRICK CB FUND:	Check No. 1144	\$29.86
PENDLETON CO COMM BLDG FUND:	Check Nos. 1227 – 1228	\$1,079.00
AMERICAN RESCUE PLAN ACT FUND:	Check Nos. 118 – 119	\$8,218.00

Elise White, County Clerk had information from Brooke Alt regarding the billing that West Virginia University has continued for two extension agents. She was informed by Jennifer Williams that those funds are being placed in a special account specifically for Pendleton County. If they do hire a second agent for this County, then future bills will be pro-rated until those excess funds are used up. If they do not hire someone, then those funds would be available to Ms. Alt towards supplies, etc. that she would need. Ms. Williams stated that the Commission could pause payment until a decision has been made. The Commission unanimously agreed to pause payment until further notice.

ORDERED THAT COMMISSION DO ADJOURN ON MOTION OF COMMISSIONER DAHMER, VOTE UNANIMOUS, UNTIL TUESDAY, AUGUST 1, 2023.

President

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

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-B-26a)

CONTROL NUMBER
FY: 2024
Fund: 1
Rev. No: 1
Pages: 1

Pendleton County Commission
GOVERNMENT ENTITY

Person To Contact Regarding Request:

P.O. Box 1167

Name: Elise M. White

STREET OR PO BOX

COUNTY

Phone: 304-358-2505

Fax: 304-358-2473

Franklin

26807

Government Type

Email: countyclerk@pencowv.com

CITY

ZIP CODE

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
299	Unassigned Fund Balance	3,600,000	282,312		3,882,312
309	Hotel Occupancy Tax	100,000	12,000		112,000
382	Refunds/Reimbursements (External Sources)	284,656	43,953		328,609
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

338,265

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	1,092,721	19,906		1,112,627
429	Regional Development Authority	8,474		1,326	7,148
431	Economic Development	72,596	42,755		115,351
699	Contingencies	107,607	240,454		348,061
700	Sheriff-Law Enforcement	730,231	18,278		748,509
711	Emergency Services/OES	231,074	5,000		236,074
713	Fire Department	74,500	3,000		77,500
715	Ambulance Authority	32,500	3,000		35,500
809	Water	264,656	1,198		265,854
911	Visitor's Bureau	50,000	6,000		56,000
	#N/A				

NET INCREASE/(DECREASE) Expenditures

338,265

APPROVED BY THE STATE AUDITOR

BY: Deputy State Auditor, Local Government Services Div.

Date

Elise M. White
AUTHORIZED SIGNATURE
OF ENTITY

7/18/2023
APPROVAL
DATE

RESOLUTION

At a regular session of the Pendleton County Commission, held July 18, 2023 the following order was made and entered:

SUBJECT: The revision of the General County Levy Estimate 2023-2024 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, 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.

PENDLETON COMMUNITY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
GENERAL COUNTY CHECKING	1,014,325.55	37,518.88-	2,896.05	979,702.72
PENDLETON COUNTY 911	76,717.07	3,515.79-	.00	73,201.28
HOME DETENTION	76,724.60	.00	105.00	76,829.60
RESERVE FOR SPEC EMERG	.00	.00	.00	.00
PARKS & REC	71,133.77	125.97-	80.00	71,087.80
CHCB	224.27	100.41-	.00	123.86
PCCB	789.51	492.09-	.00	297.42
HEALTH REIMB	239,366.34	.00	.00	239,366.34
ASSESSOR'S VAL	130,773.36	.00	.00	130,773.36
FINAN STABIL FUND	.00	.00	.00	.00
CONCEALED WEAPONS	9,995.89	1,950.00-	60.00	8,105.89
SPECIAL LAW ENFORCEMENT	20,789.58	.00	.00	20,789.58
AMER RES PLAN ACT	1,093,532.68	.00	.00	1,093,532.68
CERTIFIED TO STATE	8,036.57	.00	.00	8,036.57
BOARD OF HEALTH	241,709.35	15,305.95-	1,883.00	228,286.40
CLEARING ACCOUNT	.00	.00	.00	.00
RESER FOR SPEC EMERG MM	56,692.64	.00	.00	56,692.64
FINANCIAL STAB.-CD 2	.00	.00	.00	.00
FINANCIAL STAB.-MONEY MAR	232,530.11	.00	.00	232,530.11
FINAN STABIL FUND	1,314,280.15	.00	.00	1,314,280.15
GENERAL CO 12 MONTH CD	.00	.00	.00	.00
GENERAL CO 6 MONTH CD	.00	.00	.00	.00
GENERAL CO MONEY MARKET	1,483,207.76	.00	.00	1,483,207.76
911 SUPER SAVINGS	.00	.00	.00	.00
911 24 MONTH CD	.00	.00	.00	.00
GEN CO CD	1,523,009.71	.00	.00	1,523,009.71
PEN CO 911 FEES FUND MM	509,925.56	.00	.00	509,925.56
911 CD FEES FUND	100,992.90	.00	.00	100,992.90
*** BANK TOTAL ***	8,204,757.37	59,009.09-	5,024.05	8,150,772.33

SUMMIT COMMUNITY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
WORTHLESS CHECK	1,938.21	.00	.00	1,938.21
PEND CO HOUSING	68,387.43	.00	.00	68,387.43
*** BANK TOTAL ***	70,325.64	.00	.00	70,325.64

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

*** COUNTY TOTAL ***	8,275,083.01	59,009.09-	5,024.05	8,221,097.97
CASH ON HAND				200.00
*** TOTAL ***				8,221,297.97

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		3909587.02	430106.20	457381.33-	3882311.89
FUND - 002	COAL SEVERANCE				
FUND 002 TOTALS		18139.03	.00	8577.78-	9561.25
FUND - 003	DOG AND KENNEL				
FUND 003 TOTALS		6437.70	123.00	.00	6560.70
FUND - 004	GENERAL SCHOOL				
FUND 004 TOTALS		12343.29	2015.30	.00	14358.59
FUND - 005	MAGISTRATE COURT				
FUND 005 TOTALS		514.17	241.50	578.00-	177.67
FUND - 006	WORTHLESS CHECK				
FUND 006 TOTALS		1862.74	75.47	.00	1938.21
FUND - 007	PEND CO 911				
FUND 007 TOTALS		719798.36	11252.12	46930.74-	684119.74
FUND - 008	HOME DETENTION				
FUND 008 TOTALS		83099.20	1350.00	7619.60-	76829.60
FUND - 011	RES FOR SPEC EMERG				
FUND 011 TOTALS		56536.48	156.16	.00	56692.64
FUND - 013	BOARD OF PARKS				
FUND 013 TOTALS		72086.47	430.00	1428.67-	71087.80
FUND - 024	PEND CO HOUSING				
FUND 024 TOTALS		68136.35	251.08	.00	68387.43
FUND - 025	CHCB				
FUND 025 TOTALS		393.56	.00	269.70-	123.86

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 026	PCCB				
	FUND 026 TOTALS	496.40	100.00	298.98-	297.42
FUND - 052	HEALTH REIMB				
	FUND 052 TOTALS	239767.05	1095.45	1496.16-	239366.34
FUND - 056	ASSESSOR VALUATION				
	FUND 056 TOTALS	132373.37	371.81	1971.82-	130773.36
FUND - 058	FINAN STABIL FUND				
	FUND 058 TOTALS	1542068.63	4741.63	.00	1546810.26
FUND - 059	CONCEALED WEAPONS				
	FUND 059 TOTALS	11540.89	185.00	3620.00-	8105.89
FUND - 073	SPEC LAW ENF INVEST				
	FUND 073 TOTALS	22287.81	1.77	1500.00-	20789.58
FUND - 207	AMER RES PLAN ACT				
	FUND 207 TOTALS	1093532.68	.00	.00	1093532.68
FUND - 312	CRIMINAL CHARGES				
	FUND 312 TOTALS	.00	.00	.00	.00
FUND - 313	COURT REPORTER				
	FUND 313 TOTALS	.00	65.00	65.00-	.00
FUND - 314	STATE FINES				
	FUND 314 TOTALS	.00	99.00	99.00-	.00
FUND - 315	STATE POLICE				
	FUND 315 TOTALS	.00	150.00	150.00-	.00
FUND - 316	STATE CURRENT				
	FUND 316 TOTALS	.00	302.53	302.53-	.00
FUND - 361	CERTIFIED TO STATE				
	FUND 361 TOTALS	.00	8036.57	.00	8036.57
FUND - 364	TAX LIEN				
	FUND 364 TOTALS	68326.45	.00	.00	68326.45
FUND - 365	DELINQ NONENTERED				
	FUND 365 TOTALS	4823.64	.00	.00	4823.64
FUND - 366	BOARD OF HEALTH				
	FUND 366 TOTALS	248759.39	13861.65	34344.64-	228286.40
FUND - 373	GEN CURRENT EXPENSES				
	FUND 373 TOTALS	.00	29018.04	29018.04-	.00
FUND - 378	FRANKLIN CURRENT				
	FUND 378 TOTALS	.00	1220.84	1220.84-	.00
FUND - 903	CLEARING ACCOUNT				
	FUND 903 TOTALS	.00	100.00	100.00-	.00
	FINAL TOTALS	8312920.68	505350.12	596972.83-	8221297.97
	BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:	8,275,083.01			
	ORDERS/DEBITS OUTSTANDING:	59,009.09-			
	DEPOSITS/CREDITS OUTSTANDING:	5,024.05			
	NET BANK BALANCE	8,221,097.97			
	CASH ON HAND	200.00			
	TOTAL IN COUNTY DEPOSITRIES AND OFFICES:	8,221,297.97			

I, Cladwick Bowers Sheriff of Pendleton County, West Virginia,
do hearby certify that the foregoing is a true and correct statement of the finances of
Pendleton County, for the month ending June 2023 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 12 day of July 2023

Cladwick Bowers Sheriff of Pendleton County