

AT A COUNTY COMMISSION HELD FOR PENDLETON COUNTY, WEST VIRGINIA, AT THE COURTHOUSE, ON TUESDAY, MAY 20, 2025 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; JEFFREY BOWERS, CHAIRMAN BUILDING COMMISSION; MATT MONROE, EXECUTIVE DIRECTOR FARMLAND PROTECTION BOARD; ANNIE HUMES, DIRECTOR CVB; STEPHEN SMOOT, THE PENDLETON TIMES; MIKE ALT

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

Minutes of the May 6, 2025 meeting of the County Commission, on motion of Commissioner Dahmer, were unanimously approved.

Jeffrey Bowers, Chairman, Pendleton County Building Commission, signed the resolution approving payment of invoices to Lantz Construction Company and Region 8 Planning & Development Council for the Courthouse Annex project in the amount of \$110,880.11 upon unanimous approval of the County Commission.

Matt Monroe, Executive Director of Pendleton County Farmland Protection Board (PCFPB), informed the Commissioners that according to state code, the County Commission needs to approve any conservation easement that goes through the PCFPB. This has not been done in the past as the previous PCFPB was unaware of this requirement. Since Mr. Monroe has taken over the position of Executive Director, moving forward, he will now be presenting easements to the Commission for approval. Mr. Monroe then presented to the Commission a conservation easement for a portion of the Tract Hill property in Mill Run District. There will be two tracts totaling about 200 acres from several different parcels of land. The property has been appraised at \$540,000. The West Virginia Land Protection Authority has pledged \$240,000 to the PCFPB towards the purchase of this conservation easement. On motion of Commissioner Bennett, seconded by Commissioner Hevener, the PCFPB may move forward on purchasing this easement. Commissioner Dahmer abstained.

Diana Mitchell, 911 Director, submitted a new road name request for Sunday Drive in Circleville. This request is for a section of the road currently named Caleb's Corner Drive. On motion of Commissioner Bennett, vote unanimous, the road name was approved.

Mike Alt mentioned they are looking at replacing one of the ambulances. The current cost of a new ambulance is about \$340,000. He stated that the Senate is investigating the price gouging and delays on emergency services equipment.

He also mentioned that he is waiting for the state budget to be signed by the governor to determine if funding for the EMS salary enhancement was included in the budget.

Rick Gillespie, Emergency Services Coordinator, said they have consulted with a company in Buckhannon to do a commodity flow study in the County. They will be doing four-hour blocks and checking truck traffic to determine amount of potential hazardous materials flow. They will be set up at the intersection at Seneca Rocks, intersection of routes 33 and 220 at the Amoco station and the BP station and at the intersection in Brandywine.

He also mentioned to the Commission that there may be an overhaul of FEMA, which would then place more of the financial burden on the State during catastrophic weather incidents.

The Courthouse Annex project is moving along. There was a slight rain delay last week but have had no big surprises.

On motion of Commissioner Dahmer, all Commissioners voting in the affirmative, they adjourned into Executive Session at 9:20 a.m. to discuss a 911 personnel issue.

Motion was made by Commissioner Dahmer, vote unanimous, to reconvene into Regular Session at 10:32 a.m. No actions were taken in executive session.

On motion of Commissioner Dahmer, vote unanimous, the Commission accepted the letter of retirement from Charles King, Jr. effective July 10, 2025.

Diana was instructed to begin posting for a full-time dispatcher.

The Commissioners reviewed the Sheriff's April 2025 financial statements. They also reviewed the employee's April timesheets.

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.



Clerk's Fiduciary Report

Estate from Monday, May 5, 2025, through Monday, May 19, 2025

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, May 7, 2025, the following matters were disposed of in the presence of the Clerk:

The last will and testament of **STANLEY LEE DAHMER**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

MARGARET J DAHMER hereby waived his/her right as EXECUTRIX of the estate of **STANLEY LEE DAHMER**, deceased.

VICKY CHAMP, who was named in the last will and testament of **STANLEY LEE DAHMER**, deceased, as ADMINISTRATRIX CTA DBN thereof, qualified as such. No bond was required.

On, Thursday, May 8, 2025, the following matters were disposed of in the presence of the Clerk:

The last will and testament of **EDWARD NEIL DAY**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

WILLIAM GEORGE DAY, who was named in the last will and testament of **EDWARD NEIL DAY**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

Elise M. White

Monday, May 19, 2025

Elise M. White
Clerk of the Pendleton County Commission

Confirmed

Estate: 958
FiduciaryReport

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

Alta Rose Phares, Executrix of the **Estate of Raymond Eddie Phares, deceased**; Waiver of Final Settlement

Terry R. Hedrick, Executor of the **Estate of Betty M. Propst, deceased**; Report of Receipts, Disbursements and Distribution

Terry R. Hedrick, Executor of the **Estate of Ona Propst, deceased**; Report of Receipts, Disbursements and Distribution

Paul R. Vencus, Administrator of the **Estate of Patricia A. Hansen, deceased**; Affidavit and Waiver of Final Settlement

Viviana Orozco Montoya, Administratrix of the **Estate of Anthony F. Henderson, deceased**; Affidavit and Waiver of Final Settlement

Stanley Simmons and Nellie Keplinger, Co-Executors of the **Estate of Anna Margaret Simmons, deceased;** Report of Receipts, Disbursements and Distribution

Brenda S. Vanmeter, Executrix of the **Estate of Margie Bell Wimer, deceased;** Report of Receipts, Disbursements and Distribution

Gregory Bowers & Mary Bowers, Co-Executors of the **Estate of Constance R. Waggy, deceased;** Affidavit and Waiver of Final Settlement

Trevor L. Whetzel, Executor of the **Estate of Charles Lee Whetzel, deceased;** Affidavit and Waiver of Final Settlement

The Sheriff has hired Tim Thomson as a deputy to replace Brandon Ours. He will begin in June 2025.

ORDERED THAT THE FOLLOWING ALLOWANCES BE MADE PAYABLE OUT OF:

GENERAL COUNTY FUND:	Check Nos. 35766– 35784	\$13,752.17
911 FUND:	Check Nos. 4447 – 4454	\$60,406.23
CLINTON HEDRICK CB FUND:	Check No. 1187	\$35.82
PENDLETON CO COMM BLDG FUND:	Check No. 1274	\$308.13
PENDLETON CO BUILDING COMM:	Check Nos. 100 – 101	\$110,880.11

ORDERED THAT COMMISSION DO ADJOURN ON MOTION OF COMMISSIONER BENNETT, VOTE UNANIMOUS, UNTIL TUESDAY, MAY 20, 2025.

President

PENDLETON COMMUNITY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
GENERAL COUNTY CHECKING	1,854,237.88	242,163.37-	61,662.90	1,673,737.41
PENDLETON COUNTY 911	221,880.40	168.81-	.00	221,711.59
HOME DETENTION	69,864.09	400.00-	.00	69,464.09
PARKS & REC	88,122.62	30,380.61-	.00	57,742.01
CHCB	601.61	.00	.00	601.61
PCCB	221.83	.00	.00	221.83
OPIOID SETTLEMENT	131,167.65	.00	.00	131,167.65
CO FIRE PROTECTION	1,222.18	.00	.00	1,222.18
EMS SALARY ENHANCEMENT	17,441.47	10,526.90-	.00	6,914.57
HEALTH REIMB	165,075.57	.00	.00	165,075.57
ASSESSOR'S VAL	144,818.42	.00	9,411.03	154,229.45
CONCEALED WEAPONS	8,023.42	325.00-	55.00	7,753.42
ELECTION ADMIN	11,900.24	.00	.00	11,900.24
REAL PROP-E RECORDING	11,900.24	.00	.00	11,900.24
SPECIAL LAW ENFORCEMENT	8,314.95	.00	.00	8,314.95
AMER RES PLAN ACT	482,666.59	.00	.00	482,666.59
CERTIFIED TO STATE	10,974.05	.00	.00	10,974.05
BOARD OF HEALTH	315,746.56	9,829.75-	.00	305,916.81
CLEARING ACCOUNT	.00	.00	.00	.00
RESER FOR SPEC EMERG MM	60,015.87	.00	.00	60,015.87
FINANCIAL STAB.-MONEY MAR	246,160.66	.00	.00	246,160.66
FINAN STABIL FUND	1,405,778.08	.00	.00	1,405,778.08
GENERAL CO MONEY MARKET	1,586,477.81	.00	.00	1,586,477.81
GEN CO CD	1,629,039.02	.00	.00	1,629,039.02
PEN CO 911 FEES FUND MM	375,661.07	.00	.00	375,661.07
911 CD FEES FUND	108,150.59	.00	.00	108,150.59
*** BANK TOTAL ***	8,955,462.87	293,794.44-	71,128.93	8,732,797.36

SUMMIT COMMUNITY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
WORTHLESS CHECK	2,041.85	.00	.00	2,041.85
PEND CO HOUSING	.00	.00	.00	.00
*** BANK TOTAL ***	2,041.85	.00	.00	2,041.85

THE GRANT COUNTY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
*** BANK TOTAL ***	.00	.00	.00	.00

*** COUNTY TOTAL ***	8,957,504.72	293,794.44-	71,128.93	8,734,839.21
CASH ON HAND				200.00
*** TOTAL ***				8,735,039.21

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		4419474.14	806909.42	439346.32-	4787037.24
FUND - 002	COAL SEVERANCE				
FUND 002 TOTALS		4039.11	.00	1327.40-	2711.71
FUND - 003	DOG AND KENNEL				
FUND 003 TOTALS		6283.68	.00	.00	6283.68
FUND - 004	GENERAL SCHOOL				
FUND 004 TOTALS		36991.21	4318.35	25000.00-	16309.56
FUND - 005	MAGISTRATE COURT				
FUND 005 TOTALS		3874.24	330.98	24.00-	4181.22
FUND - 006	WORTHLESS CHECK				
FUND 006 TOTALS		2016.69	25.16	.00	2041.85
FUND - 007	PEND CO 911				
FUND 007 TOTALS		662191.46	163897.67	120565.88-	705523.25
FUND - 008	HOME DETENTION				
FUND 008 TOTALS		99979.80	1165.00	31680.71-	69464.09
FUND - 011	RES FOR SPEC EMERG				
FUND 011 TOTALS		59886.77	129.10	.00	60015.87
FUND - 013	BOARD OF PARKS				
FUND 013 TOTALS		69023.85	20518.83	31800.67-	57742.01
FUND - 024	PEND CO HOUSING				
FUND 024 TOTALS		.00	.00	.00	.00
FUND - 025	CHCB				
FUND 025 TOTALS		951.24	.00	349.63-	601.61

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 026	PCCB				
	FUND 026 TOTALS	1104.12	100.00	982.29-	221.83
FUND - 040	OPIOID SETTLEMENT				
	FUND 040 TOTALS	131156.87	10.78	.00	131167.65
FUND - 041	CO FIRE PROTECTION				
	FUND 041 TOTALS	1222.12	.06	.00	1222.18
FUND - 042	EMS SALARY ENHANCE				
	FUND 042 TOTALS	17440.04	1.43	10526.90-	6914.57
FUND - 052	HEALTH REIMB				
	FUND 052 TOTALS	161650.58	6059.08	2634.09-	165075.57
FUND - 056	ASSESSOR VALUATION				
	FUND 056 TOTALS	168578.51	9623.93	23972.99-	154229.45
FUND - 058	FINAN STABIL FUND				
	FUND 058 TOTALS	1647189.21	4749.53	.00	1651938.74
FUND - 059	CONCEALED WEAPONS				
	FUND 059 TOTALS	7353.42	400.00	.00	7753.42
FUND - 061	ELECTION ADMIN				
	FUND 061 TOTALS	11415.91	484.33	.00	11900.24
FUND - 062	REAL PROP- E-RECORD				
	FUND 062 TOTALS	11415.91	484.33	.00	11900.24
FUND - 073	SPEC LAW ENF INVEST				
	FUND 073 TOTALS	8314.40	.55	.00	8314.95
FUND - 207	AMER RES PLAN ACT				
	FUND 207 TOTALS	482666.59	.00	.00	482666.59
FUND - 277	PENDCO BLDG COMM				
	FUND 277 TOTALS	.00	.00	.00	.00
FUND - 312	CRIMINAL CHARGES				
	FUND 312 TOTALS	.00	273.00	273.00-	.00
FUND - 313	COURT REPORTER				
	FUND 313 TOTALS	.00	40.00	40.00-	.00
FUND - 314	STATE FINES				
	FUND 314 TOTALS	.00	.00	.00	.00
FUND - 315	STATE POLICE				
	FUND 315 TOTALS	.00	325.00	325.00-	.00
FUND - 316	STATE CURRENT				
	FUND 316 TOTALS	.00	2679.62	2679.62-	.00
FUND - 361	CERTIFIED TO STATE				
	FUND 361 TOTALS	10974.05	.00	.00	10974.05
FUND - 364	TAX LIEN				
	FUND 364 TOTALS	68007.19	.00	.00	68007.19
FUND - 365	DELINQ NONENTERED				
	FUND 365 TOTALS	4923.64	.00	.00	4923.64
FUND - 366	BOARD OF HEALTH				
	FUND 366 TOTALS	280408.60	55600.74	30092.53-	305916.81
FUND - 369	DEP SHERIFF FUND				
	FUND 369 TOTALS	.00	10.00	10.00-	.00
FUND - 373	GEN CURRENT EXPENSES				
	FUND 373 TOTALS	.00	728956.31	728956.31-	.00

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 378	FRANKLIN CURRENT				
	FUND 378 TOTALS	.00	4313.10	4313.10-	.00
FUND - 903	CLEARING ACCOUNT				
	FUND 903 TOTALS	.00	100.00	100.00-	.00
	FINAL TOTALS	8378533.35	1811506.30	1455000.44-	8735039.21
	BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:	8,957,504.72			
	ORDERS/DEBITS OUTSTANDING:	293,794.44-			
	DEPOSITS/CREDITS OUTSTANDING:	71,128.93			
	NET BANK BALANCE	8,734,839.21			
	CASH ON HAND	200.00			
	TOTAL IN COUNTY DEPOSITRIES AND OFFICES:	8,735,039.21			

I, _____, 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 April 30, 2025 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 8th day of May 2025

Brady D. Smith Sheriff of Pendleton County