

AT A COUNTY COMMISSION HELD FOR PENDLETON COUNTY, WEST VIRGINIA, AT THE COURTHOUSE, ON TUESDAY, JUNE 17, 2025 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; APRIL MALLOW, PROSECUTING ATTORNEY; SHERRY MONGOLD, SRRDA DIRECTOR; MIKE ALT; ANNIE HUMES, CVB DIRECTOR

Commissioner Dahmer led those present in prayer. Commissioner Hevener called the meeting to order.

Minutes of the June 3, 2025 meeting of the County Commission, on motion of Commissioner Dahmer, were unanimously approved.

The Commission discussed the State Attorney General's opinion that courthouses must be closed on a federal holiday that is not also declared as a state holiday. April Mallow, Prosecuting Attorney, confirmed that WV Code §7-3-2 states that a courthouse is not to be open on a federal holiday. There was also discussion on whether employees who work that day would be subject to regular, overtime or holiday pay. The Attorney General's office could not give an opinion on this until the President issued a proclamation. Since June 19, 2025 is a federal holiday, the Commission approved upon motion of Commissioner Dahmer, vote unanimous, to declare that the Courthouse will be closed on June 19, 2025 and that eligible employees who must work on that day will be paid at the holiday rate.

Rick Gillespie, Emergency Services Coordinator, submitted two new policies for the 911 handbook. Policy No. 2.20 states that pay changes will become effective the first full-pay cycle after the date of qualification. Policy No. 2.21 states that any person interested in full-time employment with 911, must complete an application and undergo the screening process, even if they are currently a part-time employee with 911. The same requirements apply to any full-time employee who retires and then wishes to work part-time. Prior or current employment does not guarantee future employment. On motion of Commissioner Dahmer, vote unanimous, both policies were approved and will be effective as of June 17, 2025.

Mr. Gillespie mentioned that the quality assurance program at 911 was now fully functional.

He also recommended to the Commission that they look at the 911 fees being charged to all customers with a land line and/or cell phone and consider increasing the land line fee. The current monthly rate for land lines is \$2.50, which was set back in the late 1990's, and for cell phones is \$4.38, which is regulated by the State Public Service Commission. This discussion was tabled until the next meeting to obtain additional information.

Mr. Gillespie informed the Commission that the Elk Mountain and Allegheny Mountain traffic cameras lost service on Friday due to the storms. Spruce Knob Seneca Rocks Telephone is working on the Allegheny Mountain camera, but he had to contact the company that installed the Elk Mountain one for service.

The Courthouse Annex is on schedule. They may start pouring the walls this week. A drawdown for Lantz Construction and Omni Associates was submitted in the total amount of \$199,010.35. On motion of Commissioner Bennett, vote unanimous, the drawdown was approved.

Karen Pitsenbarger, County Administrator, read the second reading of the Building Commission Ordinance for the Courthouse Annex. A complete copy of both ordinances is available to the public in the County Commission office.

On motion of Commissioner Dahmer, all Commissioners voting in the affirmative, they adjourned into Executive Session at 9:32 a.m. to discuss a land contract.

Motion was made by Commissioner Dahmer, vote unanimous, to reconvene into Regular Session at 9:36 a.m. No action was taken in executive session.

Three bids were received for the cleaning contract for the Courthouse and other County buildings.

J & L Reconditioning	-	\$38,500
Finishing Floss LLC	-	\$28,992
Country Cleaning Done Right LLC	-	\$33,000

Mrs. Pitsenbarger will contact Finishing Floss LLC for additional information on her bid and if the bid does not change, she will be offered the contract as the lowest bidder.

Annie Humes, CVB Director, reported that the Mon Forest program had taken ground level and aerial pictures of our Mon Forest Towns to use for publicity. She also mentioned that Kat with the WVU Land Use Law Clinic needed an update on whether the County wanted to continue to move forward with the development of a comprehensive plan for the County. Commissioner Hevener stated the County would like to move forward.

On motion of Commissioner Dahmer, vote unanimous, the County Depositories for fiscal year 2026 were set as Pendleton Community Bank and Burke & Herbert Bank.

The Pendleton County Health Department presented four checks that needed to be cancelled as they were lost in the mail. On motion of Commissioner Dahmer, vote unanimous, the checks were approved to be cancelled.

Elise White, County Clerk, presented to the Commission budget revisions for department line items. On motion of Commissioner Bennett, vote unanimous, those budget revisions were approved.

<u>Account #</u>	<u>Department</u>	<u>Account Name</u>	<u>Increase</u>	<u>Decrease</u>
401-101	County Commission	Salaries	1	
401-459	County Commission	Equipment		(1)
402-216	County Clerk	Maint & Repair Equip	45	
402-342	County Clerk	Record Books		(45)
404-220	Sheriff's Office	Legal Publications	500	
404-459	Sheriff's Office	Equipment		(500)
405-220	Prosecuting Attorney	Legal Publications	67	
405-341	Prosecuting Attorney	Supplies		(67)
700-341	Law Enforcement	Supplies	350	
700-221	Law Enforcement	Training		(350)
			<u>\$ 963</u>	<u>\$ (963)</u>

The Commission reviewed the employee May timesheets and the Sheriff’s May 2025 financial statement.

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 Commissioner Dahmer, and unanimously confirmed.

United States of America

State of West Virginia



County of Pendleton, ss:

Clerk's Fiduciary Report

Estate from Monday, June 2, 2025, through Monday, June 16, 2025

The County Commission of Pendleton County this day proceeded to examine the report of the Clerk of the Commission of the Fiduciary and Probate matters had before her during the vacation of the Commission, and it appearing to the Commission that all of the proceedings had therefore ordered that the said report and matters thereto contained be and the same is hereby ratified and confirmed. Said report is in words and figures as follows, to-wit:

On, Tuesday, June 3, 2025, the following matters were disposed of in the presence of the Clerk:

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **DYLAN HEDRICK** was appointed and qualified as ADMINISTRATOR of the estate of **DENNIS JAMES HEDRICK**, deceased. Bond was 100,000.00.

On, Thursday, June 5, 2025, the following matters were disposed of in the presence of the Clerk:

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **GENA MARIE HARPER** was appointed and qualified as ADMINISTRATRIX of the estate of **MERLIN PHILLIP HARPER**, deceased. Bond was 500.00.

On, Monday, June 9, 2025, the following matters were disposed of in the presence of the Clerk:

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **MAX BAER MILLER JR.** was appointed and qualified as ADMINISTRATOR of the estate of **MARLA ZELENE HARMAN**, deceased. Bond was 70,000.00.

The last will and testament of **GUY HEDRICK**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

HEIDI J. HARTMAN, who was named in the last will and testament of **GUY HEDRICK**, deceased, as ADMINISTRATRIX CTA DBN thereof, qualified as such. No bond was required.

Elise M. White

Elise M. White
Clerk of the Pendleton County Commission

Monday, June 16, 2025

Confirmed

The following settlements of accounts were this day presented to the Commission and approved on motion of Commissioner Dahmer, and unanimously confirmed:

Deborah A. Turner, Executrix of the **Estate of Boyd Kimble, deceased**; Affidavit and Waiver of Final Settlement

Betty M. Horan, Executrix of the **Estate of Grace Hedrick, deceased**; Affidavit and Waiver of Final Settlement

Sherry Pennington, Executrix of the **Estate of Ruth A. Grapes, deceased**; Final Settlement

Mary Alice Evick, Executrix of the **Estate of Charles Bennie Evick, deceased**; Affidavit and Waiver of Final Settlement

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

H. Luke & Jane Eye, Franklin Corp., \$982.14
Jean Edward Bennett, Franklin District, \$130.78

ORDERED THAT THE FOLLOWING ALLOWANCES BE MADE PAYABLE OUT OF:

GENERAL COUNTY FUND:	Check Nos. 35813– 35853	\$68,788.53
911 FUND:	Check Nos. 4467 – 4475	\$62,561.33
HOME CONFINEMENT FUND:	Check Nos. 361 – 363	\$699.50
PARKS & RECREATION FUND:	Check No. 1548	\$64.61
CLINTON HEDRICK CB FUND:	Check No. 1191	\$35.82
PENDLETON CO COMM BLDG FUND:	Check No. 1276	\$295.39
SPECIAL LAW ENFORCEMENT FUND:	Check No. 119	\$1,885.60

ORDERED THAT COMMISSION DO ADJOURN ON MOTION OF COMMISSIONER BENNETT, VOTE UNANIMOUS, UNTIL TUESDAY, JULY 1, 2025.

President

DATE: 6/06/25 SHERIFF'S ACCOUNTING SYSTEM PAGE: 1
TIME: 15:51:36 BANK BALANCE AS OF 05/31/2025 PROG: SA0068

PENDLETON COMMUNITY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
GENERAL COUNTY CHECKING	1,590,798.74	57,956.62-	5,886.63	1,538,728.75
PENDLETON COUNTY 911	162,602.62	151.52-	.00	162,451.10
HOME DETENTION	70,774.09	.00	230.00	71,004.09
PARKS & REC	55,660.99	.00	.00	55,660.99
CHCB	454.17	.00	.00	454.17
PCCB	1,763.70	.00	.00	1,763.70
OPIOID SETTLEMENT	131,178.79	.00	.00	131,178.79
CO FIRE PROTECTION	1,222.24	.00	.00	1,222.24
EMS SALARY ENHANCEMENT	6,915.24	.00	.00	6,915.24
HEALTH REIMB	156,346.77	.00	.00	156,346.77
ASSESSOR'S VAL	153,943.38	.00	.00	153,943.38
CONCEALED WEAPONS	9,198.42	350.00-	15.00	8,863.42
ELECTION ADMIN	12,601.13	.00	.00	12,601.13
REAL PROP-E RECORDING	12,601.13	.00	.00	12,601.13
SPECIAL LAW ENFORCEMENT	8,315.52	.00	.00	8,315.52
AMER RES PLAN ACT	482,666.59	.00	.00	482,666.59
PENDCO BLDG COMM	889,119.89	.00	.00	889,119.89
CERTIFIED TO STATE	10,974.05	.00	.00	10,974.05
BOARD OF HEALTH	296,147.12	7,432.87-	4,012.54	292,726.79
CLEARING ACCOUNT	.00	.00	.00	.00
RESER FOR SPEC EMERG MM	60,149.56	.00	.00	60,149.56
FINANCIAL STAB.-MONEY MAR	246,709.00	.00	.00	246,709.00
FINAN STABIL FUND	1,409,874.07	.00	.00	1,409,874.07
GENERAL CO MONEY MARKET	588,329.65	.00	.00	588,329.65
GEN CO CD	1,633,785.53	.00	.00	1,633,785.53
PEN CO 911 FEES FUND MM	376,558.65	.00	.00	376,558.65
911 CD FEES FUND	108,478.19	.00	.00	108,478.19
*** BANK TOTAL ***	8,477,169.23	65,891.01-	10,144.17	8,421,422.39
SUMMIT COMMUNITY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
WORTHLESS CHECK	2,042.03	.00	.00	2,042.03
PEND CO HOUEINC	.00	.00	.00	.00
*** BANK TOTAL ***	2,042.03	.00	.00	2,042.03
THE GRANT COUNTY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
*** BANK TOTAL ***	.00	.00	.00	.00
*** COUNTY TOTAL ***	8,479,211.26	65,891.01-	10,144.17	8,423,464.42
CASH ON HAND				200.00
*** TOTAL ***				8,423,664.42

DATE: 6/06/25
TIME: 15:52:28

PENDLETON COUNTY
FINANCIAL STATEMENT
MONTH ENDING- 5/2025

PROG: SA058B

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 001	GENERAL COUNTY				
301-01-RP-	GC-TAX REPAYMENT	.00	.00	.00	.00
FUND 001 TOTALS		4787037.24	194702.64	1329546.99-	✓3652192.89 ✓
FUND - 002	COAL SEVERANCE				
FUND 002 TOTALS		2711.71	3405.31	1235.24-	✓4881.78 ✓
FUND - 003	DOG AND KENNEL				
FUND 003 TOTALS		6283.68	18.00	.00	✓6301.68 ✓
FUND - 004	GENERAL SCHOOL				
FUND 004 TOTALS		16309.56	3959.97	.00	✓20269.53 ✓
FUND - 005	MAGISTRATE COURT				
FUND 005 TOTALS		4181.22	310.00	24.00-	✓4467.22 ✓
FUND - 006	WORTHLESS CHECK				
FUND 006 TOTALS		2041.85	.18	.00	✓2042.03 ✓
FUND - 007	PEND CO 911				
FUND 007 TOTALS		705523.25	11747.27	69782.58-	✓647487.94 ✓
FUND - 008	HOME DETENTION				
FUND 008 TOTALS		69464.09	1940.00	400.00-	✓71004.09 ✓
FUND - 011	RES FOR SPEC EMERG				
FUND 011 TOTALS		60015.87	133.69	.00	✓60149.56 ✓
FUND - 013	BOARD OF PARKS				
FUND 013 TOTALS		57742.01	.00	2081.02-	✓55660.99 ✓
FUND - 024	PEND CO HOUSING				
FUND 024 TOTALS		.00	.00	.00	✓.00 ✓
FUND - 025	CHCB				
FUND 025 TOTALS		601.61	.00	147.44-	✓454.17 ✓
FUND - 026	PCCB				
FUND 026 TOTALS		221.83	1850.00	308.13-	✓1763.70 ✓
FUND - 040	OPIOID SETTLEMENT				
FUND 040 TOTALS		131167.65	11.14	.00	✓131178.79 ✓
FUND - 041	CO FIRE PROTECTION				
FUND 041 TOTALS		1222.18	.06	.00	✓1222.24 ✓
FUND - 042	EMS SALARY ENHANCE				
FUND 042 TOTALS		6914.57	.67	.00	✓6915.24 ✓
FUND - 052	HEALTH REIMB				
FUND 052 TOTALS		165075.57	13.71	8742.51-	✓156346.77 ✓
FUND - 056	ASSESSOR VALUATION				
FUND 056 TOTALS		154229.45	452.87	738.94-	✓153943.38 ✓
FUND - 058	FINAN STABIL FUND				
FUND 058 TOTALS		1651938.74	4644.33	.00	✓1656583.07 ✓
FUND - 059	CONCEALED WEAPONS				
FUND 059 TOTALS		7753.42	1110.00	.00	✓8863.42 ✓
FUND - 061	ELECTION ADMIN				
FUND 061 TOTALS		11000.24	700.00	.00	✓12601.13 13001.13 ✓
FUND - 062	REAL PROP- E-RECORD				
FUND 062 TOTALS		11900.24	700.89	.00	✓12601.13 ✓
FUND - 073	SPEC LAW ENF INVEST				
FUND 073 TOTALS		8314.95	.57	.00	✓8315.52 ✓
FUND - 207	AMER RES PLAN ACT				
FUND 207 TOTALS		482666.59	.00	.00	✓482666.59 ✓

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 277	PENDCO BLDG COMM				
	FUND 277 TOTALS	.00	1000000.00	110880.11-	✓ 889119.89 ✓
FUND - 312	CRIMINAL CHARGES				
	FUND 312 TOTALS	.00	284.50	284.50-	✓ .00 ✓
FUND - 313	COURT REPORTER				
	FUND 313 TOTALS	.00	490.00	490.00-	✓ .00 ✓
FUND - 314	STATE FINES				
	FUND 314 TOTALS	.00	400.00	400.00-	✓ .00 ✓
FUND - 315	STATE POLICE				
	FUND 315 TOTALS	.00	350.00	350.00-	✓ .00 ✓
FUND - 316	STATE CURRENT				
	FUND 316 TOTALS	.00	560.47	560.47-	✓ .00 ✓
FUND - 361	CERTIFIED TO STATE				
	FUND 361 TOTALS	10974.05	.00	.00	✓ 10974.05 ✓
FUND - 364	TAX LIEN				
	FUND 364 TOTALS	68007.19	.00	.00	✓ 68007.19 ✓
FUND - 365	DELINQ NONENTERED				
	FUND 365 TOTALS	4223.04	.00	.00	✓ 4923.64 4223.04 ✓
FUND - 366	BOARD OF HEALTH				
	FUND 366 TOTALS	305916.81	17682.49	30872.51-	✓ 292726.79 ✓
FUND - 369	DEP SHERIFF FUND				
	FUND 369 TOTALS	.00	30.00	30.00-	✓ .00 ✓
FUND - 373	GEN CURRENT EXPENSES				
	FUND 373 TOTALS	.00	43511.25	43511.25-	✓ .00 ✓
FUND - 378	FRANKLIN CURRENT				
	FUND 378 TOTALS	.00	1576.46	1576.46-	✓ .00 ✓
FUND - 903	CLEARING ACCOUNT				
	FUND 903 TOTALS	.00	30750.00	30750.00-	✓ .00
	FINAL TOTALS	8735039.21	1321337.36	1632712.15-	8423664.42
	BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:	8,479,211.26			
	ORDERS/DEBITS OUTSTANDING:	65,891.01-			
	DEPOSITS/CREDITS OUTSTANDING:	10,144.17			
	NET BANK BALANCE	8,423,464.42			
	CASH ON HAND	200.00			
	TOTAL IN COUNTY DEPOSITRIES AND OFFICES:	8,423,664.42			

I, Bradley D. Kimble 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 31, 2025 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 9th day of June 2025

Bradley D. Kimble Sheriff of Pendleton County