

AT A COUNTY COMMISSION HELD FOR PENDLETON COUNTY, WEST VIRGINIA, AT THE COURTHOUSE, ON TUESDAY, NOVEMBER 16, 2021 AT 9:00 A.M.

COMMISSIONERS PRESENT: GENE MCCONNELL, PRESIDENT, CARL HEVENER AND CAROLE HARTMAN

OTHERS PRESENT: KAREN PITSENBARGER, COUNTY ADMINISTRATOR; ELISE WHITE, COUNTY CLERK; RICK GILLESPIE, EMERGENCY SERVICES COORDINATOR; DIANA MITCHELL, 911 DIRECTOR; KEN BUSTIN, EDITOR, THE PENDLETON TIMES; CHAD BOWERS, SHERIFF; APRIL MALLOW, PROSECUTING ATTORNEY

Minutes of the November 2, 2021 meeting of the County Commission, on motion of Carole Hartman, were unanimously approved.

Maintenance:

Phones are not working as of now except for main number. Frontier estimates November 23 to get everything resolved.

Have received very large water bills for Pendleton County Community Building for last two months. Believe problem is the bathrooms on fire and rescue squad side. They were fixed last month but appear to be broken again. Was recommended to convert commodes to type that have in Courthouse with no tank. Karen Pitsenbarger, County Administrator, will check on this.

No icemaker yet at Clinton Hedrick Community Building. None are available at this time.

Snow removal will be done by same company as last year – Mountain View Lawn Service.

Diana Mitchell, 911 Director, had nothing new to report.

Rick Gillespie, Emergency Services Coordinator, said he is still working on the 911 policy manual. He will have Diana review before finalizing. He informed the Commission that our dispatchers have begun shadowing the Grant County 911 telecommunicators. Since we are back-ups for each other, this will give everyone broader horizons on how things are done in each County.

The Public Service Commission (PSC) has been communicating with Rick regarding the complaint made against Frontier.

James Rossi, Department of Transportation, contacted Rick regarding runaway trucks on Allegheny Mountain. They will not be installing the catch net system but will use the TL5 barriers instead.

April Mallow, Prosecuting Attorney, presented to the Commission the rewording in the contract with Omni Associates of one paragraph that she and Jeffrey Bowers had come up with. Three other paragraphs in the contract were struck out. She will make the changes and forward the amended contract to Omni.

Elise White, County Clerk, said she and Atlas Geographic are working on figures to determine if will need any new precincts and hope to have them done by end of December. Carole Hartman said that the Ruddle Park board had accepted the insurance policy from WVCORP. They will be removed from the County policy.

A letter was received from the Department of Environmental Protection (DEP) regarding deficient dams. Dam #6 is located in Pendleton County and was on the list. The dam is owned by David Judy. Mr. Judy drafted a letter for the County to send to the DEP informing them that the County is not responsible for fixing the dam. He requested that the County also send a separate letter to the DEP. Gene requested April Mallow to draft that letter. On motion of Carole Hartman, vote unanimous, to send the letters to the DEP.

On motion of Carole Hartman, vote unanimous, Naomi Bates was appointed to the Board of Parks and Recreation to finish Nancy Sites' position through the end of the year and for a two-year term ending December 31, 2023.

Carl Hevener made a motion, vote unanimous, to allow employees to close their offices from 11:30 a.m. to 1:30 p.m. on December 8, 2021 for the Courthouse Christmas luncheon.

The Assessor, Sandie Smith, has completed the Farm Census of 2021 and has satisfactorily complied with the requirements of the Farm Statistics Law. She is eligible to receive a supplement in the amount of \$50.00.

Chad Bowers, Sheriff, informed the Commission that the 2013 Ford Interceptor's motor has gone out. Since it has 150,000 miles, he recommends that the County not repair it and put it out for bid "as is".

The Commission reviewed the Sheriff's monthly financial statement for October 2021. They also reviewed the tax sale and final disposition list.

DATE: 11/05/21 SHERIFF'S ACCOUNTING SYSTEM PAGE: 1
 TIME: 11:40:19 BANK BALANCE AS OF 10/31/2021 PROG: SA0068

PENDELTON COMMUNITY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
GENERAL COUNTY CHECKING	2,575,832.38	99,312.10-	9,594.10	2,486,114.38✓
PENDELTON COUNTY 911	144,587.13	17,293.01-	.00	127,294.12✓
HOME DETENTION	62,388.04	8.58-	.00	62,379.46✓
RESERVE FOR SPEC EMERG	55,850.85	.00	.00	55,850.85✓
PARKS & REC	71,078.90	277.80-	.00	70,801.10✓
PCCB	1,876.62	.00	.00	1,876.62✓
HEALTH REIMB	277,699.19	.00	.00	277,699.19✓
ASSESSOR'S VAL	140,830.37	.00	2,816.02	143,646.39✓
FINAN STABIL FUND	678,699.83	.00	.00	678,699.83✓
CONCEALED WEAPONS	21,340.45	425.00-	10.00	20,925.45✓
SPECIAL LAW ENFORCEMENT	3,221.23	.00	.00	3,221.23✓
COVID-19	2,828.42	.00	.00	2,828.42✓
AMER RES PLAN ACT	675,833.50	.00	.00	675,833.50✓
BOARD OF HEALTH	249,947.68	16,780.25-	.00	233,167.43✓
CLEARING ACCOUNT	.00	.00	.00	.00✓
FINANCIAL STAB.-CD 2	604,216.34	.00	.00	604,216.34✓
FINANCIAL STAB.-MONEY MAR	228,832.12	.00	.00	228,832.12✓
GENERAL CO 12 MONTH CD	273,758.70	.00	.00	273,758.70✓
GENERAL CO 6 MONTH CD	53,141.09	.00	.00	53,141.09✓
GENERAL CO MONEY MARKET	862,695.69	.00	.00	862,695.69✓
911 SUPER SAVINGS	591,668.82	.00	.00	591,668.82✓
911 24 MONTH CD	9,502.67	.00	.00	9,502.67✓
*** BANK TOTAL ***	7,585,830.02	134,096.74-	12,420.12	7,464,153.40
SUMMIT COMMUNITY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
WORTHLESS CHECK	1,686.34	.00	.00	1,686.34✓
PEND CO HOUSING	66,075.94	.00	.00	66,075.94✓
*** BANK TOTAL ***	67,762.28	.00	.00	67,762.28
THE GRANT COUNTY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
CHCB	192.95	116.40-	.00	76.55
*** BANK TOTAL ***	192.95	116.40-	.00	76.55✓
*** COUNTY TOTAL ***	7,653,785.25	134,213.14-	12,420.12	7,531,992.23
CASH ON HAND				200.00
MAG CRT WITNESS				17.80
*** TOTAL ***				7,532,210.03

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	3704503.40	157941.87	313813.17-	3548632.10 ✓
FUND - 002	COAL SEVERANCE				
	FUND 002 TOTALS	4649.75	4073.65	954.14-	7769.26 ✓
FUND - 003	DOG AND KENNEL				
	FUND 003 TOTALS	7533.32	382.00	54.90-	7860.42 ✓
FUND - 004	GENERAL SCHOOL				
	FUND 004 TOTALS	33012.75	1375.25	.00	34388.00 ✓
FUND - 005	MAGISTRATE COURT				
	FUND 005 TOTALS	4868.61	210.00	310.48-	4768.13 ✓
FUND - 006	WORTHLESS CHECK				
	FUND 006 TOTALS	1686.34	.00	.00	1686.34 ✓
FUND - 007	PEND CO 911				
	FUND 007 TOTALS	630968.84	140883.19	43386.42-	728465.61 ✓
FUND - 008	HOME DETENTION				
	FUND 008 TOTALS	61594.81	1050.00	265.35-	62379.46 ✓
FUND - 011	RES FOR SPEC EMERG				
	FUND 011 TOTALS	55846.11	4.74	.00	55850.85 ✓
FUND - 013	BOARD OF PARKS				
	FUND 013 TOTALS	66525.89	5832.52	1557.31-	70801.10 ✓
FUND - 024	PEND CO HOUSING				
	FUND 024 TOTALS	66070.87	5.07	.00	66075.94 ✓
FUND - 025	CHCB				
	FUND 025 TOTALS	335.72	.00	259.17-	76.55 ✓
ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 026	PCCB				
	FUND 026 TOTALS	1907.55	891.12	922.05-	1876.62 ✓
FUND - 052	HEALTH REIMB				
	FUND 052 TOTALS	274379.64	3739.62	420.07-	277699.19 ✓
FUND - 056	ASSESSOR VALUATION				
	FUND 056 TOTALS	159480.69	3140.86	18975.16-	143646.39 ✓
FUND - 058	FINAN STABIL FUND				
	FUND 058 TOTALS	1510438.77	1309.52	.00	1511748.29 ✓
FUND - 059	CONCEALED WEAPONS				
	FUND 059 TOTALS	20410.45	515.00	.00	20925.45 ✓
FUND - 073	SPEC LAW ENF INVEST				
	FUND 073 TOTALS	3221.17	.06	.00	3221.23 ✓
FUND - 206	COVID-19				
	FUND 206 TOTALS	3031.85	.00	203.43-	2828.42 ✓
FUND - 207	AMER RES PLAN ACT				
	FUND 207 TOTALS	675833.50	.00	.00	675833.50 ✓
FUND - 312	CRIMINAL CHARGES				
	FUND 312 TOTALS	.00	47.00	47.00-	.00 ✓
FUND - 313	COURT REPORTER				
	FUND 313 TOTALS	.00	290.00	290.00-	.00 ✓
FUND - 314	STATE FINES				
	FUND 314 TOTALS	.00	30.00	30.00-	.00 ✓
FUND - 315	STATE POLICE				
	FUND 315 TOTALS	.00	425.00	425.00-	.00 ✓

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 316	STATE CURRENT				
	FUND 316 TOTALS	.00	749.71	749.71-	.00 ✓
FUND - 364	TAX LIEN				
	FUND 364 TOTALS	67324.91	.00	.00	67324.91 ✓
FUND - 365	DELINQ NONENTERED				
	FUND 365 TOTALS	5184.84	.00	.00	5184.84 ✓
FUND - 366	BOARD OF HEALTH				
	FUND 366 TOTALS	254045.48	22176.00	43054.05-	233167.43 ✓
FUND - 373	GEN CURRENT EXPENSES				
	FUND 373 TOTALS	.00	56597.11	56597.11-	.00 ✓
FUND - 378	FRANKLIN CURRENT				
	FUND 378 TOTALS	.00	2224.88	2224.88-	.00 ✓
FUND - 903	CLEARING ACCOUNT				
	FUND 903 TOTALS	.00	501.12	501.12-	.00 ✓
	FINAL TOTALS	7612855.26	404395.29	485040.52-	7532210.03
	BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:	7,653,785.25			
	ORDERS/DEBITS OUTSTANDING:	134,213.14-			
	DEPOSITS/CREDITS OUTSTANDING:	12,420.12			
	NET BANK BALANCE	7,531,992.23			
	CASH ON HAND	200.00			
	MAG CRT WITNESS	17.80			
	TOTAL IN COUNTY DEPOSITRIES AND OFFICES:	7,532,210.03			

I, Charles J. Pe... 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 October 2021 showing the balance on hand at the beginning 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 5th day of November 2021

Charles J. Pe... Sheriff of Pendleton County

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 CAROLE HARTMAN, AND UNANIMOUSLY CONFIRMED.

The probaton of the Last Will and Testament of **Velma Jean Smith, deceased**; Witnesses by affidavit, Sherry Halterman and Patricia M. Musgrove; The appointment of Sherril Jean Thompson as Executrix of the **Estate of Velma Jean Smith, deceased**; Bond not required per Last Will and Testament of deceased.

The probaton of the Last Will and Testament of **Richard G. Warner, deceased**; Witnesses by affidavit, Tamara J. Smith and Louise Moore; The appointment of Ruth A. Warner as Executrix of the **Estate of Richard G. Warner, deceased**; Bond not required per Last Will and Testament of deceased.

THE FOLLOWING SETTLEMENTS OF ACCOUNTS WERE THIS DAY PRESENTED TO THE COMMISSION AND APPROVED ON MOTION OF CARL HEVENER, AND UNANIMOUSLY CONFIRMED:

Jonathan Warner, as Administrator cta of the **Estate of Dewayne Allen Warner, deceased**; Affidavit and Waiver of Final Settlement

J.P. Mowery, Executor of the **Estate of Bonnie Lou Mowery, 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. 32540 – 32575	\$36,518.75
MAGISTRATE COURT FUND:	Check No. 300123	\$24.00
911 FUND:	Check Nos. 3634 – 3644	\$19,154.88
HOME CONFINEMENT FUND:	Check No. 262	\$269.70
PARKS & RECREATION FUND:	Check No. 1200	\$59.24
PENDLETON CO COMM BLDG FUND:	Check No. 1185	\$455.75

Delta Dental will apply a 4% reduction in premiums that will be effective for 24 months beginning January 1, 2022.

ORDERED THAT COMMISSION DO ADJOURN ON MOTION OF CARL HEVENER, VOTE UNANIMOUS, UNTIL TUESDAY, DECEMBER 7, 2021.

President