

**AT A COUNTY COMMISSION HELD FOR PENDLETON COUNTY, WEST VIRGINIA, AT THE COURTHOUSE, ON TUESDAY, MARCH 1, 2022 AT 9:00 A.M.**

**COMMISSIONERS PRESENT: GENE MCCONNELL, PRESIDENT, CARL HEVENER AND CAROLE HARTMAN**

**OTHERS PRESENT: ELISE WHITE, COUNTY CLERK; KAREN PITSENBARGER, COUNTY ADMINISTRATOR; BRUCE MINOR, EMERGENCY SERVICES DIRECTOR; RICK GILLESPIE, EMERGENCY SERVICES COORDINATOR; DIANA MITCHELL, 911 DIRECTOR; LAURA BROWN, ECONOMIC DEVELOPMENT AUTHORITY (EDA) DIRECTOR; CIARA LAMBERT, CHAMBER OF COMMERCE EXECUTIVE DIRECTOR; KEN BUSTIN, EDITOR THE PENDLETON TIMES**

Commission meeting called to order by President Gene McConnell.

Minutes of the February 15, 2022 meeting of the County Commission and the Budget meeting on February 23, 2022, on motion of Commissioner Hevener, were unanimously approved.

Maintenance:

None.

Diana Mitchell, 911 Director, reported that three applications for part-time dispatchers have been received. Rick Gillespie, Emergency Services Coordinator, stated that the new 911 Policy Book has been completed and became effective as of March 1, 2022. Commissioner McConnell mentioned that HB4282 is being considered by the Legislature in regards to next generation 911 (NG911) services. Rick said that with the upgrades that are in process for our 911 system, we will be on schedule to get to NG911.

Laura Brown, EDA Director, said they are still receiving questions on the WV grants. The Emergency Connectivity Fund (ECF) deadline has been extended for one year. Steptoe & Johnson has been retained as the attorney for Broadband. The contract with Thrasher is being worked on and once approved will begin the feasibility study.

Laura, along with Ciara Lambert, Chamber of Commerce Executive Director, discussed with the Commission the Mon Forest Towns (MFT) program by the US Forest Service. Ciara is the representative for the Franklin MFT. They are requesting from the Forest Service to have Seneca Rocks added as an MFT. A letter of support is needed from the Commission. Laura would serve as the representative for Seneca Rocks.

On motion of Commissioner Hartman, vote unanimous, the Commission signed a Letter of Support requesting Seneca Rocks to be made a Mon Forest Town.

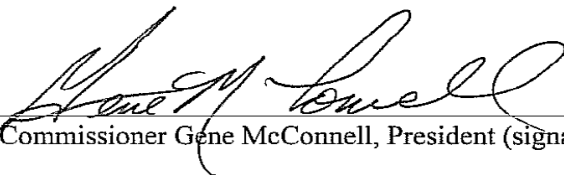
There was a brief discussion about forming a Planning Commission. Laura Brown stated in order to do a County Strategic Plan, the County needs a Planning Commission. Commissioner McConnell said could review the prior plan and use as a baseline. Further discussion was tabled until the next meeting.

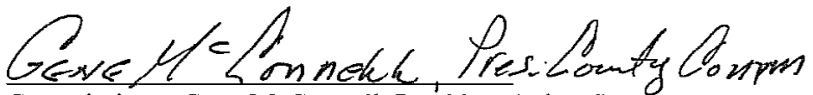
The Commission and Omni Associates toured the Board of Education building, with the possibility of converting it to use as an annex in lieu of building a new one.

Commissioner McConnell reported that Pendleton County's share in the opioid settlement would be around \$178,000. These funds may be able to be used towards future jail bills. On motion of Commissioner Hevener, vote unanimous, the Commission signed a West Virginia First Memorandum of Understanding accepting the settlement terms.

**WEST VIRGINIA FIRST  
MEMORANDUM OF UNDERSTANDING**

The County Commission for the County of Pendleton, having considered the terms of the West Virginia First Memorandum of Understanding (MOU) and having voted in the affirmative, hereby approve the terms of the MOU. We understand that the purpose of this MOU is to permit collaboration between the State of West Virginia and its political subdivisions to create an effective means of allocation of judgments and/or settlements received from pharmaceutical supply chain participants in a manner that will promote an effective and meaningful use of the funds in abating the opioid epidemic throughout West Virginia.

  
Commissioner Gene McConnell, President (signature)

  
Commissioner Gene McConnell, President (printed)

On behalf of the Pendleton County Commission

DATE: March 1, 2022

On motion of Commissioner Hartman, vote unanimous, the following board appointments were made to the Farmland Protection Board. They are four-year terms and will expire as of December 31 in the respective year.

Lois Carr, Soil Conservation Representative replacing Dale Walker  
Gary Swecker, renewal  
Amy Batson

Upon motion of Commissioner Hartman, vote unanimous, the Annual Memorandum of Agreement with the WVU Cooperative Extension Service was signed by the Commission.

The Sheriff's Office presented a list of several outstanding checks dating back to 2016 they were requesting the Commission to approve to be cancelled. The Commission discussed with Morgan Basagic, Chief Tax Deputy, the need to review outstanding checks more frequently. Further discussion was tabled until the next meeting so he could contact the Unclaimed Property division for additional information on handling the older outstanding checks.

**THE FOLLOWING APPOINTMENTS OF ADMINISTRATORS, EXECUTORS, ETC., DONE BY THE CLERK IN VACATION OF THE COMMISSION, WERE THIS DAY PRESENTED TO THE COMMISSION AND ON MOTION OF COMMISSIONER HEVENER, WERE UNANIMOUSLY APPROVED.**

United States of America

State of West Virginia



County of Pendleton, ss:

**Clerk's Fiduciary Report**

**Estate from Friday, February 11, 2022, through Monday, February 28, 2022**

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, Monday, February 14, 2022, the following matters were disposed of in the presence of the Clerk:**

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

**MELISSA HARRISON**, who was named in the last will and testament of **ESTON WAYNE PROPST**, deceased, as **EXECUTRIX** thereof, qualified as such. No bond was required.

*Elise M. White*

Monday, February 28, 2022

Elise M. White  
Clerk of the Pendleton County Commission

Confirmed

**THE FOLLOWING SETTLEMENTS OF ACCOUNTS WERE THIS DAY PRESENTED TO THE COMMISSION AND ON MOTION OF COMMISSIONER HARTMAN, WERE UNANIMOUSLY APPROVED:**

Wanda Mowery, as Administratrix of the **Estate of Michael Lee Hatmaker, deceased**; Affidavit and Waiver of Final Settlement

Sunette K. Propst, as Administratrix of the **Estate of Bryan Steven Propst, deceased**; First and Final Settlement

There were no exonerations.

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

GENERAL COUNTY FUND:	Check Nos. 32817 – 32843	\$23,665.15
COAL SEERANCE FUND:	Check No. 200118	\$346.51
MAGISTRATE COURT FUND:	Check Nos. 300135 - 300136	\$240.48
911 FUND:	Check Nos. 3703 – 3707	\$43,612.70
HOME CONFINEMENT FUND:	Check No. 266	\$225.00
PARKS & RECREATION FUND:	Check Nos. 1223 – 1224	\$1,225.00

Bruce Minor, Emergency Services Director, informed the Commission that he was sending a revised version of the County’s Flood Plain Ordinance to the State using their template. He also said that our Mitigation Plan was last updated in 2013. He was told at an LEPC training that adding a chapter on the Emergency Services Plan would be sufficient for the update. Once the state oks the above he will present to the Commission for their official approval.

The local LEPC group is planning on getting active again after COVID. They have scheduled a meeting for March 10, 2022.

Various training exercises are also being planned again.

Commissioner Hevener said he had been contacted by the WV Conservation Agency regarding the straight-line winds event in Brandywine in July 2021. A meeting is scheduled for March 24, 2022.

Bruce and Rick attended a meeting last week with the National Forest and representatives from three other counties to discuss the additional load and stress on the 911 systems from stranded tourists. They also talked about the interoperability between the National Forest personnel and county personnel during forest fires on National Forest land. The equipment in the federal vehicles cannot communicate with the local personnel.

The Commission proceeded to work on the fiscal year 2023 budget.

**ORDERED THAT COMMISSION DO ADJOURN ON MOTION OF COMMISSIONER HEVENER, VOTE UNANIMOUS, UNTIL TUESDAY, MARCH 15, 2022.**

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President