

AT A COUNTY COMMISSION HELD FOR PENDLETON COUNTY, WEST VIRGINIA, AT THE COURTHOUSE, ON TUESDAY, MARCH 15, 2022 AT 9:00 A.M.

**COMMISSIONERS PRESENT: GENE MCCONNELL, PRESIDENT, CARL HEVENER
COMMISSIONER CAROLE HARTMAN ATTENDED BY PHONE**

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

Commission meeting called to order by President Gene McConnell.

Minutes of the March 1, 2022 meeting of the County Commission on motion of Commissioner Hevener, were unanimously approved.

Maintenance:

None.

Diana Mitchell, 911 Director, stated that the new lights have been installed at the 911 Center and are a major improvement. The testing has been done on the three part-time dispatcher applicants. Interviews have not yet been scheduled.

Rick Gillespie, Emergency Services Coordinator, presented a record of the review of the Emergency Operations Plan. There were no major changes to the plan.

On motion of Commissioner Hevener, vote unanimous, the following members of the Local Emergency Planning Committee (LEPC) were approved: Bruce Minor – Chair, Brooke Hott – Vice Chair, Frank Wherle – Secretary/Treasurer, Trent Alt, Chad Bowers, Rick Gillespie, Carole Hartman, Amber Hedrick, Bob Horan, Matt Kile, Diana Mitchell, Valerie Ruddle, Rosey Santerre, Alan Thomas, and Walter Hojka.

Rick updated the Commission on the mediation with Frontier. He stated that they had reached a resolution to enhance the service in Pendleton County and all had agreed, but Frontier would not sign as their attorney had some concerns about some of the wording in the resolution agreement. The deadline for a resolution has been extended to March 28. Rick reported that he was pleased with what they had agreed to but cannot release any details until after Frontier has signed.

Laura Brown, EDA Director, said that Lingo had received additional questions in regards to the grant. In regards to the feasibility study, Thrasher is making some adjustments to the contract and should be receiving that information soon.

Commissioner McConnell had reviewed the original Planning Commission plan done in 1994 and felt there would be some redundancy with the EDA. He recommended that the EDA consider establishing a planning committee instead. The members of the planning committee do not have to also be members of the EDA. Laura said she would look into trying this route in lieu of the Commission having to establish a Planning Commission.

Laura mentioned the Job Fair that is planned at the high school on April 22 and that would like to have a “county” table representing different county government job opportunities.

The Commissioners recently received a letter regarding the feasibility of adapting the Board of Education building to a county annex. Commissioner Hartman requested that the discussion be tabled to allow time for all Commissioners to review the letter.

Diana Mitchell said she had talked to someone about a road name change and given them the information on the process for changing the name. She has not received anything from them as of this date. She will contact them again to see if they plan on moving forward with the request.

On motion of Commissioner Hevener, the following poll workers for the May 10, 2022 Primary Election were approved.

**PRECINCT NO. 2
BRANDYWINE**

Jerline Moates (D) (SC)
Nila Bland (R)
Judy Snyder (NP)
Jane Simon (D)
Jeralyn Swigunski (NP)

**PRECINCT NO. 3
CIRCLEVILLE**

Anita Davis (D) (SC)
Luci Raines (R)
Debbie Harper (R)
Kathy Teter (IND)
Dorothy Bennett (R)

**PRECINCT NO. 5
FRANKLIN**

Peggy Jo Pitsenbarger (D)
Nancy Bowers (R)
Katie George (D)
Mary Ann Nelson (NP)
Macie Dahmer (R)

**PRECINCT NO. 7
FRANKLIN**

Shirley Sisson (D)
Wendy Gilbert-Putz (R)
Terry Ryan (D)
Tom Kline (D)
Mary L. Hedrick (R)

**PRECINCT NO. 8
UPPER TRACT**

Ruby Gale Roberson (D)
Virginia Rodgers (R)
Deborah Turner (IND)
Freda Borrer (D) (SC)
Delores Shirk (R)

**PRECINCT NO. 9
KLINE**

Emma Kate Hathaway (D)
Faye Kile (R)
Barbara Seymour (IND)
Lowell Wayne Hedrick (D) (SC)
Pamela Hedrick (R)

**PRECINCT NO. 11
SUGAR GROVE**

Paula Mitchell (D)
Gary Sheffer (R)
Nancy Bennett (R)
Phil Downs (D) (SC)
Virginia Bates (IND)

**PRECINCT NO. 13
SENECA ROCKS**

Doretha Sites (D)
Sandy Young (R)
Cindy Haugh (R)
Mickey Huffman (D) (SC)
Dottie Roy (R)

**PRECINCT NO. 14
RIVERTON**

Lucinda Snyder (NP)
Berlin Harper (R) (SC)
Dorothy Nelson (D)
Sally George (D)
Josephine Day (R)

On motion of Commissioner Hartman, vote unanimous, the Commission approved and signed the Potomac Valley Conservation annual funding agreement in the amount of \$7,500.

Karen Pitsenbarger, County Administrator, presented the renewal agreement from Global Science & Technology (GST) for the network firewall agreement with the County. The cost would be \$916.81 for one-year renewal, \$1,459.03 for a two-year renewal or \$2,057.75 for a three-year renewal. On motion of Commissioner Hevener, the Commission approved renewal for a three-year period.

Elise White, County Clerk, presented the Storage Tank Liability Insurance Renewal to the Commission. The premium will be \$2,152.78. On motion of Commissioner Hartman, vote unanimous, the renewal was accepted.

On behalf of Morgan Basagic, Chief Tax Deputy, Karen Pitsenbarger reported that he had contacted the State in regards to uncashed checks, and was informed that if after one year the recipient of that uncashed check was unable to be contacted, the funds were to be turned over to the State's Unclaimed Property Division. The County Clerk informed the Commission that some of the checks were being re-issued to the recipients and some were being voided as they had already been paid with a second check. On motion of Commissioner Hevener, vote unanimous, the Commission approved the check cancellations.

The Sheriff's financial statement for the month of February 2022 was reviewed.

DATE: 3/04/22 SHERIFF'S ACCOUNTING SYSTEM PAGE: 1
 TIME: 10:22:05 BANK BALANCE AS OF 02/28/2022 PROG: SA0068

PENDLETON COMMUNITY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
GENERAL COUNTY CHECKING	2,390,148.11	349,775.37-	151,792.04	2,192,164.78
PENDLETON COUNTY 911	106,554.84	5,564.62-	.00	100,990.22
HOME DETENTION	65,233.39	8.58-	.00	65,224.81
RESERVE FOR SPEC EMERG	55,869.22	.00	.00	55,869.22
PARKS & REC	71,502.73	.00	.00	71,502.73
PCCB	573.70	.00	.00	573.70
HEALTH REIMB	271,739.47	.00	.00	271,739.47
ASSESSOR'S VAL	121,603.14	.00	17,978.70	139,581.84
FINAN STABIL FUND	682,783.05	.00	.00	682,783.05
CONCEALED WEAPONS	20,273.69	200.00-	.00	20,073.69
SPECIAL LAW ENFORCEMENT	3,471.44	.00	.00	3,471.44
COVID-19	.00	.00	.00	.00
AMER RES PLAN ACT	619,123.47	.00	.00	619,123.47
BOARD OF HEALTH	189,550.49	18,406.33-	.00	171,144.16
CLEARING ACCOUNT	.00	.00	.00	.00
FINANCIAL STAB.-CD 2	605,439.24	.00	.00	605,439.24
FINANCIAL STAB.-MONEY MAR	228,907.37	.00	.00	228,907.37
GENERAL CO 12 MONTH CD	273,826.96	.00	.00	273,826.96
GENERAL CO 6 MONTH CD	53,154.34	.00	.00	53,154.34
GENERAL CO MONEY MARKET	863,405.05	.00	.00	863,405.05
911 SUPER SAVINGS	591,863.37	.00	.00	591,863.37
911 24 MONTH CD	9,507.41	.00	.00	9,507.41
*** BANK TOTAL ***	7,224,530.48	373,954.90-	169,770.74	7,020,346.32
SUMMIT COMMUNITY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
WORTHLESS CHECK	1,686.47	.00	.00	1,686.47
PEND CO HOUSING	66,105.40	.00	.00	66,105.40
*** BANK TOTAL ***	67,791.87	.00	.00	67,791.87
THE GRANT COUNTY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
CHCB	566.69	.00	.00	566.69
*** BANK TOTAL ***	566.69	.00	.00	566.69
*** COUNTY TOTAL ***	7,292,889.04	373,954.90-	169,770.74	7,088,704.88
CASH ON HAND				200.00
CIR CRT WITNESS				32.10
MAG CRT WITNESS				19.60
*** TOTAL ***				7,088,956.58

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	3225693.04	336534.40	311291.86-	3250935.58
FUND - 002	COAL SEVERANCE				
FUND 002	TOTALS	9763.64	.00	587.50-	9176.14
FUND - 003	DOG AND KENNEL				
FUND 003	TOTALS	7595.00	53.00	2547.70-	5100.30
FUND - 004	GENERAL SCHOOL				
FUND 004	TOTALS	10671.05	2174.00	.00	12845.05
FUND - 005	MAGISTRATE COURT				
FUND 005	TOTALS	4043.94	299.00	380.48-	3962.46
FUND - 006	WORTHLESS CHECK				
FUND 006	TOTALS	1686.47	.00	.00	1686.47
FUND - 007	PEND CO 911				
FUND 007	TOTALS	613015.20	136484.53	47138.73-	702361.00
FUND - 008	HOME DETENTION				
FUND 008	TOTALS	64638.66	855.00	268.85-	65224.81
FUND - 011	RES FOR SPEC EMERG				
FUND 011	TOTALS	55864.93	4.29	.00	55869.22
FUND - 013	BOARD OF PARKS				
FUND 013	TOTALS	72486.51	455.00	1438.78-	71502.73
FUND - 024	PEND CO HOUSING				
FUND 024	TOTALS	66093.00	12.40	.00	66105.40
FUND - 025	CHCB				
FUND 025	TOTALS	786.55	.00	219.86-	566.69
FUND - 026	PCCB				
FUND 026	TOTALS	626.48	1550.00	1602.78-	573.70
FUND - 052	HEALTH REIMB				
FUND 052	TOTALS	275911.35	287.14	4459.02-	271739.47
FUND - 056	ASSESSOR VALUATION				
FUND 056	TOTALS	121848.49	18294.35	561.00-	139581.84
FUND - 058	FINAN STABIL FUND				
FUND 058	TOTALS	1515772.25	1357.41	.00	1517129.66
FUND - 059	CONCEALED WEAPONS				
FUND 059	TOTALS	19823.69	250.00	.00	20073.69
FUND - 073	SPEC LAW ENF INVEST				
FUND 073	TOTALS	3471.39	.05	.00	3471.44
FUND - 206	COVID-19				
FUND 206	TOTALS	.00	.00	.00	.00
FUND - 207	AMER RES PLAN ACT				
FUND 207	TOTALS	669615.99	.00	50492.52-	619123.47
FUND - 312	CRIMINAL CHARGES				
FUND 312	TOTALS	.00	.00	.00	.00
FUND - 313	COURT REPORTER				
FUND 313	TOTALS	.00	380.00	380.00-	.00
FUND - 314	STATE FINES				
FUND 314	TOTALS	.00	120.00	120.00-	.00
FUND - 315	STATE POLICE				
FUND 315	TOTALS	.00	200.00	200.00-	.00

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 316	STATE CURRENT				
	FUND 316 TOTALS	.00	3907.58	3907.58-	.00
FUND - 364	TAX LIEN				
	FUND 364 TOTALS	98276.45	342.98	3020.97-	95598.46
FUND - 365	DELINQ NONENTERED				
	FUND 365 TOTALS	5184.84	.00	.00	5184.84
FUND - 366	BOARD OF HEALTH				
	FUND 366 TOTALS	174653.24	38563.35	42072.43-	171144.16
FUND - 373	GEN CURRENT EXPENSES				
	FUND 373 TOTALS	.00	307121.71	307121.71-	.00
FUND - 378	FRANKLIN CURRENT				
	FUND 378 TOTALS	.00	19244.06	19244.06-	.00
FUND - 903	CLEARING ACCOUNT				
	FUND 903 TOTALS	.00	19252.63	19252.63-	.00
	FINAL TOTALS	7017522.16	887742.88	816308.46-	7088956.58
	BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:	7,292,889.04			
	ORDERS/DEBITS OUTSTANDING:	373,954.90-			
	DEPOSITS/CREDITS OUTSTANDING:	169,770.74			
	NET BANK BALANCE	7,088,704.88			
	CASH ON HAND	200.00			
	CIR CRT WITNESS	32.10			
	MAG CRT WITNESS	19.60			
	TOTAL IN COUNTY DEPOSITRIES AND OFFICES:	7,088,956.58			

I, Chadwick Bowers 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 February 2022 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 March 2022

Chadwick Bowers Sheriff of Pendleton County

The Commission reviewed the fiscal year 2023 budget for the County. Upon motion of Commissioner Hevener, the budget was approved.

Discussion on employee insurance benefits was tabled until the next meeting to allow the Commissioners time to review the information.

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.

The probate of the Last Will and Testament of the **Estate of Andrew L. Eye, deceased**. Witnesses by affidavit, Tamara J. Smith and Louise Moore. The appointment of Beverly D. Eye as Executrix of the **Estate of Andrew L. Eye, deceased**. Bond not required per Last Will and Testament of deceased.

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

Matt Nesselrodt, as Executor of the **Estate of Bobby Nesselrodt, deceased**; Waiver of Final Settlement

There were no exonerations.

ORDERED THAT THE FOLLOWING ALLOWANCES BE MADE PAYABLE OUT OF:

GENERAL COUNTY FUND:	Check Nos. 32844 – 32892	\$43,451.24
MAGISTRATE COURT FUND:	Check Nos. 300137 - 300138	\$269.00
911 FUND:	Check Nos. 3708 – 3719	\$13,506.42
HOME CONFINEMENT FUND:	Check No. 267	\$224.20
PARKS & RECREATION FUND:	Check Nos. 1225 – 1229	\$241.76
CLINTON HEDRICK CB FUND:	Check Nos. 1097 – 1099	\$119.72
PENDLETON COUNTY CB FUND:	Check No. 1193	\$256.02

ORDERED THAT COMMISSION DO ADJOURN ON MOTION OF COMMISSIONER HEVENER, VOTE UNANIMOUS, UNTIL TUESDAY, APRIL 5, 2022.

President