

AT A COUNTY COMMISSION HELD FOR PENDLETON COUNTY, WEST VIRGINIA, AT THE COURTHOUSE, ON TUESDAY, JULY 20, 2021 AT 9:00 A.M.

COMMISSIONERS PRESENT: GENE MCCONNELL, PRESIDENT, CARL HEVENER AND CAROLE HARTMAN

OTHERS PRESENT: KAREN PITSENBARGER, ADMINISTRATOR; ELISE WHITE, COUNTY CLERK; SHAWN STINSON, THE PENDLETON TIMES

Minutes of the July 6, 2021 meeting of the County Commission, on motion of Carole Hartman, were unanimously approved.

Maintenance:

The Wi-fi has been installed upstairs.

Carl Hevener mentioned that he has had inquiries about the availability of a stove in the Pendleton County Community Building (PCCB). Most organizations have not been using the stove but there are some who may need one. The Commission agreed that a smaller gas stove needs to be installed once the old stove is removed. Karen Pitsenbarger, County Administrator, stated that the exhaust fan will also need to be replaced.

Diana Mitchell, 911 Director, was unable to attend the meeting.

The Commission will be meeting on Friday, July 23 with Omni Associate Architects to discuss the courthouse annex requirements.

On motion of Carole Hartman, vote unanimous, Gene Boggs was appointed to the Board of Parks to replace Junior Roberson.

Elise White, County Clerk, presented some clarifications to the Employee Handbook. On motion of Carole Hartman, vote unanimous, clarifications were made regarding how vacation and sick leave are accrued when a new or resigning employee starts or leaves in the middle of the month; type of leave when an employee is injured under Workman's' Compensation and whom additional life insurance is available for.

Rick Gillespie was offered and accepted the position of Emergency Services Coordinator. His start date will be October 4, 2021.

On motion of Carole Hartman, vote unanimous, the Commission approved the General County FY2022 carryover budget revision.

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. (§ 11-8-26a)

CONTROL NUMBER
 FY: 2022
 Fund: 1
 Rev. No. 1
 Pages: 1

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

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

COUNTY
 Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
299	Unassigned Fund Balance	1,500,000	1,432,591		2,932,591
397	Payroll Reimbursements	383,773	15,412		399,185
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			1,448,003		

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	742,608	226,560		969,168
404	Sheriff-Treasurer	266,185	3,200		269,385
405	Prosecuting Attorney	209,705	2,045		211,750
429	Regional Development Authority	5,231	697		5,928
699	Contingencies	71,689	544,332		616,021
700	Sheriff-Law Enforcement	343,731	45,000		388,731
712	Communication Center	383,773	50,412		434,185
960	General Government	800,000	575,757		1,375,757
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Expenditures			1,448,003		

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

Elise M. White 7/20/2021
 AUTHORIZED SIGNATURE OF ENTITY APPROVAL DATE

RESOLUTION

At a regular session of the Pendleton County Commission, held July 20, 2021 the following order was made and entered:

SUBJECT: The revision of the General County Levy Estimate 2021-2022 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 Carole Hartman, and duly seconded by Carl Hevener, the vote thereon was as follows:

- Gene McConnell - Yes
- Carl Hevener - Yes
- Carole Hartman - Yes

WHEREUPON, Gene McConnell, 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 Sheriff's monthly financial statement for June 2021 was reviewed.

DATE: 7/09/21 SHERIFF'S ACCOUNTING SYSTEM PAGE: 1
 TIME: 13:38:29 BANK BALANCE AS OF 06/30/2021 PROG: SA0068

PENDLETON COMMUNITY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
GENERAL COUNTY CHECKING	1,895,404.81	40,877.11-	2,386.15	1,856,913.85
PENDLETON COUNTY 911	134,706.49	416.44-	.00	134,290.05
HOME DETENTION	59,234.89	8.58-	.00	59,226.31
RESERVE FOR SPEC EMERG	55,832.04	.00	.00	55,832.04
PARKS & REC	55,671.39	.00	.00	55,671.39
PCCB	1,271.77	.00	.00	1,271.77
HEALTH REIMB	272,105.05	.00	.00	272,105.05
ASSESSOR'S VAL	84,446.87	50.95-	.00	84,395.92
FINAN STABIL FUND	674,673.92	.00	.00	674,673.92
CONCEALED WEAPONS	19,673.45	225.00-	.00	19,448.45
SPECIAL LAW ENFORCEMENT	3,221.01	.00	.00	3,221.01
COVID-19	3,646.14	.00	.00	3,646.14
AMER RES PLAN ACT	676,823.50	.00	.00	676,823.50
BOARD OF HEALTH	282,056.88	22,213.81-	.00	259,843.07
CLEARING ACCOUNT	.00	.00	.00	.00
FINANCIAL STAB.-CD 2	603,005.83	.00	.00	603,005.83
FINANCIAL STAB.-MONEY MAR	228,755.02	.00	.00	228,755.02
GENERAL CO 12 MONTH CD	273,620.73	.00	.00	273,620.73
GENERAL CO 6 MONTH CD	53,127.70	.00	.00	53,127.70
GENERAL CO MONEY MARKET	861,857.05	.00	.00	861,857.05
911 SUPER SAVINGS	460,284.14	.00	.00	460,284.14
911 24 MONTH CD	9,497.88	.00	.00	9,497.88
*** BANK TOTAL ***	6,708,916.56	63,791.89-	2,386.15	6,647,510.82

SUMMIT COMMUNITY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
WORTHLESS CHECK	1,686.21	.00	.00	1,686.21
PEND CO HOUSING	66,051.04	.00	.00	66,051.04
*** BANK TOTAL ***	67,737.25	.00	.00	67,737.25

THE GRANT COUNTY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
CHCB	29.60	.00	.00	29.60
*** BANK TOTAL ***	29.60	.00	.00	29.60

*** COUNTY TOTAL *** 6,776,683.41 63,791.89- 2,386.15 6,715,277.67

CASH ON HAND 200.00

*** TOTAL *** 6,715,477.67

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 001	GENERAL COUNTY				
301-01-RP-	GC-TAX REPAYMENT	62712.66	.00	.00	62712.66
FUND 001 TOTALS		2431613.10	752423.13	251444.77-	2932591.46
FUND - 002	COAL SEVERANCE				
FUND 002 TOTALS		4818.78	.00	1271.48-	3547.30
FUND - 003	DOG AND KENNEL				
FUND 003 TOTALS		5143.42	78.00	.00	5221.42
FUND - 004	GENERAL SCHOOL				
FUND 004 TOTALS		22750.59	2623.51	.00	25374.10
FUND - 005	MAGISTRATE COURT				
FUND 005 TOTALS		6265.81	240.00	996.50-	5509.31
FUND - 006	WORTHLESS CHECK				
FUND 006 TOTALS		1636.03	50.18	.00	1686.21
FUND - 007	PEND CO 911				
FUND 007 TOTALS		629161.23	9498.28	34587.44-	604072.07
FUND - 008	HOME DETENTION				
FUND 008 TOTALS		59048.51	360.00	182.20-	59226.31
FUND - 011	RES FOR SPEC EMERG				
FUND 011 TOTALS		55827.45	4.59	.00	55832.04
FUND - 013	BOARD OF PARKS				
FUND 013 TOTALS		58875.92	.00	3204.53-	55671.39
FUND - 024	PEND CO HOUSING				
FUND 024 TOTALS		66044.47	6.57	.00	66051.04
FUND - 025	CHCB				
FUND 025 TOTALS		29.60	.00	.00	29.60

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 026	PCCB				
	FUND 026 TOTALS	436.96	905.56	70.75-	1271.77
FUND - 052	HEALTH REIMB				
	FUND 052 TOTALS	273845.86	2327.72	4068.53-	272105.05
FUND - 056	ASSESSOR VALUATION				
	FUND 056 TOTALS	85375.07	365.80	1344.95-	84395.92
FUND - 058	FINAN STABIL FUND				
	FUND 058 TOTALS	1885023.97	1410.80	380000.00-	1506434.77
FUND - 059	CONCEALED WEAPONS				
	FUND 059 TOTALS	19148.45	300.00	.00	19448.45
FUND - 073	SPEC LAW ENF INVEST				
	FUND 073 TOTALS	3220.96	.05	.00	3221.01
FUND - 206	COVID-19				
	FUND 206 TOTALS	3849.57	.00	203.43-	3646.14
FUND - 207	AMER RES PLAN ACT				
	FUND 207 TOTALS	.00	676823.50	.00	676823.50
FUND - 312	CRIMINAL CHARGES				
	FUND 312 TOTALS	.00	149.00	149.00-	.00
FUND - 313	COURT REPORTER				
	FUND 313 TOTALS	.00	100.00	100.00-	.00
FUND - 314	STATE FINES				
	FUND 314 TOTALS	.00	.00	.00	.00
FUND - 315	STATE POLICE				
	FUND 315 TOTALS	.00	225.00	225.00-	.00

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 316	STATE CURRENT				
	FUND 316 TOTALS	.00	199.50	199.50-	.00
FUND - 364	TAX LIEN				
	FUND 364 TOTALS	69330.90	.00	1040.00-	68290.90
FUND - 365	DELINQ NONENTERED				
	FUND 365 TOTALS	5184.84	.00	.00	5184.84
FUND - 366	BOARD OF HEALTH				
	FUND 366 TOTALS	287225.00	12220.78	39602.71-	259843.07
FUND - 373	GEN CURRENT EXPENSES				
	FUND 373 TOTALS	.00	25525.97	25525.97-	.00
FUND - 378	FRANKLIN CURRENT				
	FUND 378 TOTALS	.00	705.32	705.32-	.00
FUND - 903	CLEARING ACCOUNT				
	FUND 903 TOTALS	.00	175.56	175.56-	.00
	FINAL TOTALS	5973856.49	1486718.82	745097.64-	6715477.67
	BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:	6,776,683.41			
	ORDERS/DEBITS OUTSTANDING:	63,791.89-			
	DEPOSITS/CREDITS OUTSTANDING:	2,386.15			
	NET BANK BALANCE	6,715,277.67			
	CASH ON HAND	200.00			
	TOTAL IN COUNTY DEPOSITRIES AND OFFICERS:	6,715,477.67			

I, Chadwick Bowers 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 2021 showing the balance on hand at the beginning 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 9 day of July 2010

Chadwick Bowers Sheriff of Pendleton County

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 CARL HEVENER, AND UNANIMOUSLY CONFIRMED.

The appointment of Teresa L. Yonce as Administratrix in the **Estate of Brock Richard Bland, deceased**; Bond in the amount of \$500.00 with Melissa Hoover as Surety.

The probation of the Last Will and Testament of **Martha B. McGrath, deceased**; Witnesses by affidavit, George Isaac Sponaugle, II and Wanda Cayton; The appointment of James J. McGrath, Jr. as Executor of the **Estate of Martha B. McGrath, deceased**; Bond not required per Last Will and Testament of deceased.

THE FOLLOWING SETTLEMENTS OF ACCOUNTS WERE THIS DAY PRESENTED TO THE COMMISSION, APPROVED ON MOTION OF CARL HEVENER, UNANIMOUSLY CONFIRMED AND ORDERED RECORDED.

Thomas G. Gore, as Executor of the **Estate of John E. Zajic, Jr., deceased**; Report of Receipts, Disbursements and Distribution

Larry Hedrick, as Administrator of the **Estate of Evelyn Hedrick, deceased**; Affidavit and Waiver of Final Settlement

Gary S. Judy & Debra A. Judy, as Co-Executors of the **Estate of Thomas F. Miller, deceased**; Waiver of Final Settlement

Linda McKeefer, as Administratrix of the **Estate of Everett Lewis Kline, deceased**; Affidavit and Waiver of Final Settlement

On motion of Carole Hartman, vote unanimous, the following exonerations were approved:

Alexandria Harvey, Union District, \$31.38

ORDERED THAT THE FOLLOWING ALLOWANCES BE MADE PAYABLE OUT OF:

GENERAL COUNTY FUND:	Check Nos. 32218 – 32277	\$72,930.17
DOG FUND:	Check Nos. 425 - 426	\$1,135.90
911 FUND:	Check Nos. 3567 – 3570	\$1,012.81
HOME CONFINEMENT FUND:	Check No. 258	\$130.50
PARKS & RECREATION FUND:	Check Nos. 1154 - 1160	\$2,956.72
COVID-19 FUND:	Check No. 163	\$205.43

ORDERED THAT COMMISSION DO ADJOURN ON MOTION OF CARL HEVENER, VOTE UNANIMOUS, UNTIL TUESDAY, AUGUST 3, 2021.

President