

**AT A COUNTY COMMISSION HELD FOR PENDLETON COUNTY, WEST VIRGINIA, AT THE COURTHOUSE, ON TUESDAY, JULY 6, 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; DIANA MITCHELL, 911 DIRECTOR; APRIL MALLOW, PROSECUTING ATTORNEY; LAURA BROWN, ECONOMIC DEVELOPMENT AUTHORITY DIRECTOR; SHAWN STINSON, THE PENDLETON TIMES**

Minutes of the June 15, 2021 meeting of the County Commission, on motion of Carole Hartman, were unanimously approved.

Maintenance:

The pressure washing of the Pendleton County Community Building (PCCB) was done this weekend. Carole Hartman and Karen Pitsenbarger checked the building and stated that the job done was unsatisfactory. Diana Mitchell also reported that they had washed gravel and rocks under the rescue squad door. Karen will contact the company.

The Courtroom is being worked on by Eddie Simpson. There are numerous wires that are unsure what they are for. Someone from the Supreme Court was here but could not determine whether some of the wires were still necessary or not.

The propane tank for the stove at PCCB is now empty. Karen will contact the company to come and remove the tank.

The flag was installed at Congressional Medal of Honor recipient Clinton M. Hedrick's gravesite in the North Fork Cemetery this weekend.

Diana Mitchell, 911 Director, stated that she did not receive any applications for dispatchers. She said that a current part-time employee is willing to move to full-time. She will advertise again for part-time dispatchers.

Diana said she has received a new database from Frontier and will review to verify the updates. She said they have noticed that the correct addresses are showing up on the system now.

Laura Brown, Economic Development Authority Director, informed the Commission that she has a Request for Interest (RFI) for broadband service ready to publish in The Pendleton Times. The deadline for responding is July 28, 2021. Returned RFI's will be opened at the Commission office in the Courthouse on Thursday, July 29, 2021 at 9:00 a.m.

There was discussion on establishing a broadband advisory council consisting of five members. Gene recommended putting out an ad for interested persons to contact Karen Pitsenbarger, County Administrator.

Karen Pitsenbarger stated that Jeff Bowers had contacted her suggesting that the Commission call Region 8 to get an update on the potential annex project as no information has been received about this project to date.

Shalee Wilburn, Circuit Clerk, has requested that a router for wireless connection be purchased for use upstairs. They are unable to access the wireless router located on the first floor. The lawyers are currently unable to access files for their clients as they can no longer go through the Supreme Court access. Carole Hartman made a motion, vote unanimous, to purchase a router for them. Karen will contact GST to install.

A motion was made by Carl Hevener, vote was unanimous, to approve a Coal Severance Fund budget revision for fiscal year 2022 to appropriate the assigned fund balance ending June 30, 2021 as follows:

RESOLUTION

At a regular session of the Pendleton County Commission, held July 6, 2021 the following order was made and entered:

SUBJECT: The revision of the Coal Severance 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 Carl Hevener, and duly seconded by Carole Hartman, 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: 827-2415 ext. 5114  
 Fax: 304-340-5090  
 Email: igs@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: 2  
 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

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
298	Assigned Fund Balance	4,000		453	3,547
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

-453

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	16,000		453	15,547
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures

-453

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

*Elise M. White*  
 AUTHORIZED SIGNATURE  
 OF ENTITY

7/6/2021  
 APPROVAL  
 DATE

Elise White, County Clerk, informed the Commission of an estimated carryover balance for the General County fund for Fiscal Year 2022. The Commission tabled any decisions for allocating the carryover balance until the next meeting when an actual amount will be available.

Elise informed the Commission that some clarifications need to be made in the employee handbook for vacation and sick leave, specifically for when an employee starts or leaves in the middle of the month. The Commission made some suggestions and instructed Elise to write up the clarifications. They tabled any decisions until the next meeting.

Gene McConnell motioned, seconded by Carole Hartman that the Commission go into Executive Session to discuss a personnel issue at 9:45 a.m. The Commission came out of Executive Session at 9:47 a.m. No decisions were taken in Executive Session.

Carl Hevener made a motion, seconded by Carole Hartman, to extend an offer to one of the applicants for the Emergency Services Coordinator.

Chad Bowers, Sheriff, informed the Commission that Matthew Kontyko had been hired as a deputy. He started June 28, 2021. He said the schedules will be rotated for more coverage and hopes to have two deputies on duty on weekends and during the week.

He has talked with Weimer's Automotive and they gave him the VIN numbers for the two vehicles ordered. The estimated delivery would be December.

The tax bills are scheduled to be mailed in the next few days.

**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 April Mallow as Administratrix in the **Estate of John Allen Mallow, deceased;** Bond in the amount of \$1,000.00. Temporary bond, no Surety required.

The appointment of Sunette K. Propst as Administratrix in the **Estate of Bryan Steven Propst, deceased;** Bond in that amount of \$10,000.00. Sole heir, no Surety required.

The probation of the Last Will and Testament of **Judy Mae Gordon Propst, deceased;** Witnesses by affidavit, Winona R. Hewitt and Penny K. Lambert; The appointment of Eston Wayne Propst as Executor of the **Estate of Judy Mae Gordon Propst, 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 CAROLE HARTMAN, UNANIMOUSLY CONFIRMED AND ORDERED RECORDED AND FILED:**

Estelle C. Janisieski, as Executrix of the **Estate of Joel A. Harnois, deceased;** Waiver of Final Settlement

Floyd C. Bennett & Elizabeth B. Mitchell, as Co-Executors of the **Estate of Abraham F. Bennett, deceased;** Affidavit and Waiver of Final Settlement

Herman Hevener, as Administrator of the **Estate of Martha G. Hevener, deceased;** Affidavit and Waiver of Final Settlement

Denese Harold, as Executrix of the **Estate of Eula Black, deceased;** Affidavit and Waiver of Final Settlement

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

Joshua Hanna, Bethel District, \$29.94  
Charles & Colleen Miller, Franklin District, \$365.03  
John Hartman & Michele Hendricks, Mill Run District, \$366.66

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

GENERAL COUNTY FUND:	Check Nos. 32173 – 32217	\$245,243.70
COAL SEVERANCE FUND:	Check No. 200110	\$955.94
DOG FUND:	Check No. 424	\$143.10
MAGISTRATE COURT FUND:	Check Nos. 300106 – 300109	\$564.24
911 FUND:	Check Nos. 3558 – 3566	\$36,087.44
PARKS & RECREATION FUND:	Check No. 1151 – 1153	\$1,533.93

ORDERED THAT COMMISSION DO ADJOURN ON MOTION OF CARL HEVENER, VOTE UNANIMOUS, UNTIL TUESDAY, JULY 20, 2021.

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President