

AT A COUNTY COMMISSION CONTINUED AND HELD FOR PENDLETON COUNTY, WEST VIRGINIA, AT THE COURTHOUSE THEREOF, ON TUESDAY, JULY 7, 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. 31268 - 31344 \$247,121.81

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

Check Nos. 200054 - 200056 \$1,170.60

ORDERED THAT THE FOLLOWING ALLOWANCES BE MADE PAYABLE OUT OF DOG & KENNEL FUND:

Check No. 413 \$10.80

ORDERED THAT THE FOLLOWING ALLOWANCES BE MADE PAYABLE OUT OF MAGISTRATE COURT FUND:

Check Nos. 300063 - 300068 \$603.45

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

Check Nos. 3333 - 3352 \$36,739.39

ORDERED THAT THE FOLLOWING ALLOWANCES BE MADE PAYABLE OUT OF HOME CONFINEMENT FUND:

Check No. 244 \$113.10

ORDERED THAT THE FOLLOWING ALLOWANCES BE MADE PAYABLE OUT OF PARKS AND RECREATION FUND:

Check Nos. 1073 - 1080 \$1,674.79

Minutes of the June 16, 2020 regular meeting and the June 26 special meeting of the County Commission were unanimously approved.

Maintenance:

Karen Pitsenbarger, County Administrator mentioned that we are still in need of a storage building. Carole Hartman stated that we need to put a dehumidifier in the room where the old books are stored until another location is found. The Commissioners discussed several options for storage locations. Had previously received only one estimate for a storage building on the High Street parking lot in the amount of approximately \$72,000.

The 4,000 masks ordered from Grant Memorial Hospital have been received.

The new doors for the magistrate and circuit clerk offices should be ready next week. They cannot deliver to West Virginia so we will need to make arrangements to pick up. Carl Hevener stated he would be able to do that. Will need to find someone to install as Eddie Simpson will be unable to install them.

Karen mentioned that it has become difficult to get someone to take care of the minor maintenance issues and inquired whether the Commission would be interested in adding a full-time maintenance position. Carole Hartman said she did not think we needed a full-time person and wondered if we could put someone on a contracted retainer basis. The Commission requested Karen to advertise for a contracted position for two weeks.

Amber Hedrick from the Pendleton County Health Department gave an update on the COVID-19 cases in the county. She said at this time Pendleton County had 13 confirmed and 1 probable cases. When asked about employees and vacation travel, she stated that they cannot mandate anything but are advising employers to have a policy saying that if an employee travels to what is considered a "hot spot" that the employee be tested. The recommendation is that a person waits five days upon return before being tested. She also stated that all 55 of the tests done by Pendleton Community Care were negative. Amber said that they had received a \$29,000 COVID-19 grant that can be used for additional personnel expenses.

Gene McConnell had reviewed the road sign policy given to him by Diana Mitchell, 911 Director. He had several questions for Diana about the process for replacing road signs. He requested that the policy be more simplified than what she had presented. Carole Hartman stated that she is making a list of road signs that are missing or need replacing.

Diana said the statewide SORN update is now complete and that there have been a few minor issues but they should all be fixed within the next couple weeks. Carole Hartman asked if the state would be able to provide the monetary value of the upgraded equipment for insurance purposes. She also stated that the CAD update is scheduled for July 21 -23. They will install the hardware during those days and then the software will be upgraded about a week later.

On motion of Carole Hartman, vote unanimous, Jeremy Harper was appointed to the Economic and Development Authority Board.

Carole mentioned that the Tax Delinquent list issue has been resolved. In future, a pdf file will be generated to send to the Pendleton Times for publication.

Gene McConnell will prepare a draft employee travel policy for Carole and Carl to review.

Office space for the new Prosecuting Attorney was discussed. On motion of Carl Hevener, vote unanimous, Karen will prepare an advertisement for the paper for available space. The Commission indicated that the minimum square footage needed was 800 square feet.

A motion was made by Carl Hevener, vote was unanimous, to approve a Coal Severance 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 7, 2020 the following order was made and entered:

SUBJECT: The revision of the Coal Severance 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 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: 627-2415 ext. 5114
 Fax: 304-340-6090
 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: 2021
 Fund: 2
 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 Government Type
 Fax: 304-358-2473 Franklin 26807
 Email: countyclerk@pencowv.com CITY ZIP CODE

REVENUES: (net each acct.)

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | PREVIOUSLY APPROVED AMOUNT | (INCREASE) | (DECREASE) | REVISED AMOUNT |
|--|-----------------------|----------------------------|------------|------------|----------------|
| 298 | Assigned Fund Balance | 10,000 | 4,538 | | 14,538 |
| | #N/A | | | | |
| | #N/A | | | | |
| | #N/A | | | | |
| | #N/A | | | | |
| | #N/A | | | | |
| NET INCREASE/(DECREASE) Revenues (ALL PAGES) | | | 4,538 | | |

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 | 25,800 | 4,538 | | 30,338 |
| | #N/A | | | | |
| | #N/A | | | | |
| | #N/A | | | | |
| | #N/A | | | | |
| | #N/A | | | | |
| | #N/A | | | | |
| | #N/A | | | | |
| | #N/A | | | | |
| | #N/A | | | | |
| NET INCREASE/(DECREASE) Expenditures | | | 4,538 | | |

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

Elise M. White 7/7/2020
 AUTHORIZED SIGNATURE APPROVAL
 OF ENTITY DATE

Elise White, County Clerk, stated the General County carryover for fiscal year 2021 was \$2,376,341. Of that amount, \$1,325,000 had already been budgeted leaving \$1,051,341 to be allocated. She presented \$173,651 increases to Title III, insurance and equipment. She stated that the remaining \$877,690 could be allocated to the Financial Stabilization Fund if the Commission wanted to. Carole Hartman requested that the discussion be tabled until the next meeting so the Commissioners could review the budget in more depth.

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 Dianne Nibblins as Administratrix in the **Estate of Marion Wright, deceased;** Bond in the amount of \$2,100.00 with Harold C. Nibblins as Surety.

The appointment of Melina Mason as Administratrix in the **Estate of Marcella June Sinnett, deceased;** Bond in the amount of \$4,500.00. No Surety required.

The appointment of Billy Sites as Administrator in the **Estate of Judy K. Sites, deceased;** Bond in the amount of \$1,000.00 with State Farm Insurance as Surety.

The probation of the Last Will and Testament of **Thomas Franklin Miller, deceased;** Witnesses by affidavit, Kennedy Armentrout and Winona R. Hewitt; The appointment of Debra A. Judy and Gary S. Judy as Co-Executors of the **Estate of Thomas Franklin Miller, deceased;** Bond not required per Last Will and Testament of deceased.

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

Marcia C. Warner, as Executrix of the **Estate of Wendell E. Warner, deceased;** Waiver of Final Settlement

Larry Moyers, as Administrator of the **Estate of Hazel C. Moyers, deceased;** First and Final Settlement

Andrew E. Moyers, as Executor of the **Estate of Bertha Moyers Dice, deceased;** First and Final Settlement

Katie Beatty, as Administratrix of the **Estate of Daniel Philip Pope, deceased;** Affidavit and Waiver of Final Settlement

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

Stephen F. Kimble, Mill Run District, \$355.34
Stephen F. Kimble, Mill Run District, \$403.48
Joshua Stevens, Bethel District, \$7.16
Milton Hoover, Franklin District, \$36.26
Wesley & Debra Eye, Sugar Grove District, \$7.30 plus penalty
Wesley & Debra Eye, Sugar Grove District, \$7.32 plus penalty

ORDERED THAT COMMISSION DO ADJOURN UNTIL TUESDAY, JULY 21, 2020.

President