

**AT A COUNTY COMMISSION HELD FOR PENDLETON COUNTY, WEST VIRGINIA, AT THE COURTHOUSE, ON TUESDAY, MARCH 3, 2026 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; SHERRY MONGOLD, SRRDA DIRECTOR; MIKE ALT; STEPHEN SMOOT, THE PENDLETON TIMES; ANNIE HUMES, CVB DIRECTOR; CHARLOTTE HOOVER, POTOMAC VALLEY CONSERVATION DISTRICT; AMANDA MOWERY, LIBERTY COMMUNITY PROGRAMS**

Commissioner Dahmer led those present in prayer. The Commission President invited all attending to join in the Pledge of Allegiance. Commissioner Hevener called the meeting to order.

Minutes of the February 17, 2026 meetings, on motion of Commissioner Dahmer, were unanimously approved.

Charlotte Hoover, Conservation District Supervisor of Potomac Valley Conservation District, updated the Commission on their work over the past year. She mentioned that there are 170 small high hazard dams in West Virginia and approximately 72 of them are in the Potomac Valley area. In 2021 they spent about \$69,000 in maintenance and repair and in 2025 that amount increased to about \$100,000. They appreciate the \$10,000 financial support the Commission provides and asked for their continued support.

Amanda Mowery, Liberty Community Programs, updated the Commission on their status at the former Naval Base. She mentioned they passed their OHFLAC inspection and were in the process of accepting participants for the 32 beds available. They are also working towards an additional 40 beds for a group home environment.

Annie Humes, CVB Director, gave her annual report on the CVB to the Commission. She stated the lodging industry continues to grow in this County. She mentioned they had received \$3,000 worth of photography work through the Mon Forest Towns program. They also received their reaffirmation of accreditation and had received 119 points out of a maximum of 132 points available. They are in compliance and in good standing with the State of West Virginia through 2028. She said they are becoming more independent, but request continued financial support from the Commission.

Karen Pitsenbarger, County Administrator, mentioned there were no maintenance issues but the Commission needs to start considering the future of the Pendleton County Community Building (PCCB) as the current offices are being moved to the Pendleton County General Services Center (PCGSC).

Rick Gillespie, Emergency Services Coordinator, reported that at the 911 Center, the Next Gen equipment performance had recently passed a milestone, so were ready to move to the next step. They hope to have all installation completed by July 1, 2026.

Mr. Gillespie mentioned that he is in the process of sending the amended 911 Ordinance to all companies that collect the 911 fee. The new ordinance is effective as of July 1, 2026. He also informed the Commission that there is a bill in the Legislature that could possibly change how 911 derives funding to operation. If it passes, it could change our ordinance somewhat.

He mentioned that the Day Report Center space at PCGSC will be ready for them to move in shortly. The spaces for the Extension Office will be ready next month and the PSD should be ready to move in May 2026.

On motion of Commissioner Dahmer, vote unanimous, a payout for the Courthouse Annex in the amount of \$407,856.92 was approved. There have been no significant delays in the construction.

Commissioner Dahmer read the National Music in School Proclamation declaring March 2026 as the National Music in School month in Pendleton County. Upon Commissioner Dahmer, vote unanimous, the Proclamation was approved.

Scott Cesna was appointed to the EDA and SRRDA board to replace Jeff Davis on motion of Commissioner Dahmer, vote unanimous.

Mike Alt reported that House Bill 5168 to increase funding for EMS, had passed the House and was sent to the Senate for review.

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

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**Estate from Wednesday, February 18, 2026, through Monday, March 2, 2026**

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, Wednesday, February 18, 2026, the following matters were disposed of in the presence of the Clerk:**

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More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **CHLOE HORST** was appointed and qualified as ADMINISTRATRIX of the estate of **DEBORAH LEE HORST**, deceased. Bond was 500.00.

**On, Friday, February 27, 2026, the following matters were disposed of in the presence of the Clerk:**

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The last will and testament of **RAYMOND CURTIS MITCHELL JR**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

**SUSAN JANE MITCHELL**, who was named in the last will and testament of **RAYMOND CURTIS MITCHELL JR**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

*Elise M. White*

Elise M. White  
Clerk of the Pendleton County Commission

Monday, March 2, 2026

Confirmed

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

Arlie S. Judy, Jr., Executor for the **Estate of Jesse Ray Judy, deceased**; First and Final Settlement

Suelinn Ross & Keenen Bowers, Co-Executors for the **Estate of Mary Louise Bowers, 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. 36416 – 36437	\$18,147.37
COAL SEVERANCE FUND:	Check Nos. 200336 - 200337	\$313.08
JUSTICE FINES FUND:	Check No. 87	\$20,000.00
MAGISTRATE COURT FUND:	Check No. 300252	\$24.00
911 FUND:	Check Nos. 4610 - 4616	\$2,507.41
PARKS & RECREATION FUND:	Check Nos. 1626 - 1633	\$2,017.82
AMERICAN RESCUE PLAN FUND:	Check No. 162	\$663.50

The Commission proceeded to work on the budget for fiscal year 2027. Elise White, County Clerk, informed the Commission that the County will be moving from a Class IV to a Class III.

The Commission recessed at noon to go to the Middle School to recognize the seven students who participated in the statewide I Voted! Sticker contest. The County-wide first place winner was Kyley Hedrick. Her design will be used as the I Voted stickers for voters at this year's elections.

The Commission reconvened at 12:45 p.m. to continue working on the budget.

On motion of Commissioner Bennett, vote unanimous, the Hotel/Motel FY2027 Resolution was approved. The resolution stipulates that 50% of the hotel/motel tax collected goes to the CVB and the remaining 50% goes to the County Fireman's Association and the County Ambulance Authority equally.

The West Virginia Extension Memorandum of Agreement with Pendleton County was approved by the Commission upon motion of Commissioner Dahmer, vote unanimous.

**ORDERED THAT COMMISSION DO ADJOURN ON MOTION OF COMMISSIONER BENNETT, VOTE UNANIMOUS, UNTIL TUESDAY, MARCH 17, 2026.**

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President