

AT A COUNTY COMMISSION HELD FOR PENDLETON COUNTY, WEST VIRGINIA, AT THE COURTHOUSE, ON TUESDAY, JUNE 15, 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; SHAWN STINSON, THE PENDLETON TIMES

Minutes of the June 1, 2021 meeting of the County Commission, on motion of Carole Hartman, were unanimously approved.

Maintenance:

Eagle Carpet submitted quotes for replacing carpet in the County Clerk's Office in the amount of \$6,954.24, not including moving furniture & equipment. The quote for the Courtroom carpet around the judge's bench was \$1,535.20. On motion of Carole Hartman, vote unanimous, the Commission approved to have the carpet replaced.

There have been issues with the smell of gas from the stove at the Pendleton County Community Building. The Commission discussed keeping the valves off when not in use or to do away with the gas. There are a total of 12 pilot lights for the stove. They decided to shut off the valve on the propane tank and attach a padlock. They also discussed the water spigot outside. There is no way to place a lock on the outside spigot. A shut-off valve can be installed on that water line inside the building. Karen Pitsenbarger, County Administrator, will contact someone to have this done.

The soft washing at the Pendleton County Community Building is scheduled for Sunday, June 20.

There have been complaints about the cleaning of the Clinton Hedrick Community Building. The last group that reserved the building had to clean it before they could use it. Karen has addressed the issue with J & L's Reconditioning, who is contracted to do the cleaning. The contract is valid through next year.

Cornerstone submitted an estimate for the wiring and installation of a new phone system for approximately \$17,000. They require a 50% down payment before ordering the equipment and supplies. There is concern about paying for these items in advance in order to possibly use any of the American Rescue Plan Act 2021 funds for this system. Carole Hartman and Carl Hevener were in agreement to allow Gene McConnell to work with Cornerstone on the contract for the phone system.

Diana Mitchell, 911 Director, stated that she has not yet received any applications for dispatchers but the deadline is the end of this week.

She contacted Frontier about the updated address database and they stated they should have it complete by the end of this week. She will request another printout from them for verification once they have completed the upload. Spruce Knob Seneca Rocks Telephone (SKSRT) tried to upload the corrections into their database but were not successful. She has not heard from Shentel. Gene was concerned that it was taking so long for Frontier to do the update. He will contact Jim Ford to find out why.

The copier that was in the Prosecuting Attorney's office was replaced by a lease on a color copier. Gene stated that the Pendleton County Library would be able to use the copier as an in kind donation. On motion of Carl Hevener, vote unanimous, the Commission will donate the old copier to the library.

There were four applications received for the Emergency Services Coordinator position. The Commission will review and set up interviews for Friday, June 25 beginning at 9:00 a.m.

Nothing to update on the Courthouse Annex.

The Financial Stabilization Fund, per State Code, cannot be more than 30% of the most recent General County Fund budget. Upon motion of Carole Hartman, vote unanimous, that in order to comply with State Code, \$380,000 will be transferred out of the Financial Stabilization Fund into General County.

The Sheriff's monthly financial statement for May 2021 was reviewed and filed.

DATE: 6/04/21 SHERIFF'S ACCOUNTING SYSTEM PAGE: 1
 TIME: 14:47:41 BANK BALANCE AS OF 05/31/2021 PROG: SA0068

PENDLETON COMMUNITY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
GENERAL COUNTY CHECKING	1,801,197.39	66,331.85-	1,690.16	1,736,555.70
PENDLETON COUNTY 911	159,731.83	325.00-	15.00	159,421.83
HOME DETENTION	59,057.09	8.58-	.00	59,048.51
RESERVE FOR SPEC EMERG	55,827.45	.00	.00	55,827.45
PARKS & REC	58,929.96	54.04-	.00	58,875.92
PCCB	436.96	.00	.00	436.96
HEALTH REIMB	273,845.86	.00	.00	273,845.86
ASSESSOR'S VAL	85,375.07	.00	.00	85,375.07
FINAN STABIL FUND	673,654.76	.00	.00	673,654.76
CONCEALED WEAPONS	19,428.45	440.00-	160.00	19,148.45
SPECIAL LAW ENFORCEMENT	3,220.96	.00	.00	3,220.96
COVID-19	3,849.57	.00	.00	3,849.57
AMER RES PLAN ACT	.00	.00	.00	.00
BOARD OF HEALTH	301,231.91	14,006.91-	.00	287,225.00
CLEARING ACCOUNT	.00	.00	.00	.00
FINANCIAL STAB. -CD 2	602,698.63	.00	.00	602,698.63
FINANCIAL STAB. -MONEY MAR	608,670.58	.00	.00	608,670.58
GENERAL CO 12 MONTH CD	273,482.83	.00	.00	273,482.83
GENERAL CO 6 MONTH CD	53,114.31	.00	.00	53,114.31
GENERAL CO MONEY MARKET	481,711.20	.00	.00	481,711.20
911 SUPER SAVINGS	460,246.31	.00	.00	460,246.31
911 24 MONTH CD	9,493.09	.00	.00	9,493.09
*** BANK TOTAL ***	5,985,204.21	81,166.38-	1,865.16	5,905,902.99
SUMMIT COMMUNITY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
WORTHLESS CHECK	1,636.03	.00	.00	1,636.03
PEND CO HOUSING	66,044.47	.00	.00	66,044.47
*** BANK TOTAL ***	67,680.50	.00	.00	67,680.50
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 ***	6,052,914.31	81,166.38-	1,865.16	5,973,613.09
CASH ON HAND				200.00
MAG WITNESS				43.40
*** TOTAL ***				5,973,856.49

DATE: 6/04/21
TIME: 14:48:46

PENDLETON COUNTY
FINANCIAL STATEMENT
MONTH ENDING- 5/2021

PROG: SA058B

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	2453817.76	211688.52	233893.18-	2431613.10
FUND - 002	COAL SEVERANCE				
FUND 002	TOTALS	7505.49	.00	2686.71-	4818.78
FUND - 003	DOG AND KENNEL				
FUND 003	TOTALS	5143.42	.00	.00	5143.42
FUND - 004	GENERAL SCHOOL				
FUND 004	TOTALS	19207.59	3543.00	.00	22750.59
FUND - 005	MAGISTRATE COURT				
FUND 005	TOTALS	6452.20	362.00	548.39-	6265.81
FUND - 006	WORTHLESS CHECK				
FUND 006	TOTALS	1636.03	.00	.00	1636.03
FUND - 007	PEND CO 911				
FUND 007	TOTALS	659070.30	8920.64	38829.71-	629161.23
FUND - 008	HOME DETENTION				
FUND 008	TOTALS	59147.91	134.00	233.40-	59048.51
FUND - 011	RES FOR SPEC EMERG				
FUND 011	TOTALS	55822.71	4.74	.00	55827.45
FUND - 013	BOARD OF PARKS				
FUND 013	TOTALS	77351.87	290.00	18765.95-	58875.92
FUND - 024	PEND CO HOUSING				
FUND 024	TOTALS	66036.87	7.60	.00	66044.47
FUND - 025	CHCB				
FUND 025	TOTALS	29.60	.00	.00	29.60

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PENDLETON COUNTY
FINANCIAL STATEMENT
MONTH ENDING- 5/2021

PROG: SA058B

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 026	PCCB				
FUND 026	TOTALS	1059.50	275.56	898.10-	436.96
FUND - 052	HEALTH REIMB				
FUND 052	TOTALS	268676.87	5848.36	679.37-	273845.86
FUND - 056	ASSESSOR VALUATION				
FUND 056	TOTALS	85595.20	322.87	543.00-	85375.07
FUND - 058	FINAN STABIL FUND				
FUND 058	TOTALS	1883586.93	1437.04	.00	1885023.97
FUND - 059	CONCEALED WEAPONS				
FUND 059	TOTALS	18628.45	520.00	.00	19148.45
FUND - 073	SPEC LAW ENF INVEST				
FUND 073	TOTALS	3220.90	.06	.00	3220.96
FUND - 206	COVID-19				
FUND 206	TOTALS	5573.00	.00	1723.43-	3849.57
FUND - 207	AMER RES PLAN ACT				
FUND 207	TOTALS	.00	.00	.00	.00
FUND - 312	CRIMINAL CHARGES				
FUND 312	TOTALS	.00	3497.80	3497.80-	.00
FUND - 313	COURT REPORTER				
FUND 313	TOTALS	.00	235.00	235.00-	.00
FUND - 314	STATE FINES				
FUND 314	TOTALS	.00	.00	.00	.00
FUND - 315	STATE POLICE				
FUND 315	TOTALS	.00	440.00	440.00-	.00

DATE: 6/04/21
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PENDLETON COUNTY
FINANCIAL STATEMENT
MONTH ENDING- 5/2021

PROG: SA058B

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 316	STATE CURRENT				
	FUND 316 TOTALS	.00	458.62	458.62-	.00
FUND - 364	TAX LIEN				
	FUND 364 TOTALS	69320.90	1356.49	1346.49-	69330.90
FUND - 365	DELIQ NONENTERED				
	FUND 365 TOTALS	5184.84	.00	.00	5184.84
FUND - 366	BOARD OF HEALTH				
	FUND 366 TOTALS	259814.34	64312.86	36902.20-	287225.00
FUND - 373	GEN CURRENT EXPENSES				
	FUND 373 TOTALS	.00	50879.80	50879.80-	.00
FUND - 378	FRANKLIN CURRENT				
	FUND 378 TOTALS	.00	1417.08	1417.08-	.00
FUND - 903	CLEARING ACCOUNT				
	FUND 903 TOTALS	.00	275.56	275.56-	.00
	FINAL TOTALS	6011882.68	356227.60	394253.79-	5973856.49
	BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:	6,052,914.31			
	ORDERS/DEBITS OUTSTANDING:	81,166.38-			
	DEPOSITS/CREDITS OUTSTANDING:	1,865.16			
	NET BANK BALANCE	5,973,613.09			
	CASH ON HAND	200.00			
	MAG WITNESS	43.40			
	TOTAL IN COUNTY DEPOSITRIES AND OFFICES:	5,973,856.49			

I, Chadwick L. Powers 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 May 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 7 day of June

Chadwick L. Powers 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 CAROLE HARTMAN, AND UNANIMOUSLY CONFIRMED.

The appointment of Patrilla Roy as Administratrix in the **Estate of Thomas Alan Roy, deceased;** Bond in the amount of \$500.00. Sole heir, no Surety required.

The appointment of Joyce Dayton as Administratrix in the **Estate of Fred Kimble, Jr., deceased;** Bond in that amount of \$40,000.00. Sole heir, no Surety required.

The appointment of Thomas John Newcomb as Administrator in the **Estate of Albert Thomas Newcomb, deceased;** Bond in the amount of \$500.00. Sole heir, no Surety required.

The probation of the Last Will and Testament of **Roy Hevener, deceased;** the will was wholly written in the handwriting of the deceased and, upon oath, was proven to be his own signature and handwriting by Ashley Calkins and Kim Grace; the appointment of R. David Hevener as Administrator cta of the **Estate of Roy Hevener, deceased;** Bond in the amount of \$25,000 with Carl D. Hevener as Surety.

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:

Catherine B. Wilson, as Executrix of the **Estate of Mary Helen Blackwell, deceased**; Waiver of Final Settlement

Cindy Shreve Ours, as Administratrix cta of the **Estate of Orville Preston Judy, deceased**; Affidavit and Waiver of Final Settlement

There were no exonerations.

ORDERED THAT THE FOLLOWING ALLOWANCES BE MADE PAYABLE OUT OF:

GENERAL COUNTY FUND:	Check Nos. 32119 – 32172	\$48,626.19
COAL SEVERANCE FUND:	Check Nos. 200108 - 200109	\$309.54
MAGISTRATE COURT FUND:	Check Nos. 300104 – 300105	\$760.26
911 FUND:	Check Nos. 3550 – 3557	\$2,145.43
HOME CONFINEMENT FUND:	Check No. 257	\$182.20
PARKS & RECREATION FUND:	Check No. 1144 - 1150	\$1,728.41
PENDLETON CO. COMM. BLDG:	Check No. 1179	\$70.75
FINANCIAL STABILIZATION FUND:	Check No. 101	\$380,000.00
COVID-19 FUND:	Check No. 162	\$203.43

ORDERED THAT COMMISSION DO ADJOURN ON MOTION OF CARL HEVENER, VOTE UNANIMOUS, UNTIL TUESDAY, JULY 6, 2021.

President