

**AT A COUNTY COMMISSION HELD FOR PENDLETON COUNTY, WEST VIRGINIA, AT THE COURTHOUSE, ON TUESDAY, MARCH 2, 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; DIANA MITCHELL, 911 DIRECTOR**

**PUBLIC PRESENT: SHAWN STINSON, THE PENDLETON TIMES; CARY OURS, SOUTH BRANCH VALLEY DAY REPORT CENTER; DAVID CAVE, CORNERSTONE; STEVE RAWLINGS, WVCORP**

Minutes of the February 16, 2021 meeting of the County Commission, February 23, 2021 Building Commission Meeting and February 26, 2021 Budget Workshop meeting, on motion of Carl Hevener, were unanimously approved.

Cary Ours, with the South Branch Valley Day Report Center, presented the Memorandum of Understanding (MOU) with the Pendleton County Commission for the upcoming fiscal year. Carl Hevener, made a motion, vote unanimous, to sign the MOU.

Maintenance:

The magistrate office doors have been switched.

The heating unit for the Pendleton County Community Building has come in and may be installed sometime next week.

Judge Carl has requested some modifications to the judge's bench in the courtroom. Gene McConnell will request Eddie Simpson to look at it to determine if he can make the modifications.

Carole Hartman has contacted the fire department about pressure washing the community building. They will discuss at their next meeting.

No representative from the Pendleton County Health Department attended the meeting. Shawn Stinson, editor of The Pendleton Times, stated that the numbers for Pendleton County have been miniscule over the last several days. There are currently 2 active cases in the County and we are at green status. He mentioned that Pendleton Community Care gave 99 vaccines last week and Walgreen's gave 100. He also stated that the number of residents that have been vaccinated in the 65 and older range are very good.

Diana Mitchell, 911 Director, updated the Commission on the ANI (Automatic Number Identification) and ALI (Automatic Location Identification) systems. She said they are now getting the phone number and location. Frontier's information is not coming in good. Diana has been trying to work with them to resolve the problems. Gene stated that he had received a spreadsheet from them with information and he will forward that spreadsheet to Diana. She said Shentel's is in good shape as they came in after most of the 911 addressing was complete. Spruce Knob Seneca Rocks Telephone (SKSRT) has some problems but is better than Frontier's. She said that cell phones are still an issue.

Diana stated that she is in good shape right now with employees. Carole Hartman inquired about the overtime distribution among employees. Diana said that all are offered the overtime and she tries to spread it out amongst the employees.

Gene asked about the transfer switch issue with the generator. Diana said that is still has not been repaired as Cummins is having difficulty obtaining some of the replacement parts as the equipment is 20 years old. Currently they have been switching it manually when needed. She stated that Cummins will also install an audible alarm when they repair the transfer switch. The cost to just replace the switch would have been around \$30,000. There is a service that would be able to electronically monitor the generator and Diana has requested an estimate for that service.

Dave Cave with Cornerstone Technology Solutions, Inc. discussed the current phone system in the Courthouse. Gene mentioned that each office should be able to have voice mail and forwarding capabilities. Dave stated that forwarding requires 2 lines and there may not be enough lines available for forwarding. There are currently 12 lines coming in to the Courthouse. He mentioned some different options for forwarding and voicemail. Gene requested if a statistical analysis of the current traffic on our existing service could be compiled. Our current phone system is about 10 – 11 years old. Dave will attend the next Commission meeting with some possible solutions.

Carole Hartman said that Warner's Drive-In has requested a letter of support from the County Commission for a grant they are trying to obtain. The Commission unanimously agreed with this request.

The Commission discussed building a County Annex. Region 8 will be able to assist with the paperwork and financial requirements. They would also be able to procure legal services and bonding. Carole Hartman made a motion, vote unanimous, to move forward in investigating the possibility of an annex and to secure Region 8 assistance.

Karen Pitsenbarger, County Administrator and Elise White, County Clerk, listened to a presentation from the WV State Auditor's Office about the P-card credit card. Both of them feel that switching to the P-card would create additional work with little benefit to the county to switch from our existing credit card. Karen stated that on our existing card there is an overall limit of \$20,000 with each individual card having a maximum limit of \$2,000. She requested the Commission approve the limit be increased to \$40,000. On motion of Carole Hartman, vote unanimous, the Commission agreed to increase the overall limit on the county credit card to \$40,000 and that Karen would be responsible for assigning the limits on each individual card.

Steve Rawlings with West Virginia Communities Risk Pool (WVCoRP) discussed with the Commission some recent updates with the risk pool. He said the pool is in very good shape. The Board elected two weeks ago to give a dividend return for fiscal years 2018, 2019 and 2020. The dividend will be done as a reduction to the upcoming fiscal year 2021 costs/premium.

He reviewed with the Commission our existing coverage. Carole Hartman inquired whether the existing WV BRIM policy that the 911 Center has is duplicate coverage. He advised that if the Commission has final say over the 911 Center and if the dispatchers are classified as county employees, then they would be covered under the WVCoRP policy and the WV BRIM policy could be cancelled.

They also discussed who should have coverage for the Health Department contents. The Commission owns the building but does not own the contents. Steve stated they should have separate coverage.

**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 Laurie W. Murray, deceased.** Witnesses by affidavit, Glenn E. Billington and Lucille I. Erb. The appointment of Michael W. Barill as Administrator cta of the **Estate of Laurie W. Murray, deceased.** Bond in the amount of \$200,000 with State Farm Insurance as Surety.

The probate of the Last Will and Testament of the **Estate of Norma Lee Arnold, deceased.** Witnesses by affidavit, Katie King and Kristen Garvey. The appointment of Judith Ann Hickey as Executrix of the **Estate of Norma Lee Arnold, deceased.** Bond not required per Last Will and Testament of deceased.

The probate of the Last Will and Testament of the **Estate of John Roy Bowers, Jr., deceased.** Witnesses by affidavit, Patricia M. Musgrove and Penny K. Lambert. The appointment of John Clinton Bowers and Roy Spencer Bowers as Co-Executors of the **Estate of John Roy Bowers, Jr., deceased.** Bond not required per Last Will and Testament of deceased.

There were no settlements or exonerations.

Kristin Dingess, Pendleton County Economic and Community Development Authority (PCECDA), updated the Commission on the Director position. She has advertised in The Pendleton Times and on social media and will be advertising in Elkins, Moorefield and Petersburg this week. She has received some phone calls about the position showing interest. The deadline to submit resumes is March 23, 2021. She is allowing potential candidates to email their resumes in addition to mailing them.

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

GENERAL COUNTY FUND:	Check Nos. 31914 – 31948	\$16,577.56
COAL SEVERANCE FUND:	Check Nos. 200090 - 200093	\$1,806.05
DOG & KENNEL FUND:	Check Nos. 422 423	\$389.66
MAGISTRATE COURT FUND:	Check No. 300091	\$24.00
911 FUND:	Check Nos. 3500 – 3509	\$39,899.55
PARKS & RECREATION FUND:	Check No. 1128	\$104.26
CLINTON HEDRICK COMM. BLDG.:	Check No. 1083	\$444.90
COVID-19:	Check No. 155	\$3,287.48

ORDERED THAT COMMISSION DO ADJOURN ON MOTION OF CAROLE HARTMAN, VOTE UNANIMOUS, UNTIL TUESDAY, MARCH 16, 2021.

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President