

AT A COUNTY COMMISSION HELD FOR PENDLETON COUNTY, WEST VIRGINIA, AT THE COURTHOUSE, ON TUESDAY, MAY 21, 2024 AT 9:25 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; STEPHEN SMOOT, THE PENDLETON TIMES; AMBER NESSELRODT, CVB DIRECTOR; SHERRY MONGOLD, SENECA ROCKS REGIONAL DEVELOPMENT AUTHORITY (SRRDA); BROOKE ALT & JESSICA HOOVER, PENDLETON COUNTY EXTENSION SERVICE; AMBER HEDRICK, PENDLETON COUNTY HEALTH DEPARTMENT; EDNA MULLENAX & RACHEL LOUDERMILK, PENDLETON COUNTY FAMILY SUPPORT CENTER; PEGGY RITTENHOUSE, MOUNTAIN HEART

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

Minutes of the May 7, 2024 meeting of the County Commission, on motion of Commissioner Dahmer, were unanimously approved.

Commissioner Dahmer read two proclamations for Mountain Heart proclaiming May as Community Action Month and May 10 as Child Care Provider Appreciation Day. On motion of Commissioner Dahmer, vote unanimous, the Commission approved the proclamations.

Brooke Alt, Pendleton County Extension Agent, introduced Jessica Hoover as the new Pendleton County Agriculture Extension Agent.

Amber Hedrick, Pendleton County Health Department, presented to the Commission the new fees for permits that had been approved by the Pendleton County Board of Health. The additional income generated by the increased fees would help cover the decreased funding received from the State. On motion of Commissioner Dahmer, vote unanimous, the Commission approved the increased fees. The new fees will go into effect on July 1, 2024.

Amber Nesselrodt, CVB Director, stated that the hotel/motel tax they received year-to-date was 12% more than the same period last year.

She informed the Commission that Laura Brown, one of the Seneca Rocks Mon Forest representatives, has stepped down. On motion of Commissioner Dahmer, vote unanimous, Melinda Brooks was appointed to replace her.

Diana Mitchell, 911 Director, requested the Commission go into executive session to discuss a personnel issue.

Commissioner Dahmer made a motion, vote unanimous to go into Executive Session at 9:53 a.m. for a personnel issue. The Commission adjourned out of Executive Session at 10:00 a.m. No decisions were taken in Executive Session.

On motion of Commissioner Dahmer, vote unanimous, the Commission directed Diana, as 911 Director, to send a letter to the employee for termination as discussed in executive session.

Rick Gillespie, Emergency Services Coordinator, indicated that a Memorandum of Understanding (MOU) with the National Radio Quiet Zone (NRQZ) has been drafted offering to allow a higher power on the VHF band for Pendleton County. He stated that we are not currently licensed for VHF, but will need this MOU approved in order to obtain the licenses. On motion of Commissioner Bennett, vote unanimous, Commission President Carl Hevener was approved to sign the MOU when completed.

Mr. Gillespie gave an update on the status of the Seneca Rocks Tower Site. The road has been built and will be graveled soon. The geotechnical boring is complete.

The financial feasibility report required to move forward with the Annex has still not been received. The single point entry will begin on June 3, 2024 on motion of Commissioner Dahmer, vote unanimous.

Sherry Mongold, SRRDA, said they will be having a kick-off meeting with the DARE program personnel soon to discuss the renovation of the innovation hub in Franklin. Kelsen Thorne will be painting a mural on one of the walls of the hub.

The Commission signed the records grant agreement with the WV Division of Culture & History in the amount of \$10,000 with a 10% county match for personnel costs for back-indexing in the County Clerk's Office, on motion of Commissioner Dahmer, vote unanimous.

Commissioner Bennett motioned, vote unanimous, to sign a support letter for Community Action to obtain a grant to keep the center in Franklin.

The Commission also signed a Proclamation to continue supporting the Adult Treatment Program through the Drug Court Center.

Commissioner Hevener mentioned that the Circleville Volunteer Fire Department had sent a thank you note for the Commission's financial support.

The April 2024 financial statement from the Sheriff's Office and the employee April timesheets were reviewed.

The following exonerations, on motion of Commissioner Bennett, vote unanimous, were approved:

Patty J. Willis, Franklin District, \$100.36
Kim Armentrout, Franklin District, \$35.44
H. Michael & Kathy D. Eye, Sugar Grove District, \$114.48

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

Andy D. Bland, Executor of the **Estate of Nila Jane Bland, deceased**; Waiver of Final Settlement

Jeremy Townsend, Executor of the **Estate of Samuel James MacMichael, deceased**; Waiver of Final Settlement

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 Dahmer, and unanimously confirmed.

United States of America

State of West Virginia



County of Pendleton, ss:

Clerk's Fiduciary Report

Estate from Tuesday, May 7, 2024, through Monday, May 20, 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, Wednesday, May 15, 2024, the following matters were disposed of in the presence of the Clerk:

The said estate of JOHN ROY BOWERS JR., deceased was referred to M. ZELENE HARMAN, a FIDUCIARY COMMISSIONER for the Pendleton County, for settlement thereof.

The last will and testament of STANNA SMITH, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

WILLIAM S. SMITH, who was named in the last will and testament of STANNA SMITH, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

On, Friday, May 17, 2024, the following matters were disposed of in the presence of the Clerk:

The last will and testament of GENEVA WRIGHT, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

ANITA ANN MOATS, who was named in the last will and testament of GENEVA WRIGHT, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

Elise M. White

Monday, May 20, 2024

Elise M. White
Clerk of the Pendleton County Commission

Confirmed

Estate: 862
FiduciaryReport

ORDERED THAT THE FOLLOWING ALLOWANCES BE MADE PAYABLE OUT OF:

GENERAL COUNTY FUND:	Check Nos. 34807 – 34883	\$31,565.42
MAGISTRATE COURT FUND:	Check No. 300220	\$24.00
911 FUND:	Check Nos. 4199 – 4204	\$13,345.94
PARKS & RECREATION FUND:	Check No. 1441	\$122.77
CLINTON HEDRICK CB FUND:	Check No. 1156	\$29.86
PENDLETON COUNTY CB FUND:	Check No. 1247	\$761.14
AMERICAN RESCUE PLAN ACT FUND:	Check No. 128	\$197,306.02

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

President

DATE: 5/09/24 SHERIFF'S ACCOUNTING SYSTEM PAGE: 1
 TIME: 14:28:56 BANK BALANCE AS OF 04/30/2024 PROG: SA0068

PENDLETON COMMUNITY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
GENERAL COUNTY CHECKING	1,539,916.42	243,614.63-	58,754.19	1,355,055.98
PENDLETON COUNTY 911	486,222.93	.00	.00	486,222.93
HOME DETENTION	92,570.20	.00	105.00	92,675.20
PARKS & REC	78,245.92	900.00-	.00	77,345.92
CHCB	866.61	.00	.00	866.61
PCCE	1,686.82	.00	.00	1,686.82
OPIOID SETTLEMENT	109,740.37	.00	.00	109,740.37
CO FIRE PROTECTION	156.49	.00	.00	156.49
EMS SALARY ENHANCEMENT	143,796.29	.00	.00	143,796.29
HEALTH REIMB	210,795.48	.00	.00	210,795.48
ASSESSOR'S VAL	114,616.49	.00	10,481.63	125,098.12
CONCEALED WEAPONS	8,737.86	630.00-	10.00	8,117.86
ELECTION ADMIN	2,456.61	.00	.00	2,456.61
REAL PROP-E RECORDING	2,456.61	.00	.00	2,456.61
SPECIAL LAW ENFORCEMENT	13,302.81	.00	.00	13,302.81
AMER RES PLAN ACT	833,564.69	.00	.00	833,564.69
CERTIFIED TO STATE	874.70	.00	.00	874.70
BOARD OF HEALTH	326,748.06	10,404.29-	.00	316,343.77
CLEARING ACCOUNT	.00	.00	.00	.00
RESER FOR SPEC EMERG MM	58,323.70	.00	.00	58,323.70
FINANCIAL STAB.-MONEY MAR	239,220.06	.00	.00	239,220.06
FINAN STABIL FUND	1,351,091.68	.00	.00	1,351,091.68
GENERAL CO MONEY MARKET	1,532,480.38	.00	.00	1,532,480.38
GEN CO CD	1,565,667.51	.00	.00	1,565,667.51
PEN CO 911 FEES FUND MM	608,798.55	.00	.00	608,798.55
911 CD FEES FUND	103,685.38	.00	.00	103,685.38
*** BANK TOTAL ***	9,426,022.62	255,548.92-	69,350.82	9,239,824.52
SUMMIT COMMUNITY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
WORTHLESS CHECK	2,014.71	.00	.00	2,014.71
PEND CO HOUSING	70,605.36	.00	.00	70,605.36
*** BANK TOTAL ***	72,620.07	.00	.00	72,620.07
THE GRANT COUNTY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
*** BANK TOTAL ***	.00	.00	.00	.00
*** COUNTY TOTAL ***	9,498,642.69	255,548.92-	69,350.82	9,312,444.59
CASH ON HAND				200.00
MAG WITNESS				21.95
*** TOTAL ***				9,312,666.54

DATE: 5/09/24
 TIME: 14:46:11

PENDLETON COUNTY
 FINANCIAL STATEMENT
 MONTH ENDING- 4/2024

PROG: SA058B

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	4360755.29	333415.87	345935.78-	4348235.38
FUND - 002	COAL SEVERANCE				
FUND 002	TOTALS	8180.02	5914.25	1355.17-	12739.10
FUND - 003	DOG AND KENNEL				
FUND 003	TOTALS	9339.59	.00	.00	9339.59
FUND - 004	GENERAL SCHOOL				
FUND 004	TOTALS	6570.38	2174.86	.00	8745.24
FUND - 005	MAGISTRATE COURT				
FUND 005	TOTALS	1321.68	262.00	48.00-	1535.68
FUND - 006	WORTHLESS CHECK				
FUND 006	TOTALS	2014.71	.00	.00	2014.71
FUND - 007	PEND CO 911				
FUND 007	TOTALS	1135063.42	154539.60	90896.16-	1198706.86
FUND - 008	HOME DETENTION				
FUND 008	TOTALS	91872.80	1920.00	1117.60-	92675.20
FUND - 011	RES FOR SPEC EMERG				
FUND 011	TOTALS	58168.12	155.58	.00	58323.70
FUND - 013	BOARD OF PARKS				
FUND 013	TOTALS	74918.76	5272.26	2845.10-	77345.92
FUND - 024	PEND CO HOUSING				
FUND 024	TOTALS	70397.78	207.58	.00	70605.36
FUND - 025	CHCB				
FUND 025	TOTALS	911.31	100.41	145.11-	866.61
ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 026	PCCB				
FUND 026	TOTALS	1860.62	1102.09	1275.89-	1686.82
FUND - 040	OPIOID SETTLEMENT				
FUND 040	TOTALS	121730.56	9.81	12000.00-	109740.37
FUND - 041	CO FIRE PROTECTION				
FUND 041	TOTALS	161.39	.09	4.99-	156.49
FUND - 042	EMS SALARY ENHANCE				
FUND 042	TOTALS	143784.48	11.81	.00	143796.29
FUND - 052	HEALTH REIMB				
FUND 052	TOTALS	217119.59	17.68	6341.79-	210795.48
FUND - 056	ASSESSOR VALUATION				
FUND 056	TOTALS	178441.34	10679.84	64023.06-	125098.12
FUND - 058	FINAN STABIL FUND				
FUND 058	TOTALS	1589673.61	638.13	.00	1590311.74
FUND - 059	CONCEALED WEAPONS				
FUND 059	TOTALS	9304.76	780.00	1966.90-	8117.86
FUND - 061	ELECTION ADMIN				
FUND 061	TOTALS	2204.93	251.68	.00	2456.61
FUND - 062	REAL PROP- E-RECORD				
FUND 062	TOTALS	2204.93	251.68	.00	2456.61
FUND - 073	SPEC LAW ENF INVEST				
FUND 073	TOTALS	13301.72	1.09	.00	13302.81
FUND - 207	AMER RES PLAN ACT				
FUND 207	TOTALS	908564.69	.00	75000.00-	833564.69

FUND - 312 CRIMINAL CHARGES				
FUND 312 TOTALS	.00	818.00	818.00-	.00
FUND - 313 COURT REPORTER				
FUND 313 TOTALS	.00	200.00	200.00-	.00
FUND - 314 STATE FINES				
FUND 314 TOTALS	.00	.00	.00	.00
FUND - 315 STATE POLICE				
FUND 315 TOTALS	.00	630.00	630.00-	.00
FUND - 316 STATE CURRENT				
FUND 316 TOTALS	.00	2907.97	2907.97-	.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	266645.12	75535.64	25836.99-	316343.77
FUND - 373 GEN CURRENT EXPENSES				
FUND 373 TOTALS	.00	278400.86	278400.86-	.00
FUND - 378 FRANKLIN CURRENT				
FUND 378 TOTALS	.00	5252.00	5252.00-	.00
FUND - 903 CLEARING ACCOUNT				
FUND 903 TOTALS	.00	210.00	210.00-	.00

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
	FINAL TOTALS	9348217.13	881660.78	917211.37-	9312666.54
	BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:	9,498,642.69			
	ORDERS/DEBITS OUTSTANDING:	255,548.92-			
	DEPOSITS/CREDITS OUTSTANDING:	69,350.82			
	NET BANK BALANCE	9,312,444.59			
	CASH ON HAND	200.00			
	MAG WITNESS	21.95			
	TOTAL IN COUNTY DEPOSITRIES AND OFFICES:	9,312,666.54			

I, Bradley D. 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 April 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 10 day of May 2024

Bradley D. Kimble Sheriff of Pendleton County