

**AT A COUNTY COMMISSION HELD FOR PENDLETON COUNTY, WEST VIRGINIA, AT THE COURTHOUSE, ON TUESDAY, JUNE 16, 2026 AT 9:00 A.M.**

**COMMISSIONERS PRESENT: CARL HEVENER, ROGER DAHMER AND JIMMIE BENNETT**

**OTHERS PRESENT: ELISE WHITE, COUNTY CLERK; KAREN PITSENBARGER, COUNTY ADMINISTRATOR; RICK GILLESPIE, EMERGENCY SERVICES COORDINATOR; BRADLEY KIMBLE, SHERIFF; SHALEE WILBURN, CIRCUIT CLERK, APRIL MALLOW, PROSECUTING ATTORNEY; ANNIE HUMES, CVB DIRECTOR; STEPHEN SMOOT, THE PENDLETON TIMES; REGINA SMOOT; MIKE ALT; JERRY DAVIS; JEFF DAVIS**

Commissioner Dahmer led those present in prayer. The Commission President invited all attending to join in the Pledge of Allegiance. Commissioner Hevener called the meeting to order.

Minutes of the June 2, 2026 meeting, on motion of Commissioner Dahmer, were unanimously approved.

Rick Gillespie, Emergency Services Coordinator, presented an award document for the 2024 Emergency Management Performance Grant (EMPG) in the amount of \$17,745. He indicated that this award amount has been decreasing over the last few years.

Karen Pitsenbarger, County Administrator, reported that Phase 3 of the Courthouse Annex project is still on schedule. The tax office and probation office were receiving their new furniture today. Lantz is currently working on the second-floor renovations. The Circuit Clerk's Office has been temporarily moved to the Family Court offices.

On motion of Commissioner Dahmer, vote unanimous, Carl Hevener was re-appointed to the Potomac Valley Transit Authority (PVTa) board for three years, beginning July 1, 2026.

Four bids were received for the 1997 ambulance. The bid of \$5,500.00 from Rob & Debbie Mixon was accepted on motion of Commissioner Bennett, vote unanimous. The other three bids were:

\$5,013.00 from Commercial Bus & Vehicles, LLC, South Lyon, MI

\$1,889.18 from Emergency Remarketing, Willoughby, OH

\$1,402.99 from Clifton Arbaugh

Ms. Pitsenbarger stated that the Department of Natural Resources (DNR) was not willing to come up in price for the new office at the PCGSC with double space. Mr. Gillespie stated that there was another office space with less square footage that they could move into with some minor renovations.

Hawk Security submitted a contract for security monitoring of the Courthouse at \$348 per year for 36 months. On motion of Commissioner Dahmer, vote unanimous, the contract was accepted.

Annie Humes, CVB Director, mentioned that the CVB has begun holding an "open house for businesses" after their monthly meetings. A business can give presentations, distribute pamphlets, etc to promote their business.

She reported that the America 250 mural project is moving forward. There have been positive responses to the request for funds towards the additional cost over the grant amount. The mural is scheduled to be completed by June 30<sup>th</sup>.

On motion of Commissioner Bennett, vote unanimous, the following in-house budget revisions were approved:

<u>Account #</u>	<u>Department</u>	<u>Account Name</u>	<u>Increase</u>	<u>Decrease</u>
401-218	County Commission	Postage	9,000.00	
401-224	County Commission	Audit Costs	24,390.00	
401-223	County Commission	Professional Services		(23,390.00)
401-459	County Commission	Equipment		(10,000.00)
403-103	Circuit Clerk	Salaries	413.00	
403-104	Circuit Clerk	FICA		(413.00)
405-220	Prosecuting Attorney	Legal Ad/Pub	514.00	
405-341	Prosecuting Attorney	Supplies		(514.00)
406-106	Assessor	Salaries	2,750.00	
406-106	Assessor	Retirement	248.00	
406-566	Assessor	Tfr Other Fund	68.48	
406-341	Assessor	Supplies		(68.48)
406-459	Assessor	Equipment		(2,998.00)
412-211	Agri Agent	Telephone	741.00	
412-341	Agri Agent	Supplies		(241.00)
412-459	Agri Agent	Equipment		(500.00)
424-211	Courthouse	Telephone	740.00	
424-213	Courthouse	Utilities	1,800.00	
424-459	Courthouse	Equipment		(2,540.00)
431-103	Econ Dev	Salaries	5.00	
431-104	Econ Dev	FICA		(5.00)
443-103	Grant	Salaries	54.00	
443-459	Grant	Equipment	1.00	
443-104	Grant	FICA		(55.00)
711-103	Emerg Services	Salaries	6,000.00	
711-104	Emerg Services	FICA	280.00	
711-106	Emerg Services	Retirement	475.00	
711-222	Emerg Services	Dues	98.00	
711-217	Emerg Services	Auto M&R		(6,853.00)
712-105	E-911	Group Insurance	1,000.00	
712-104	E-911	FICA		(1,000.00)
			\$48,577.48	\$(48,577.48)

Mike Alt informed the Commission that he is still waiting to hear from the lawyers regarding the EMS Salary Enhancement funds from the state. He also mentioned that when they were tearing up carpet at the Upper Tract firehouse, an asbestos inspector showed up. He declared that the firehouse was free of asbestos.

Jerry & Jeff Davis expressed concerns regarding ownership of Rough Run Road and whether it is a forest service road. Currently, the State of WV is saying they do own the road and a sign was installed stating it is also a forest service road. Some people are getting tickets for using a four-wheeler on that road. The Commission recommended contacting Senator Capito's office for assistance in researching ownership of the road. Mr. Gillespie said there should be an agreement between the State and National Forestry if it is a forest service road.

On motion of Commissioner Dahmer, vote unanimous, the Commission approved to continue the allocation of its share of the State payment of the Secure Rural Schools Act at twenty percent (20%).

The County depositories for fiscal year 2027 were set as Pendleton Community Bank and Burke & Herbert Bank on motion of Commissioner Dahmer, vote unanimous.

The Commission reviewed the employee timesheets for the month of May 2026 and also reviewed the May 2026 financial statement from the Sheriff's Office.

Sheriff Bradley Kimble expressed concern to the Commission regarding his 2027 fiscal year budget. He stated that the cut in overtime/on call budget of \$30,000 is not enough to last the full fiscal year. Commissioner Hevener responded that deputy overtime/on call was only decreased \$20,000 (\$5,000 per deputy). Sheriff Kimble said his figure included the \$12,000 cut of the bailiff's overtime. Commissioner Hevener said that the bailiff should not need \$17,000 in overtime. Sheriff Kimble said it could as the bailiff handles dog calls, transports and mental hygiene. He also stated that the overtime/on call is in one "pot" and whoever needs it will use what is there.

Commissioner Hevener said there was one additional deputy hired, so overtime/on call usage should have decreased. He asked if the deputies were answering all 911 calls. Sheriff Kimble responded affirmatively. Commissioner Hevener indicated he had reports showing that not all calls are being responded to. Commissioner Dahmer mentioned that each time a new deputy is hired, the overtime/on call usage has gone up and not down. He also stated that the Commission has been supportive of Law Enforcement over the years and given them everything they had asked for, but money is tighter this year.

Sheriff Kimble responded by stating there will be a lawsuit as he has obtained an attorney out of Charleston. He said the Commission did not do a cut across the board and did not give him what he requested.

Mr. Gillespie informed Sheriff Kimble that the budget for 911 had been cut by \$100,000.00, part of which was \$60,000 in benefits for one employee who has been called to active duty. If that employee's deployment is cut short and comes back to work earlier than planned, there will be concerns about meeting the budget. He also mentioned that part of his OEM budget had also been cut.

Commissioner Dahmer recited the significant increases in Law Enforcement's budget since 2021. The overall budget had increased from \$289,098 in FY2021 to \$765,893 in FY2027. Commissioner Hevener also added that the Commission has absorbed majority of the health/dental insurance premium increases for several years. Commissioner Hevener also questioned if it was necessary to have three or four deputies working on one shift during the day. Sheriff Kimble said it was necessary in order for them to get in their forty hours per week.

Commissioner Hevener asked Shalee Wilburn, Circuit Clerk, Elise White, County Clerk, and Mr. Gillespie, Emergency Services Coordinator, if they had any concerns with their FY2027 budget. All responded that they had no concerns with their budget. April Mallow, Prosecuting Attorney, stated that she understood why her budget request was not fully funded for an assistant prosecuting attorney. She added that she couldn't fund someone at the rate she had requested. She had no other concerns regarding her budget.

There were no fiduciary appointments or settlements.

The following exonerations were approved upon motion of Commissioner Dahmer, vote unanimous:

Charles L & Carol King, Franklin Corp. District, \$12.88  
Brandon Rexrode, Franklin Corp. District, \$23.65  
Steven Kimble, Mill Run District, \$7.33  
James C & Shay Harrison, Franklin District, \$286.91  
Larry Hoover, Franklin District, \$192.08  
Tim Turner, Sugar Grove District, \$62.12  
Clinton Davis, Franklin District, \$255.84

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

GENERAL COUNTY FUND:	Check Nos. 36733 – 36779 May Payroll	\$66,767.86 \$266,694.42
COAL SEVERANCE FUND:	Check Nos. 200354 - 200357	\$5,460.17
911 FUND:	Check Nos. 4652 - 4658	\$60,319.89
HOME CONFINEMENT:	Check Nos. 389 - 390	\$479.00
PARKS & RECREATION FUND:	Check Nos. 1659 - 1661	\$322.67
PENDLETON COUNTY CB FUND:	Check Nos. 1302 - 1303	\$788.70
OPIOID SETTLEMENT FUND:	Check No. 1005	\$86,000.00

ORDERED THAT COMMISSION DO ADJOURN ON MOTION OF COMMISSIONER BENNETT,  
VOTE UNANIMOUS, UNTIL TUESDAY, JULY 7, 2026.

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President