

AT A COUNTY COMMISSION CONTINUED AND HELD FOR PENDLETON COUNTY, WEST VIRGINIA, AT THE COURTHOUSE THEREOF, ON TUESDAY, MAY 5, 2020.

PRESENT: COMMISSIONERS GENE McCONNELL, CARL HEVENER AND CAROLE HARTMAN.

ORDERED THAT THE FOLLOWING ALLOWANCES BE MADE PAYABLE OUT OF GENERAL COUNTY FUND:

Check No. 31097 - 31122 \$18,046.93

ORDERED THAT THE FOLLOWING ALLOWANCES BE MADE PAYABLE OUT OF COAL SEVERANCE FUND:

Check Nos. 200045 - 200048 \$1,363.44

ORDERED THAT THE FOLLOWING ALLOWANCES BE MADE PAYABLE OUT OF MAGISTRATE COURT FUND:

Check Nos. 300059 - 300060 \$51.84

ORDERED THAT THE FOLLOWING ALLOWANCES BE MADE PAYABLE OUT OF 911 FUND:

Check Nos. 3298 – 3307 \$2,737.64

ORDERED THAT THE FOLLOWING ALLOWANCES BE MADE PAYABLE OUT OF PARKS AND RECREATION FUND:

Check Nos. 1059 - 1065 \$1,321.76

Minutes of the April 21, 2020 meeting of the County Commission were unanimously approved.

Maintenance:

AQS is currently doing the annual spring maintenance work.

Carole Hartman had received a request to place a porta-john in the Town limits since most businesses are closed and no public restrooms are available. The Town opted not to place one. Gene McConnell made a motion to place one, vote unanimous.

Gene mentioned that Judge Carl had informed him that the court system is currently scheduled to open after May 15th, unless a new order is made. Discussion was had as to when the Courthouse should open up and if the County should hire someone to screen the public before being allowed into the Courthouse. Elise White, County Clerk, stated that Early Voting begins on May 27 and runs through June 6 in the Courthouse. Suggestion was made that will need to be open for voters only during that time but to shoot for the end of June to fully open but will adjust accordingly if something changes.

The Commissioners discussed with the Elected Officials what their office needs are for protecting their employees. Carolyn Sponaule, Assessor, asked the Commission if they were ok with her employee doing drive-by assessments in lieu of her getting out of the car to adhere with social distancing requirements. The Commissioners had no problem with that.

Each Elected Official stated that plexiglass would be desirable at the counters. The Circuit Clerk Office and two of the Magistrate Offices would be able to have installed a window with sliding glass panels for the public to use. Kevin Puffenberger's Office would not be able to have either a window or the plexiglass. Karen Pitsenbarger, County Administrator, will contact Eddie Simpson and check with each office for details.

The Commission stated that the money received from the Governor's Office should be able to be used for these COVID-19 expenses in addition to those used by the Rescue Squads, Fire Departments, Senior Centers, Nursing Home and Health Department. They would need to submit receipts on a quarterly basis. Gene noted that the accounting for these expenses need to be kept completely separate from our regular business accounting.

The Commission opted to not purchase any additional Cyber Risk liability insurance above what was already provided for in the fiscal year 2021 WVCorp policy.

Bruce Minor, Office of Emergency Operations Director, and Diana Mitchell, 911 Director, discussed with the Commissioners what personal protection equipment (ppe) for the County would be required to have on hand for one year.

Gene McConnell told Diana Mitchell to let the first responders know how much they are appreciated by the Commissioners.

On motion of Carl Hevener, vote unanimous, Sue Harper was reappointed as a board member for a five-year term on the Pendleton County Library beginning July 1, 2020.

On motion of Carole Hartman, vote unanimous, Carl Hevener was reappointed as a board member for a three-year term on the Potomac Valley Transit Authority and the Region 8 Solid Waste Authority.

On motion of Carole Hartman, vote unanimous, an Emergency Policy for County employees was approved.

Pendleton County State of Emergency Compensation Policy

Purpose

The purpose of this policy is to establish a County wide pay policy specifically to address the state of emergency declared on March 17, 2020 due to the pandemic caused by the COVID-19 virus. This policy shall remain in effect until the Governor of the state of WV or the President of the United States declares an end to the state of emergency.

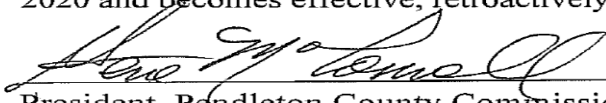
Procedure

Pursuant to the Pendleton County Emergency declaration of March 17, 2020 requiring alteration of County employee's working schedule, the following policy is enacted.

1. All regular full-time, hourly or salaried employees, whose regular work schedule occurs during the Declared Emergency, who are instructed to not report to work, who are released from work or whose office is working with a reduced staff will be paid their regular wages for all hours not worked during their regular work schedule.
2. All regular full-time hourly or salaried employees who work their regularly scheduled work period during a declared emergency and County offices are working with a reduction in staff or are closed shall be paid their regular hourly wages for any hour(s) worked in the office during this period.
3. This policy specifically exempts all Elected Officials from receiving any pay not specifically authorized by the state-imposed salary schedule for elected officials.
4. All regular full or part time, hourly or salaried employees who are on prior approved leave will not be charged for such leave if operations are officially shut down, or if not required to work because of the staffing requirements of their office during the period of pre-scheduled leave.

5. All regular full or part time, hourly or salaried employees required to report to work who call in sick, or take unscheduled leave during the period for which they were required to report to work, will be charged leave time, unless such leave is covered by the Family Medical Leave Act or any of its extended programs.
6. All other terms and conditions of employment shall remain in effect prior to, during and after the Declared Emergency.
7. Any employee receiving any authorized additional pay during a declared State of Emergency will receive the additional compensation in the form of a onetime salary adjustment within 30 days after the declaration has expired. In order to receive payment a statement of hours worked including dates and signed by the employee and the Department head will be required.
8. The Pendleton County Commission reserves the right to consider unique pay situations as they arise throughout a Declared Emergency. Additionally, the Pendleton County Commission reserves the right to modify this policy as may be necessary to align the policy with fiscal realities as they emerge.

The above is approved by the Pendleton County Commission this 5th day of May, 2020 and becomes effective, retroactively, to the 17th day of March, 2020.



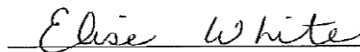
 President, Pendleton County Commission



 Carl Hevener, Commissioner



 Carole Hartman, Commissioner



 Elise White, Clerk, Pendleton County 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 AND CONFIRMED.

The probation of the Last Will and Testament of **Shirley Bingman, deceased**; Witnesses by affidavit, Hobie Dodd and Marlene G. Leach; The appointment of Thomas M. Burgoyne as Executor of the **Estate of Shirley Bingman, deceased**; Bond not required per Last Will and Testament of deceased.

The probation of the Last Will and Testament of **Delton Ray Hammer, deceased**; Witnesses by affidavit, Patricia M. Musgrove and Winona R. Hewitt; The appointment of Debbie Mowery as Executrix of the **Estate of Delton Ray Hammer, deceased**; Bond not required per Last Will and Testament of deceased.

The probation of the Last Will and Testament of **Ellen McLaughlin Mitchell, deceased**; Witnesses by affidavit, Tamara J. Smith and Louise Moore; The appointment of Cary Ann Hevener as Executrix of the **Estate of Ellen McLaughlin Mitchell, deceased**; Bond not required per Last Will and Testament of deceased.

THE FOLLOWING SETTLEMENTS OF ACCOUNTS WERE THIS DAY PRESENTED TO THE COMMISSION, APPROVED AND ORDERED RECORDED AND FILED:

Denise I. VanMeter, as Administratrix of the **Estate of Warren E. VanMeter, deceased**; Waiver of Final Settlement

There were no exonerations.

ORDERED THAT COMMISSION DO ADJOURN UNTIL TUESDAY, MAY 19, 2020.

President