

**AT A COUNTY COMMISSION HELD FOR PENDLETON COUNTY, WEST VIRGINIA, AT THE COURTHOUSE, ON TUESDAY, MARCH 16, 2021 AT 9:00 A.M.**

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

**COUNTY EMPLOYEES PRESENT: ELISE WHITE, COUNTY CLERK; KAREN PITSENBARGER, COUNTY ADMINISTRATOR; CHAD BOWERS, SHERIFF; SHALEE WILBURN, CIRCUIT CLERK**

**PUBLIC PRESENT: SHAWN STINSON, THE PENDLETON TIMES; DAVID CAVE, CORNERSTONE**

Minutes of the March 2, 2021 meeting of the County Commission, on motion of Carl Hevener, were unanimously approved.

Maintenance:

The heating unit for the Pendleton County Community Building was installed last week.

Eddie Simpson has discussed with the Judge the modifications requested. No decisions have been made at this time.

No representative from the Pendleton County Health Department attended the meeting. Shawn Stinson, editor of The Pendleton Times, stated that approximately 400 vaccines had been given at the clinics the previous week. According to Kim Kline, Regional Epidemiologist, majority of those vaccines were second doses. About half of Pendleton County residents have received their first vaccine and around 20% have received both doses. Pendleton Community Care is scheduled to receive some of the Johnson & Johnson vaccine which will be used for the homebound.

Diana Mitchell, 911 Director, was unable to attend the meeting.

Dave Cave with Cornerstone Technology Solutions, Inc. submitted a quote from Nextiva, a cloud-based phone system. There would be an upfront fee of \$1,091 and an estimated monthly fee of \$911, which is comparable to our current plan. Chad Bowers, Sheriff asked if our internet speed is sufficient for this system. The Commission also inquired if they would be able to set up a 30-day trial in 2 -3 offices to see how the system works in the Courthouse. On motion of Carole Hartman, vote unanimous, to have Dave verify the internet speed and to set up a 30-day trial in 2-3 offices of the Courthouse.

The Commission discussed the current COVID-19 restrictions in the Courthouse. At this time there is only one available entry into the Courthouse for the general public. The individual offices are responsible for controlling mask wearing and the number of customers in their office at a time. The community buildings are not being rented currently. Gene McConnell stated that the Governor has eased restrictions on social gatherings. On motion of Carole Hartman, vote unanimous, effective immediately, all outside doors at the Courthouse will be kept unlocked during business hours and may start renting the community buildings based on state regulations.

Dave Barton, insurance broker with Shenandoah Valley Group, discussed some different health insurance options available to the County. Carl Hevener asked if it would be possible to add retiree coverage to our existing Blue Cross Blue Shield policy. Dave said that all employees would need to fill out a medical questionnaire in order for him to start looking for other options for the County. The Commission agreed to have this done before our renewal date in December.

On motion of Carl Hevener, vote unanimous, Tina Eye was appointed to the 911 Advisory Board for the remainder of the term ending December 31, 2021.

The Commission discussed the space issue at the Courthouse. The options are building an annex onto the current Courthouse or purchasing an existing building. The Building Commission will be looking at the McCoy house across from the Courthouse this week as a possible option to accommodate the magistrate and family court and probation offices.

The Commission reviewed the fiscal year 2022 budget. Elise White, County Clerk, submitted a salary change for one employee in her office along with miscellaneous changes to three other departments. Shalee Wilburn, Circuit Clerk, also requested changes to the salaries of her employees. On motion of Carole Hartman, vote unanimous, the Commission adopted the fiscal year 2022 budget as modified by the changes requested.

Chad Bowers, Sheriff, updated the Commission on his search for a new vehicle. He is still trying to compare the costs from different dealerships to obtain the best price.

The Commission reviewed the Sheriff's monthly financial statement for the month ending February 28, 2021.

DATE: 3/04/21      SHERIFF'S ACCOUNTING SYSTEM      PAGE: 1  
 TIME: 8:39:31      BANK BALANCE AS OF 02/28/2021      PROG: SA0068

PENDLETON COMMUNITY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
GENERAL COUNTY CHECKING	1,435,823.25	300,452.99-	35,054.72	1,170,424.98
PENDLETON COUNTY 911	63,539.52	325.00-	.00	63,214.52
HOME DETENTION	58,076.04	8.58-	.00	58,067.46
RESERVE FOR SPEC EMERG	55,813.38	.00	.00	55,813.38
PARKS & REC	75,362.91	.00	.00	75,362.91
PCCB	1,269.04	.00	.00	1,269.04
HEALTH REIMB	273,794.88	.00	.00	273,794.88
ASSESSOR'S VAL	75,478.75	5,400.00-	12,301.38	82,380.13
FINAN STABIL FUND	670,737.32	.00	.00	670,737.32
CONCEALED WEAPONS	17,316.08	350.00-	105.00	17,071.08
SPECIAL LAW ENFORCEMENT	3,078.79	.00	.00	3,078.79
COVID-19	10,428.34	3,287.48-	.00	7,140.86
BOARD OF HEALTH	288,653.74	14,946.04-	97.25	273,804.95
CLEARING ACCOUNT	.00	.00	.00	.00
FINANCIAL STAB.-CD 2	601,817.52	.00	.00	601,817.52
FINANCIAL STAB.-MONEY MAR	608,210.50	.00	.00	608,210.50
GENERAL CO 12 MONTH CD	273,348.00	.00	.00	273,348.00
GENERAL CO 6 MONTH CD	53,094.67	.00	.00	53,094.67
GENERAL CO MONEY MARKET	481,468.43	.00	.00	481,468.43
911 SUPER SAVINGS	460,130.32	.00	.00	460,130.32
911 24 MONTH CD	9,462.94	.00	.00	9,462.94
*** BANK TOTAL ***	5,516,904.42	324,770.09-	47,558.35	5,239,692.68
SUMMIT COMMUNITY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
WORTHLESS CHECK	1,560.84	.00	.00	1,560.84
PEND CO HOUSING	66,019.77	.00	.00	66,019.77
*** BANK TOTAL ***	67,580.61	.00	.00	67,580.61
THE GRANT COUNTY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
CHCB	589.58	.00	.00	589.58
*** BANK TOTAL ***	589.58	.00	.00	589.58
*** COUNTY TOTAL ***	5,585,074.61	324,770.09-	47,558.35	5,307,862.87
CASH ON HAND				200.00
MAG WITNESS				64.00
*** TOTAL ***				5,308,126.87

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	1805691.78	308401.68	245836.44-	1868257.02
FUND - 002	COAL SEVERANCE				
FUND 002	TOTALS	9937.26	.00	1174.76-	8762.50
FUND - 003	DOG AND KENNEL				
FUND 003	TOTALS	5479.08	51.00	.00	5530.08
FUND - 004	GENERAL SCHOOL				
FUND 004	TOTALS	8843.39	3047.30	.00	11890.69
FUND - 005	MAGISTRATE COURT				
FUND 005	TOTALS	7000.92	240.50	505.24-	6736.18
FUND - 006	WORTHLESS CHECK				
FUND 006	TOTALS	1560.84	.00	.00	1560.84
FUND - 007	PEND CO 911				
FUND 007	TOTALS	643746.40	7861.55	118800.17-	532807.78
FUND - 008	HOME DETENTION				
FUND 008	TOTALS	57938.36	324.00	194.90-	58067.46
FUND - 011	RES FOR SPEC EMERG				
FUND 011	TOTALS	55809.10	4.28	.00	55813.38
FUND - 013	BOARD OF PARKS				
FUND 013	TOTALS	76576.74	.00	1213.83-	75362.91
FUND - 024	PEND CO HOUSING				
FUND 024	TOTALS	66012.17	7.60	.00	66019.77
FUND - 025	CHCB				
FUND 025	TOTALS	801.85	.00	212.27-	589.58
ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 026	PCCB				
FUND 026	TOTALS	389.04	880.00	.00	1269.04
FUND - 052	HEALTH REIMB				
FUND 052	TOTALS	265643.87	12356.90	4205.89-	273794.88
FUND - 056	ASSESSOR VALUATION				
FUND 056	TOTALS	70925.32	12553.70	1098.89-	82380.13
FUND - 058	FINAN STABIL FUND				
FUND 058	TOTALS	1879305.56	1459.78	.00	1880765.34
FUND - 059	CONCEALED WEAPONS				
FUND 059	TOTALS	16661.08	410.00	.00	17071.08
FUND - 073	SPEC LAW ENF INVEST				
FUND 073	TOTALS	3078.75	.04	.00	3078.79
FUND - 206	COVID-19				
FUND 206	TOTALS	10428.34	.00	3287.48-	7140.86
FUND - 312	CRIMINAL CHARGES				
FUND 312	TOTALS	.00	145.00	145.00-	.00
FUND - 313	COURT REPORTER				
FUND 313	TOTALS	.00	.00	.00	.00
FUND - 314	STATE FINES				
FUND 314	TOTALS	.00	.00	.00	.00
FUND - 315	STATE POLICE				
FUND 315	TOTALS	25.00	325.00	350.00-	.00
FUND - 316	STATE CURRENT				
FUND 316	TOTALS	.00	3312.67	3312.67-	.00

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 364	TAX LIEN				
	FUND 364 TOTALS	81463.38	4714.20	13938.81-	72238.77
FUND - 365	DELINQ NONENTERED				
	FUND 365 TOTALS	5184.84	.00	.00	5184.84
FUND - 366	BOARD OF HEALTH				
	FUND 366 TOTALS	257126.20	55853.17	39174.42-	273804.95
FUND - 373	GEN CURRENT EXPENSES				
	FUND 373 TOTALS	.00	264282.04	264282.04-	.00
FUND - 378	FRANKLIN CURRENT				
	FUND 378 TOTALS	.00	19564.34	19564.34-	.00
FUND - 903	CLEARING ACCOUNT				
	FUND 903 TOTALS	.00	2114.33	2114.33-	.00
	FINAL TOTALS	5329629.27	697909.08	719411.48-	5308126.87
	BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:	5,585,074.61			
	ORDERS/DEBITS OUTSTANDING:	324,770.09-			
	DEPOSITS/CREDITS OUTSTANDING:	47,558.35			
	NET BANK BALANCE	5,307,862.87			
	CASH ON HAND	200.00			
	MAG WITNESS	64.00			
	TOTAL IN COUNTY DEPOSITRIES AND OFFICES:	5,308,126.87			

I, Chadwick C. 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 Feb. 2021 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 8 day of March 2021

Chadwick C. Bowers Sheriff of Pendleton County

**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 CARL HEVENER, AND UNANIMOUSLY CONFIRMED.**

The probate of the Last Will and Testament of the **Estate of Abraham F. Bennett, deceased.** Witnesses by affidavit, G. Isaac Sponaugle, III and Kristi Miller. The appointment of Floyd C. Bennett and Elizabeth B. Mitchell as Co-Executors of the **Estate of Abraham F. Bennett, deceased.** Bond not required per Last Will and Testament of deceased.

The probate of the Last Will and Testament of the **Estate of Lucy Ruddle, deceased.** Witnesses by affidavit, Lorena B. Hoover and Mary E. May. The appointment of Zachary B. Ruddle as Administrator cta of the **Estate of Lucy Ruddle, deceased.** Bond not required per Last Will and Testament of deceased.

**THE FOLLOWING SETTLEMENTS OF ACCOUNTS WERE THIS DAY PRESENTED TO THE COMMISSION, APPROVED ON MOTION OF CARL HEVENER, UNANIMOUSLY CONFIRMED AND ORDERED RECORDED AND FILED:**

Judy Hott & Ronnie Vance, as Co-Executors of the **Estate of Harvey J. Vance, deceased;** Waiver of Final Settlement

There were no exonerations.

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

GENERAL COUNTY FUND:	Check Nos. 31949 – 31971	\$41,082.05
COAL SEVERANCE FUND:	Check No. 200094	\$179.42
MAGISTRATE COURT FUND:	Check No. 300092 - 300093	\$387.24
911 FUND:	Check Nos. 3510 – 3516	\$17,101.10
HOME CONFINEMENT FUND:	Check No. 253	\$89.60
PARKS & RECREATION FUND:	Check No. 1129	\$1,100.00
CLINTON HEDRICK COMM. BLDG.:	Check No. 1084	\$29.09
PENDLETON CO. COMM. BLDG.:	Check Nos. 1173 – 1174	\$264.83
COVID-19:	Check Nos. 156 - 158	\$1,362.43

ORDERED THAT COMMISSION DO ADJOURN ON MOTION OF CAROLE HARTMAN, VOTE UNANIMOUS, UNTIL TUESDAY, APRIL 6, 2021.

---

President