

**AT A COUNTY COMMISSION CONTINUED AND HELD FOR PENDLETON COUNTY, WEST VIRGINIA, AT THE COURTHOUSE THEREOF, ON TUESDAY, JULY 21, 2020.**

**PRESENT: COMMISSIONERS GENE McCONNELL, CARL HEVENER AND CAROLE HARTMAN.**

**ORDERED THAT THE FOLLOWING ALLOWANCES BE MADE PAYABLE OUT OF GENERAL COUNTY FUND:**

Check Nos. 31346 - 31377 \$21,475.64

**ORDERED THAT THE FOLLOWING ALLOWANCES BE MADE PAYABLE OUT OF COAL SEVERANCE FUND:**

Check Nos. 200057 - 200058 \$597.09

**ORDERED THAT THE FOLLOWING ALLOWANCES BE MADE PAYABLE OUT OF 911 FUND:**

Check Nos. 3353 - 3362 \$23,051.28

**ORDERED THAT THE FOLLOWING ALLOWANCES BE MADE PAYABLE OUT OF PENDLETON COUNTY COMMUNITY BUILDING FUND:**

Check No. 1155 \$218.49

Minutes of the July 7, 2020 meeting of the County Commission were unanimously approved.

**Maintenance:**

No major maintenance issues.

Diana Mitchell, 911 Director, updated the Commission on the road sign placement process. She indicated that several road signs were installed last week. Carole Hartman mentioned that she has a long list of road signs that either need replaced or are missing. She will forward that information to Diana.

Diana stated that the upgrade installation of CAD equipment was started today. They expect to be completed by Thursday. The software update for the upgraded system will be done remotely.

On motion of Carole Hartman, vote unanimous, the Commission approved the naming of a new road, Peaceful Mountain Ln, in Brandywine.

A motion was made by Carole Hartman, vote was unanimous, to approve the General County Fund budget revision for fiscal year 2021 to appropriate the assigned fund balance ending June 30, 2020 as follows:

RESOLUTION

At a regular session of the Pendleton County Commission, held July 21, 2020 the following order was made and entered:

SUBJECT: The revision of the General County Levy Estimate 2020-2021 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.

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: 2021  
 Fund: 1  
 Rev. No. 1  
 Pages: 1

Pendleton County Commission

GOVERNMENT ENTITY

Person To Contact Regarding Request:

Name: **Elise M. White**

Phone: **304-358-2505**

Fax: **304-358-2473**

Email: [countyclerk@pencowv.com](mailto:countyclerk@pencowv.com)

P.O. Box 1167

STREET OR PO BOX

Franklin

26807

CITY

ZIP CODE

COUNTY

Government Type

**REVENUES: (net each acct.)**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
298	Assigned Fund Balance	1,325,000	1,051,341		2,376,341
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

1,051,341

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	682,066	29,109		711,175
402	County Clerk	248,372	18,180		266,552
404	Sheriff-Treasurer	251,109	18,180		269,289
423	Insurance Program (Self Insured)	25,668	3,048		28,716
696	Transfer to Financial Stabilization Fund	330,000	877,690		1,207,690
699	Contingencies	535,426	105,134		640,560
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures

1,051,341

APPROVED BY THE STATE AUDITOR

BY:

Deputy State Auditor, Local Government Services Div.

Date

*Elise M. White*  
 AUTHORIZED SIGNATURE  
 OF ENTITY

7/21/2020  
 APPROVAL  
 DATE

The Commission reviewed a vacation travel policy for employees. On motion of Carole Hartman, vote unanimous, the policy was approved. Karen Pitsenbarger, County Administrator, will insert policy in the handbook and send to all offices.

The Commission discussed storage and office space for the next prosecuting attorney. Gene McConnell suggested that if we will have to build a storage building then we should also incorporate office space in that same building. Carl Hevener stated that they should still consider the old grade school. That building already has in the lower section three offices with a bathroom that could be used for the prosecuting attorney. The rest of the building could be used for storage. Carole Hartman indicated if were going to consider the old school should also try to include the extra acreage in the deal. Gene also mentioned the old school could be considered as possible shelter during a flood since the Community Building is located in the flood plain and unable to be used as a shelter during a flood. All the Commissioners agreed that whatever route they go, they need to make sure it is large enough to be a "permanent fix" for our storage and office needs.

Bruce Minor, Emergency Management Director, updated the Commission on the PPE (personal protective equipment) emergency stockpile. He stated that the initial stockpile would cost approximately \$20,000 and that having a 60-day supply would be about \$33,000.

Carole Hartman has been reviewing the insurance coverage for the County. She has found that there are some things that may not be insured and others that may be underinsured. She will get with Karen Pitsenbarger, County Administrator and Elise White, County Clerk to get everything updated.

The Sheriff's Monthly Financial Settlement for June 2020 was reviewed and filed.

DATE: 7/02/20      SHERIFF'S ACCOUNTING SYSTEM      PAGE: 1  
 TIME: 16:11:23      BANK BALANCE AS OF 06/30/2020      PROG: SA0068

PENDLETON COMMUNITY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
GENERAL COUNTY CHECKING	1,129,153.76	71,264.64-	8,392.60	1,066,281.72
PENDLETON COUNTY 911	78,297.84	570.67-	27.50	77,754.67
HOME DETENTION	55,965.34	.00	.00	55,965.34
RESERVE FOR SPEC EMERG	55,776.23	.00	.00	55,776.23
PARKS & REC	59,928.81	.00	.00	59,928.81
PCCB	2,231.38	.00	.00	2,231.38
HEALTH REIMB	269,650.69	.00	.00	269,650.69
ASSESSOR'S VAL	47,568.41	.00	.00	47,568.41
FINAN STABIL FUND	660,802.63	.00	.00	660,802.63
CONCEALED WEAPONS	25,083.56	540.00-	15.00	24,558.56
SPECIAL LAW ENFORCEMENT	3,078.12	.00	.00	3,078.12
COVID-19	76,842.25	.00	.00	76,842.25
BOARD OF HEALTH	189,293.87	14,268.81-	.00	175,025.06
CLEARING ACCOUNT	.00	.00	.00	.00
GENERAL CO 12 MONTH CD	272,427.82	.00	.00	272,427.82
GENERAL CO 6 MONTH CD	53,007.97	.00	.00	53,007.97
GENERAL CO MONEY MARKET	1,080,749.75	.00	.00	1,080,749.75
911 SUPER SAVINGS	459,824.09	.00	.00	459,824.09
911 24 MONTH CD	9,401.94	.00	.00	9,401.94
*** BANK TOTAL ***	4,529,084.46	86,644.12-	8,435.10	4,450,875.44
SUMMIT COMMUNITY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
WORTHLESS CHECK	1,460.45	.00	.00	1,460.45
PEND CO HOUSING	65,933.85	.00	.00	65,933.85
*** BANK TOTAL ***	67,394.30	.00	.00	67,394.30
THE GRANT COUNTY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
CHCB	20.94	.00	.00	20.94
*** BANK TOTAL ***	20.94	.00	.00	20.94
*** COUNTY TOTAL ***	4,596,499.70	86,644.12-	8,435.10	4,518,290.68
CASH ON HAND				200.00
CIR CT WITNESS				11.80
*** TOTAL ***				4,518,502.48

DATE: 7/02/20  
TIME: 16:12:26

PENDLETON COUNTY  
FINANCIAL STATEMENT  
MONTH ENDING- 6/2020

PROG: SA058B

PAGE: 1

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 001	GENERAL COUNTY				
301-01-RP-	GC-TAX REPAYMENT	31356.33	.00	.00	31356.33
FUND 001	TOTALS	2248260.50	381451.50	253371.08-	2376340.92
FUND - 002	COAL SEVERANCE				
FUND 002	TOTALS	15836.07	.00	1298.54-	14537.53
FUND - 003	DOG AND KENNEL				
FUND 003	TOTALS	5790.87	135.00	826.09-	5099.78
FUND - 004	GENERAL SCHOOL				
FUND 004	TOTALS	20890.59	1309.50	8950.00-	13250.09
FUND - 005	MAGISTRATE COURT				
FUND 005	TOTALS	8828.15	120.50	231.47-	8717.18
FUND - 006	WORTHLESS CHECK				
FUND 006	TOTALS	1460.26	.19	.00	1460.45
FUND - 007	PEND CO 911				
FUND 007	TOTALS	579937.21	9365.82	42322.33-	546980.70
FUND - 008	HOME DETENTION				
FUND 008	TOTALS	55495.34	470.00	.00	55965.34
FUND - 011	RES FOR SPEC EMERG				
FUND 011	TOTALS	55771.65	4.58	.00	55776.23
FUND - 013	BOARD OF PARKS				
FUND 013	TOTALS	61599.58	.00	1670.77-	59928.81
FUND - 024	PEND CO HOUSING				
FUND 024	TOTALS	65920.74	13.11	.00	65933.85
FUND - 025	CHCB				
FUND 025	TOTALS	20.94	.00	.00	20.94

DATE: 7/02/20  
TIME: 16:12:26

PENDLETON COUNTY  
FINANCIAL STATEMENT  
MONTH ENDING- 6/2020

PROG: SA058B

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 026	PCCB				
FUND 026	TOTALS	1375.82	855.56	.00	2231.38
FUND - 052	HEALTH REIMB				
FUND 052	TOTALS	262202.40	8170.44	722.15-	269650.69
FUND - 056	ASSESSOR VALUATION				
FUND 056	TOTALS	49163.16	353.01	1947.76-	47568.41
FUND - 058	FINAN STABIL FUND				
FUND 058	TOTALS	660802.63	.00	.00	660802.63
FUND - 059	CONCEALED WEAPONS				
FUND 059	TOTALS	26177.56	605.00	2224.00-	24558.56
FUND - 073	SPEC LAW ENF INVEST				
FUND 073	TOTALS	3078.00	.12	.00	3078.12
FUND - 206	COVID-19				
FUND 206	TOTALS	100000.00	.00	23157.75-	76842.25
FUND - 312	CRIMINAL CHARGES				
FUND 312	TOTALS	.00	10.00	10.00-	.00
FUND - 313	COURT REPORTER				
FUND 313	TOTALS	.00	.00	.00	.00
FUND - 314	STATE FINES				
FUND 314	TOTALS	.00	.00	.00	.00
FUND - 315	STATE POLICE				
FUND 315	TOTALS	.00	540.00	540.00-	.00
FUND - 316	STATE CURRENT				
FUND 316	TOTALS	.00	488.78	488.78-	.00

DATE: 7/02/20  
TIME: 16:12:26

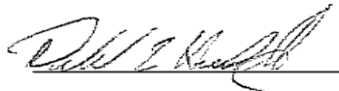
PENDLETON COUNTY  
FINANCIAL STATEMENT  
MONTH ENDING- 6/2020

PROG: SA058B

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 364	TAX LIEN				
	FUND 364 TOTALS	49023.72	1316.90	791.90-	49548.72
FUND - 365	DELINQ NONENTERED				
	FUND 365 TOTALS	5184.84	.00	.00	5184.84
FUND - 366	BOARD OF HEALTH				
	FUND 366 TOTALS	190551.77	14297.92	29824.63-	175025.06
FUND - 373	GEN CURRENT EXPENSES				
	FUND 373 TOTALS	.00	45676.90	45676.90-	.00
FUND - 378	FRANKLIN CURRENT				
	FUND 378 TOTALS	.00	623.05	623.05-	.00
FUND - 903	CLEARING ACCOUNT				
	FUND 903 TOTALS	.00	375.56	375.56-	.00
	FINAL TOTALS	4467371.80	466183.44	415052.76-	4518502.48
	BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:	4,596,499.70			
	ORDERS/DEBITS OUTSTANDING:	86,644.12-			
	DEPOSITS/CREDITS OUTSTANDING:	8,435.10			
	NET BANK BALANCE	4,518,290.68			
	CASH ON HAND	200.00			
	CIR CT WITNESS	11.80			
	TOTAL IN COUNTY DEPOSITRIES AND OFFICES:	4,518,502.48			

I, Donald Hedrick, 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 2020 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 6 day of July 2020

 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 AND CONFIRMED.**

The appointment of Chase McQuain as Administrator in the **Estate of Dwala L. McQuain, deceased;** Bond in the amount of \$2,500.00. No Surety required.

The appointment of Dale Burns as Administrator in the **Estate of Charles A. Burns, deceased;** Bond in the amount of \$1,000.00 with Charles E. Burns as Surety.

**THE FOLLOWING SETTLEMENTS OF ACCOUNTS WERE THIS DAY PRESENTED TO THE COMMISSION, APPROVED AND ORDERED RECORDED AND FILED:**

John H. Treadway, Jr., as Administrator of the **Estate of James J. Meierotto, deceased**; First and Final Settlement

Jennifer Taylor-Ide, as Executrix of the **Estate of Annie D. Kisamore, deceased**; Waiver of Final Settlement

C. Lynn Warner, as Executor of the **Estate of Ima H. Warner, deceased**; Affidavit and Waiver of Final Settlement

Charles A. Burns, Administrator, by Dale P. Burns, of the **Estate of Steven L. Burns, deceased**; Affidavit and Waiver of Final Settlement

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

Daniel C. Roberson, Franklin Corporation District, \$36.51  
CMI, Inc., Franklin Corporation District, \$122.91  
Baxter & Sandra Borrer, Mill Run District, \$401.32  
Deborah L. Mowery, Franklin District, \$182.93  
Rosetta Huffman, Franklin District, \$89.96  
Douglas & Vicky Simmons, Franklin Corporation District, \$344.47

ORDERED THAT COMMISSION DO ADJOURN UNTIL TUESDAY, AUGUST 4, 2020.

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President