

AT A COUNTY COMMISSION HELD FOR PENDLETON COUNTY, WEST VIRGINIA, AT THE COURTHOUSE, ON TUESDAY, MARCH 19, 2024 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; DIANA MITCHELL, 911 DIRECTOR; APRIL MALLOW, PROSECUTING ATTORNEY; AMBER NESSELRODT, CVB DIRECTOR; SHERRY MONGOLD, SRRDA; STEPHEN SMOOT, THE PENDLETON TIMES; BOYD LUCAS, FRIENDS OF PENDLETON COUNTY LIBRARY

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

Minutes of the March 5, 2024 meeting of the County Commission, on motion of Commissioner Dahmer, were unanimously approved.

Maintenance:

Electrical work will need to be done at the Pendleton County Community Building (PCCB) in the kitchen and the emergency services offices.

Elizabeth Scott informed County Administrator that one estimate for putting permanent spikes in the blacktop at PCCB was expected to be between \$6,000 - \$10,000.

The Sheriff's Office has requested for a shed in the back parking lot to house the snow plow and unused salt.

Diana Mitchell, 911 Director, mentioned that they would be participating in Career Day at the High School on Friday.

Rick Gillespie, Emergency Services Coordinator, stated that Jared Flynn had declined the offer to work as a full-time dispatcher. The position was offered to Stacie Bennett and she has accepted.

Mr. Gillespie stated that Emergency Services has been busy recently with several wildfires and a lost hiker. He mentioned that Bruce Minor has started working part-time. He also informed the Commission that the deadline for applying for Congressionally Directed Spending has been extended to April 9, 2024.

Sherry Mongold, Seneca Rocks Regional Development Authority, said there were no updates on the broadband projects.

Karen Pitsenbarger, County Administrator, stated there are just a few more minor details to finish up for the Annex. Once that is complete, they should be putting it out for bid.

On motion of Commissioner Dahmer, vote unanimous, the Commission signed a Proclamation designating the week of April 7 – 13, 2024 as National Library Week.

Amber Nesselrodt, CVB Director, updated the Commission on several events and projects they are working on.

Elise White, County Clerk, presented to the Commission two new policies that needed to be added to the Employee Handbook regarding leave and time changes. On motion of Commissioner Dahmer, vote unanimous, the discussion was tabled until the next meeting to give the Prosecuting Attorney time to review the policies.

On motion of Commissioner Bennet, vote unanimous, the following poll workers for the May 14, 2024 Primary Election were approved.

PRECINCT NO. 2
BRANDYWINE

PC - Jerline Moates (D) (SC)
PC – Carol Conrad (R)
EC – Judy Snyder (NP) (R)
EC - Jane Simon (D)
EC - Jeralyn Swigunski (NP) (R) (Esc)

PRECINCT NO. 5
FRANKLIN

PC - Peggy Jo Pitsenbarger (D)
PC - Nancy Bowers (R) (Esc)
EC - Katie George (D) (SC)
EC – Kalee Woodward (NP) (R)
EC – Paula Waggy (R)
PC – Diana Pennybacker (R)
PC – Andrea Bodine (D)

PRECINCT NO. 8
UPPER TRACT

PC – Sarah Bates (D)
PC - Virginia Rodgers (R)
EC - Deborah Turner (IND) (R) (Esc)
EC - Freda Borrer (D) (SC)
EC - Delores Shirk (R)

PRECINCT NO. 11
SUGAR GROVE

PC – Phil Downs (D) (SC)
PC - Gary Sheffer (R) (Esc)
EC - Nancy Bennett (R)
EC – Paula Mitchell (D)
EC - Rhonda Nash (NP) (R)

PRECINCT NO. 14
RIVERTON

PC – Sally George (D) (Esc)
PC - Debbie Harper (R)
EC - Lucy E. Kisamore (NP) (D)
EC - Berlin Harper (R) (SC)
EC – Gena Harper (R)

PRECINCT NO. 3
CIRCLEVILLE

PC - Anita Davis (D) (SC)
PC - Luci Raines (R) (Esc)
EC - Lois Warner (NP) (R)
EC - Kathy Teter (IND) (D)
EC – Christopher Grimes (NP) (R)

PRECINCT NO. 7
FRANKLIN

PC - Shirley Sisson (D) (Esc)
PC - Wendy Gilbert-Putz (R) (SC)
EC – Tom Kline (D)
EC – Terry Ryan (D)
EC - Mary L. Hedrick (R)

PRECINCT NO. 9
KLINE

PC –Wayne Hedrick (D) (SC)
PC - Faye Kile (R) (Esc)
EC - Barbara Seymour (IND) (R)
EC – Regina Hedrick (D)
EC - Sue Alt (R)

PRECINCT NO. 13
SENECA ROCKS

PC – Angela Phares (D)
PC – Julie Teter (R)
EC - Kimberly Teter (R)
EC - Mickey Huffman (D) (SC)
EC – Laura Huffman (R) (Esc)

ALTERNATES:

- #2 – Jane Conrad (R); Sue Praill (D)
- #3 – Sudie Selmon (R); Melissa Grimes (NP)
- #5 – Judy Bodine (R); Mike Rechlin (D)
- #7 – Barbara Parker (R); Jayne Germain (D)
- #8 – Jennifer Martin (R); Kami Keyser (D)
- #9 – Teresa Mowery (R)(8); Sue Ann Sites (IND)
- #11 – Delores Crider (NP); Mary Frances Wadsworth (IND)
- #13 – Ashley Harper (R)
- #14 – Lucinda Snyder (R)

On motion of Commissioner Dahmer, vote unanimous, the County Budget and 911 Budget for fiscal year 2025 were approved.

The Commission reviewed the Sheriff’s February 2024 financial statement.

The February 2024 employee timesheets were reviewed by the Commission.

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 Bennett, and unanimously confirmed.

United States of America

State of West Virginia



County of Pendleton, ss:

Clerk's Fiduciary Report

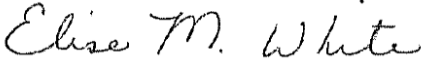
Estate from Monday, March 4, 2024, through Monday, March 18, 2024

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, March 5, 2024, the following matters were disposed of in the presence of the Clerk:

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

CRYSTAL WARNER GIBSON, who was named in the last will and testament of **FRANCES WARNER VONSCHILLING**, deceased, as **EXECUTRIX** thereof, qualified as such. No bond was required.



Elise M. White
Clerk of the Pendleton County Commission

Monday, March 18, 2024

Confirmed

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

Sherry Mongold, Executrix of the **Estate of Clemet Halterman, deceased**; Report of Receipts, Disbursements and Distribution

Mary Beth Paletta, Executrix of the **Estate of Mary Alice Simmons, deceased;** Affidavit and Waiver of Final Settlement

Sarah Kimble, Executrix of the **Estate of Sharon K. Alexander, deceased;** Affidavit and Waiver of Final Settlement

There were no exonerations.

ORDERED THAT THE FOLLOWING ALLOWANCES BE MADE PAYABLE OUT OF:

GENERAL COUNTY FUND:	Check Nos. 34659 – 34683	\$17,199.93
COAL SEVERANCE FUND:	Check Nos. 200223 - 200225	\$170.99
JUSTICE FINES FUND:	Check No. 83	\$9,630.00
MAGISTRATE COURT FUND:	Check No. 300216	\$24.00
911 FUND:	Check Nos. 4159 – 4168	\$67,187.47
CLINTON HEDRICK CB FUND:	Check No. 1150	\$29.86
PENDLETON COUNTY CB FUND:	Check No. 1244	\$254.97

ORDERED THAT COMMISSION DO ADJOURN ON MOTION OF COMMISSIONER BENNETT, VOTE UNANIMOUS, UNTIL TUESDAY, APRIL 4, 2024.

President

Pendleton County Commission Levy Estimate (Budget)
2024 - 2025 Fiscal Year

STATE OF WEST VIRGINIA
County of: Pendleton, West Virginia

In accordance with WV Code §11-8-10, as amended, the Pendleton County Commission proceeded to make an estimate of the amounts necessary to be raised by a levy of taxes for the current year, and doth determine and estimate the several amounts to be as follows:

General Fund	Estimated Revenues
Fund Balance	\$ 3,700,000
Property Taxes Current year	2,693,986
Prior Year Taxes	51,500
Tax Penalties, Interest & Publication Fees	35,000
Property Transfer Tax	75,000
Gas and Oil Severance Tax	30,000
Wine & Liquor Tax	3,000
Hotel Occupancy Tax	125,000
Miscellaneous Permits	500
Federal Grants / Federal Payment in Lieu of Taxes	375,000
State Grants	10,000
Sheriff's Service of Process	6,000
Sheriff's Earnings	150
County Clerk's Earnings	20,000
Circuit Clerk's Earnings	6,000
Accident Reports	150
Clerk Deed Fees	1,300
Franchise Agreement	5,000
IRP Fees (Interstate Registration Plan)	35,000
Regional Jail Operations Partial Reimbursement	7,000
Interest Earned	100,000
Miscellaneous Revenue	8,500
Sheriff's Commission	15,000
Gaming Income	45,000
Video Lottery	3,000
Refunds/Reimbursements (External Sources)	455,206
Dog & Kennel Reimbursement	700
General School Reimbursements	20,000
Payroll Reimbursements	789,970
Transfers Assessor's Valuation Fund	<u>68,509</u>
Total Estimated General Fund Revenues	\$ <u>8,685,471</u>
	Estimated Revenues
Coal Severance Tax	
Assigned Fund Balance	\$ 6,000
Coal Severance Tax	23,000
Refunds/Reimbursements	<u>-</u>
Total Coal Severance	\$ <u>29,000</u>

ESTIMATED EXPENDITURES	General Fund	Coal Severance Tax Fund
GENERAL GOVERNMENT		
County Commission	\$ 1,044,525	\$ -
County Clerk	337,294	-
Circuit Clerk	238,838	-
Sheriff - Treasurer	282,439	-
Prosecuting Attorney	236,202	-
Assessor	217,465	-
Assessor's Valuation Fund	68,509	-
Statewide Computer Network	16,000	-
Agricultural Agent	76,313	-
Elections - County Clerk	121,890	-
Circuit Court	7,000	-
Custodial	23,500	-
Insurance Program (Self Insured)	31,164	-
Courthouse	250,900	26,000
Other Buildings	123,660	3,000
Regional Development Authority	6,000	-
Economic Development	155,981	-
Federal Grants	25,000	-
State Grants	10,000	-
Contingencies - Not to Exceed 10% of Budget	319,669	-
TOTAL GENERAL GOVERNMENT	3,592,349	29,000
PUBLIC SAFETY	-	-
Sheriff - Law Enforcement	751,622	-
Sheriff - Service of Process	6,000	-
Regional Jail	181,000	-
Emergency Services	232,946	-
Communication Center	789,970	-
Fire Department	38,750	-
Ambulance Authority	88,750	-
Flood Control	10,000	-
TOTAL PUBLIC SAFETY	2,099,038	-
HEALTH AND SANITATION	-	-
Local Health Department	35,000	-
Mental Health	500	-
Water	294,225	-
TOTAL HEALTH & SANITATION	329,725	-
CULTURE AND RECREATION	-	-
Parks & Recreation	22,500	-
Community Center	1,551	-
Visitor's Bureau	62,500	-
Library	36,000	-
TOTAL CULTURE & RECREATION	122,551	-
SOCIAL SERVICES	-	-
Public Transit	5,000	-
TOTAL SOCIAL SERVICES	5,000	-
CAPITAL PROJECTS	-	-
General Government	2,536,808	-
TOTAL CAPITAL OUTLAY	2,536,808	-
Total Expenditures	\$ 8,685,471	\$ 29,000

PENDLETON COMMUNITY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
GENERAL COUNTY CHECKING	1,275,490.27	291,979.03-	64,898.90	1,048,410.14
PENDLETON COUNTY 911	548,416.21	51,033.23-	145,847.43	643,230.41
HOME DETENTION	90,027.80	.00	105.00	90,132.80
PARKS & REC	76,142.11	.00	.00	76,142.11
CHCB	1,152.50	100.41-	.00	1,052.09
PCCB	2,037.68	492.09-	.00	1,545.59
OPIOID SETTLEMENT	121,720.22	.00	.00	121,720.22
CO FIRE PROTECTION	10,160.79	.00	.00	10,160.79
EMS SALARY ENHANCEMENT	143,772.26	.00	.00	143,772.26
HEALTH REIMB	218,170.97	.00	.00	218,170.97
ASSESSOR'S VAL	158,079.69	371.00-	12,270.26	169,978.95
CONCEALED WEAPONS	8,789.76	300.00-	50.00	8,539.76
ELECTION ADMIN	2,121.88	.00	.00	2,121.88
REAL PROP-E RECORDING	2,121.88	.00	.00	2,121.88
SPECIAL LAW ENFORCEMENT	13,300.59	.00	.00	13,300.59
AMER RES PLAN ACT	908,564.69	.00	.00	908,564.69
CERTIFIED TO STATE	874.70	.00	.00	874.70
BOARD OF HEALTH	296,209.19	8,889.70-	.00	287,319.49
CLEARING ACCOUNT	.00	.00	.00	.00
RESER FOR SPEC EMERG MM	58,006.78	.00	.00	58,006.78
FINANCIAL STAB.-MONEY MAR	237,920.21	.00	.00	237,920.21
FINAN STABIL FUND	1,338,753.00	.00	.00	1,338,753.00
GENERAL CO MONEY MARKET	1,522,586.71	.00	.00	1,522,586.71
GEN CO CD	1,551,369.25	.00	.00	1,551,369.25
PEN CO 911 FEES FUND MM	462,324.29	.00	.00	462,324.29
911 CD FEES FUND	103,685.38	.00	.00	103,685.38
*** BANK TOTAL ***	9,151,798.81	353,165.46-	223,171.59	9,021,804.94

SUMMIT COMMUNITY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
WORTHLESS CHECK	2,014.21	.00	.00	2,014.21
PEND CO HOUSING	70,190.35	.00	.00	70,190.35
*** BANK TOTAL ***	72,204.56	.00	.00	72,204.56

THE GRANT COUNTY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
*** BANK TOTAL ***	.00	.00	.00	.00
*** COUNTY TOTAL ***	9,224,003.37	353,165.46-	223,171.59	9,094,009.50
CASH ON HAND				200.00
*** TOTAL ***				9,094,209.50

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		4001220.57	320419.23	304719.57-	4016920.23
FUND - 002	COAL SEVERANCE				
FUND 002 TOTALS		17600.26	.00	8091.60-	9508.66
FUND - 003	DOG AND KENNEL				
FUND 003 TOTALS		9195.59	144.00	.00	9339.59
FUND - 004	GENERAL SCHOOL				
FUND 004 TOTALS		28670.92	4237.69	20000.00-	12908.61
FUND - 005	MAGISTRATE COURT				
FUND 005 TOTALS		1267.67	422.50	631.99-	1058.18
FUND - 006	WORTHLESS CHECK				
FUND 006 TOTALS		2014.21	.00	.00	2014.21
FUND - 007	PEND CO 911				
FUND 007 TOTALS		600577.10	741972.13	133309.15-	1209240.08
FUND - 008	HOME DETENTION				
FUND 008 TOTALS		89014.80	1470.00	352.00-	90132.80
FUND - 011	RES FOR SPEC EMERG				
FUND 011 TOTALS		57853.06	153.72	.00	58006.78
FUND - 013	BOARD OF PARKS				
FUND 013 TOTALS		77624.07	125.00	1606.96-	76142.11
FUND - 024	PEND CO HOUSING				
FUND 024 TOTALS		69932.88	257.47	.00	70190.35
FUND - 025	CHCB				
FUND 025 TOTALS		94.00	1290.00	331.91-	1052.09

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 026	PCCB				
	FUND 026 TOTALS	759.44	1041.12	254.97-	1545.59
FUND - 040	OPIOID SETTLEMENT				
	FUND 040 TOTALS	121710.55	9.67	.00	121720.22
FUND - 041	CO FIRE PROTECTION				
	FUND 041 TOTALS	10159.98	.81	.00	10160.79
FUND - 042	EMS SALARY ENHANCE				
	FUND 042 TOTALS	.00	143772.26	.00	143772.26
FUND - 052	HEALTH REIMB				
	FUND 052 TOTALS	221942.71	17.45	3789.19-	218170.97
FUND - 056	ASSESSOR VALUATION				
	FUND 056 TOTALS	159135.22	12557.83	1714.10-	169978.95
FUND - 058	FINAN STABIL FUND				
	FUND 058 TOTALS	1576042.71	630.50	.00	1576673.21
FUND - 059	CONCEALED WEAPONS				
	FUND 059 TOTALS	8407.76	380.00	248.00-	8539.76
FUND - 061	ELECTION ADMIN				
	FUND 061 TOTALS	1981.80	140.08	.00	2121.88
FUND - 062	REAL PROP- E-RECORD				
	FUND 062 TOTALS	1981.80	140.08	.00	2121.88
FUND - 073	SPEC LAW ENF INVEST				
	FUND 073 TOTALS	13299.53	1.06	.00	13300.59
FUND - 207	AMER RES PLAN ACT				
	FUND 207 TOTALS	928052.69	.00	19488.00-	908564.69
FUND - 312	CRIMINAL CHARGES				
	FUND 312 TOTALS	.00	33.00	33.00-	.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	.00	300.00	300.00-	.00
FUND - 316	STATE CURRENT				
	FUND 316 TOTALS	.00	3255.90	3255.90-	.00
FUND - 361	CERTIFIED TO STATE				
	FUND 361 TOTALS	874.70	.00	.00	874.70
FUND - 364	TAX LIEN				
	FUND 364 TOTALS	68007.19	.00	.00	68007.19
FUND - 365	DELINQ NONENTERED				
	FUND 365 TOTALS	4823.64	.00	.00	4823.64
FUND - 366	BOARD OF HEALTH				
	FUND 366 TOTALS	291300.13	11075.79	15056.43-	287319.49
FUND - 373	GEN CURRENT EXPENSES				
	FUND 373 TOTALS	.00	249248.06	249248.06-	.00
FUND - 378	FRANKLIN CURRENT				
	FUND 378 TOTALS	.00	26975.91	26975.91-	.00
FUND - 903	CLEARING ACCOUNT				
	FUND 903 TOTALS	.00	731613.83	731613.83-	.00
ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
	FINAL TOTALS	8363544.98	2251685.09	1521020.57-	9094209.50
	BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:	9,224,003.37			
	ORDERS/DEBITS OUTSTANDING:	353,165.46-			
	DEPOSITS/CREDITS OUTSTANDING:	223,171.59			
	NET BANK BALANCE	9,094,009.50			
	CASH ON HAND	200.00			
	TOTAL IN COUNTY DEPOSITRIES AND OFFICES:	9,094,209.50			

I, Bradley 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 Feb. 2024 showing the balance on
hand at the beinning 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 6 day of Mar. 2024

Bradley D. Kimble Sheriff of Pendleton County