

**AT A COUNTY COMMISSION CONTINUED AND HELD FOR PENDLETON COUNTY, WEST VIRGINIA, AT THE COURTHOUSE THEREOF, ON TUESDAY, JUNE 2, 2020.**

**PRESENT: COMMISSIONERS GENE McCONNELL, CARL HEVENER AND CAROLE HARTMAN.**

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

Check No. 31155 - 31177 \$14,812.21

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

Check Nos. 200050 - 200052 \$1,178.28

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

Check Nos. 411 - 412 \$826.09

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

Check Nos. 300061 - 300062 \$231.47

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

Check Nos. 3313 – 3325 \$39,631.26

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

Check Nos. 1067 - 1072 \$1,670.77

Minutes of the May 19, 2020 meeting of the County Commission were unanimously approved.

**Maintenance:**

Minor repairs at Courthouse. There was a small leak in the hallway outside of one of the magistrate's offices that has been repaired. Sneeze guards are installed in all offices. Guidelines for entry into Courthouse are on the website.

Camera is down on Allegheny mountain. Rick Gillespie is working on the problem.

Diana Mitchell, 911 Director, answered questions from the Commission about road signs needing to be placed on some roads. The Commission had concerns about the delays in getting these signs installed. Gene McConnell requested that Diana bring to the next meeting the documented procedures required for installing signs.

Diana mentioned that the transmission is out on the County truck used for snow plowing. Carl Hevener will make arrangements to have the vehicle checked out and obtain an estimate for repairs.

The SIRN (Statewide Interoperable Radio Network) update is in the process of being done. The CAD update has still not been scheduled. All of the equipment has been purchased and delivered. Gene requested that Diana get a hard date from the company for installation.

Diana stated that the stress level has been higher than normal for everyone during the COVID-19 pandemic. All 911 personnel are doing ok at this time.

Bruce Minor, Emergency Services Director, requested clarification on the PPE (personal protective equipment) stockpile the Commission wanted. Gene stated that the stockpile was for emergency situations like the COVID-19 and not for normal usage supplies. Diana said the squads are stocked ok for now except for the hoods, which are in short supply.

Carl Hevener said the Commission would like to congratulate the County Clerk's Office on catching the absentee ballot application fraud.

On motion of Carole Hartman, vote unanimous, the Commission approved the second and final Budget Revision to the General County Fund for fiscal year 2020.

#### RESOLUTION

At a regular session of the Pendleton County Commission, held June 2, 2020 the following order was made and entered:

SUBJECT: The revision of the Levy Estimate 2019-2020 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 two, a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by Carole Hartman, and duly seconded by Carl Hevener, 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  
 153 West Main Street, Suite C  
 Clarksburg, WV 26302  
 Phone: 627-2415 ext. 5114  
 Fax: 627-2417

**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: 2020  
 Fund: 1  
 Rev. No. 2  
 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 CITY 26807 ZIP CODE

**REVENUES: (net each acct.)**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
301-02-05	Prior Year Taxes	33,500	10,209		43,709
322	Federal Grants		159,960		159,960
323	State Grants	9,965	136		10,101
365	Interest Earned	3,000	8,000		11,000
382	Refunds/Reimbursements (External Sources)	279,511	4,062		283,573
397	Payroll Reimbursements	336,478	31,000		367,478

NET INCREASE/(DECREASE) Revenues (ALL PAGES) 213,367

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
423	Insurance Program (Self Insured)	25,668	1,778		27,446
442	Federal Grants		159,960		159,960
443	State Grants	9,965	136		10,101
712	Communication Center	336,478	31,000		367,478
713	Fire Department	20,750	3,373		24,123
715	Ambulance Authority	20,750	3,373		24,123
809	Water	226,769	4,062		230,831
900	Parks & Recreation	20,000	2,939		22,939
911	Visitor's Bureau	26,500	6,746		33,246
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures 213,367

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

*Elise M. White* 6/2/2020  
 AUTHORIZED SIGNATURE OF ENTITY APPROVAL DATE

Karen Pitsenbarger, County Administrator, will contact Andy Teter to have him attend the next Commission meeting to discuss his decontamination procedures for possible use in the Courtroom.

The Commission received a request from the Treasure Mountain Festival (TMF) for the use of county property September 17 – 20, 2020. Upon motion of Carl Hevener, vote unanimous, to approve use of county property and for TMF to add the County as an additional insured.

The zero total reports for the equipment to be used in the 2020 Primary Election were signed by the Commissioners.

The Commission discussed who would be allowed into the Courthouse on Election Day on June 9, 2020. They decided that Pam Hartman, representing Metro News and the Associated Press, and Shawn Stinson, representing The Pendleton Times, would be allowed in the Courthouse. All other media and candidates would need to remain in the parking lot.

The storage agreement for the space at the Senior Center to house the election equipment was signed.

**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 Patrick Thayer as Administrator in the **Estate of Bonnie Lee Thayer, deceased**; Bond in the amount of \$600.00. No surety required.

The probation of the Last Will and Testament of **Nelson J. Heatwole, deceased**; Witnesses by affidavit, Carole H. Hartman, David Sponaugle and Kimberly K. Pitsenbarger; The appointment of Kenneth Allen Heatwole and Brenda Faye Helmuth as Co-Executors of the **Estate of Nelson J. Heatwole, 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:**

Lee Roy Evick, Jr., as Executor of the **Estate of Mary Margaret Evick, deceased**; Waiver of Final Settlement

Charles J. Sites, Jr., as Executor of the **Estate of Mary A. Sites, deceased**; Waiver of Final Settlement

There were no exonerations.

ORDERED THAT COMMISSION DO ADJOURN UNTIL TUESDAY, JUNE 16, 2020.

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President