

AT A COUNTY COMMISSION HELD FOR PENDLETON COUNTY, WEST VIRGINIA, AT THE COURTHOUSE, ON TUESDAY, NOVEMBER 17, 2020 AT 9:00 A.M.

COMMISSIONERS PRESENT: GENE McCONNELL, PRESIDENT; CARL HEVENER AND CAROLE HARTMAN

COUNTY EMPLOYEES PRESENT: KAREN PITSENBARGER, COUNTY ADMINISTRATOR; ELISE WHITE, COUNTY CLERK; BRUCE MINOR, OEM DIRECTOR; DIANA MITCHELL, 911 DIRECTOR

PUBLIC PRESENT: SHAWN STINSON, THE PENDLETON TIMES

Minutes of the October 20, 2020 meeting of the County Commission, on motion of Carole Hartman, were unanimously approved.

Maintenance:

No major maintenance issues.

Air Quality Systems has been doing general maintenance and a new ladder for roof access has been installed.

No representative from the Pendleton County Health Department attended the meeting. Shawn Stinson stated that there are currently 7 active cases in the County with no hospitalizations.

Diana Mitchell, 911 Director, informed the Commission that the bookmarks have been added to the address system and everything is working as it should. She also stated that Paul Mallow and Bob Horan are working on the street signs and currently have about 9 – 10 signs to install and/or maintain in the county. Personnel coverage is adequate at this time.

Karen Pitsenbarger, County Administrator, verified with the Commission that the security contract was ending today. Each office will be responsible for limiting the number of customers in their office and that all are wearing masks. She stated that an inquiry was made as to whether the decontaminating in the Courtroom after court will continue. The Commission stated that this should continue for now as case numbers are increasing. It is being paid out of the COVID-19 funds for now.

Carole Hartman suggested that the poll workers be given an increase for working on Election Day. They are working an average of 15 hours, including travel time, that day. She made a motion, vote unanimous, that the training amount remain at \$25 but the Election Day pay be increased by \$50. The Commission requested that a note be included with their check informing them of the increase and thanking them for working.

On motion of Carl Hevener, vote unanimous, the Commission approved the notice that was received from the State Tax Department that Carolyn B. Sponaugle, Assessor of Pendleton County, has substantially complied with the “assessor’s additional duties” as delineated in West Virginia Code §7-7-6a entitling her to additional compensation of \$15,000.00 as provided in the WV Code §7-7-6b.

On motion of Carole Hartman, vote unanimous, a list of 2019 real estate purchased by individuals for taxes was reviewed by the Commission, approved and filed in the County Clerk’s Office.

The Sheriff’s monthly financial statement for October 2020 was reviewed and filed.

PENDLETON COMMUNITY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
GENERAL COUNTY CHECKING	1,589,614.81	94,272.41-	8,080.58	1,503,422.98
PENDLETON COUNTY 911	52,770.25	711.95-	.00	52,058.30
HOME DETENTION	56,802.09	8.58-	.00	56,793.51
RESERVE FOR SPEC EMERG	55,795.03	.00	.00	55,795.03
PARKS & REC	77,007.36	.00	.00	77,007.36
PCCB	524.36	.00	.00	524.36
HEALTH REIMB	271,186.46	.00	.00	271,186.46
ASSESSOR'S VAL	90,831.08	.00	2,226.82	93,057.90
FINAN STABIL FUND	666,726.13	.00	.00	666,726.13
CONCEALED WEAPONS	16,335.98	550.00-	55.00	15,840.98
SPECIAL LAW ENFORCEMENT	3,078.54	.00	.00	3,078.54
COVID-19	19,362.20	.00	.00	19,362.20
BOARD OF HEALTH	246,876.72	19,659.70-	898.68	228,115.70
CLEARING ACCOUNT	.00	.00	.00	.00
FINANCIAL STAB.-CD 2	600,000.00	.00	.00	600,000.00
FINANCIAL STAB.-MONEY MAR	607,802.39	.00	.00	607,802.39
GENERAL CO 12 MONTH CD	273,211.73	.00	.00	273,211.73
GENERAL CO 6 MONTH CD	53,074.82	.00	.00	53,074.82
GENERAL CO MONEY MARKET	481,217.87	.00	.00	481,217.87
911 SUPER SAVINGS	459,979.07	.00	.00	459,979.07
911 24 MONTH CD	9,432.56	.00	.00	9,432.56
*** BANK TOTAL ***	5,631,629.45	115,202.64-	11,261.08	5,527,687.89

SUMMIT COMMUNITY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
WORTHLESS CHECK	1,560.64	.00	.00	1,560.64
PEND CO HOUSING	65,984.01	.00	.00	65,984.01
*** BANK TOTAL ***	67,544.65	.00	.00	67,544.65

THE GRANT COUNTY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
CHCB	20.94	.00	.00	20.94
*** BANK TOTAL ***	20.94	.00	.00	20.94

*** COUNTY TOTAL ***	5,699,195.04	115,202.64-	11,261.08	5,595,253.48
CASH ON HAND				200.00
CIR WITNESS				24.80
MAG WITNESS				29.00
*** TOTAL ***				5,595,507.28

DATE: 11/05/20
TIME: 13:48:14

PENDLETON COUNTY
FINANCIAL STATEMENT
MONTH ENDING- 10/2020

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		1700570.66	753645.70	249303.07-	2204913.29
FUND - 002	COAL SEVERANCE				
FUND 002 TOTALS		12854.74	2600.97	2118.35-	13337.36
FUND - 003	DOG AND KENNEL				
FUND 003 TOTALS		5665.88	406.00	90.00-	5981.88
FUND - 004	GENERAL SCHOOL				
FUND 004 TOTALS		22368.64	2205.50	.00	24574.14
FUND - 005	MAGISTRATE COURT				
FUND 005 TOTALS		7871.06	181.00	411.09-	7640.97
FUND - 006	WORTHLESS CHECK				
FUND 006 TOTALS		1560.64	.00	.00	1560.64
FUND - 007	PEND CO 911				
FUND 007 TOTALS		563860.85	8684.39	51075.31-	521469.93
FUND - 008	HOME DETENTION				
FUND 008 TOTALS		56910.96	.00	117.45-	56793.51
FUND - 011	RES FOR SPEC EMERG				
FUND 011 TOTALS		55790.29	4.74	.00	55795.03
FUND - 013	BOARD OF PARKS				
FUND 013 TOTALS		74691.38	3774.04	1458.06-	77007.36
FUND - 024	PEND CO HOUSING				
FUND 024 TOTALS		65971.39	12.62	.00	65984.01
FUND - 025	CHCB				
FUND 025 TOTALS		20.94	.00	.00	20.94

DATE: 11/05/20
TIME: 13:48:14

PENDLETON COUNTY
FINANCIAL STATEMENT
MONTH ENDING- 10/2020

PROG: SA058B

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 026	PCCB				
	FUND 026 TOTALS	753.34	200.00	428.98-	524.36
FUND - 052	HEALTH REIMB				
	FUND 052 TOTALS	268147.43	3652.97	613.94-	271186.46
FUND - 056	ASSESSOR VALUATION				
	FUND 056 TOTALS	103143.02	2559.68	12644.80-	93057.90
FUND - 058	FINAN STABIL FUND				
	FUND 058 TOTALS	1871466.55	3061.97	.00	1874528.52
FUND - 059	CONCEALED WEAPONS				
	FUND 059 TOTALS	15247.88	665.00	71.90-	15840.98
FUND - 073	SPEC LAW ENF INVEST				
	FUND 073 TOTALS	3078.46	.08	.00	3078.54
FUND - 206	COVID-19				
	FUND 206 TOTALS	31214.68	.00	11852.48-	19362.20
FUND - 312	CRIMINAL CHARGES				
	FUND 312 TOTALS	.00	225.00	225.00-	.00
FUND - 313	COURT REPORTER				
	FUND 313 TOTALS	.00	260.00	260.00-	.00
FUND - 314	STATE FINES				
	FUND 314 TOTALS	.00	.00	.00	.00
FUND - 315	STATE POLICE				
	FUND 315 TOTALS	.00	550.00	550.00-	.00
FUND - 316	STATE CURRENT				
	FUND 316 TOTALS	.00	768.56	768.56-	.00

DATE: 11/05/20
TIME: 13:48:14

PENDLETON COUNTY
FINANCIAL STATEMENT
MONTH ENDING- 10/2020

PROG: SA058B

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 364	TAX LIEN				
	FUND 364 TOTALS	49548.72	.00	.00	49548.72
FUND - 365	DELINQ NONENTERED				
	FUND 365 TOTALS	5184.84	.00	.00	5184.84
FUND - 366	BOARD OF HEALTH				
	FUND 366 TOTALS	234880.17	28080.38	34844.85-	228115.70
FUND - 373	GEN CURRENT EXPENSES				
	FUND 373 TOTALS	.00	863749.79	863749.79-	.00
FUND - 378	FRANKLIN CURRENT				
	FUND 378 TOTALS	.00	1568.05	1568.05-	.00
FUND - 903	CLEARING ACCOUNT				
	FUND 903 TOTALS	.00	845.89	845.89-	.00
	FINAL TOTALS	5150802.52	1677702.33	1232997.57-	5595507.28
	BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:	5,699,195.04			
	ORDERS/DEBITS OUTSTANDING:	115,202.64-			
	DEPOSITS/CREDITS OUTSTANDING:	11,261.08			
	NET BANK BALANCE	5,595,253.48			
	CASH ON HAND	200.00			
	CIR WITNESS	24.80			
	MAG WITNESS	29.00			
	TOTAL IN COUNTY DEPOSITRIES AND OFFICES:	5,595,507.28			

I, Donald Hedrick 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 2020 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 10 day of November 2020

Donald E. Hedrick Sheriff of Pendleton County

Bruce Minor, Emergency Services Director, stated that he had assisted, through the National Guard, on obtaining some personal protective equipment (PPE) for the Nursing Home. He also stated that there had been an issue with the Mobile Kenwood Radios not being compatible with the new software at 911. Rick Gillespie was instrumental on obtaining an upgrade from Hardy County to allow the radios to be compatible.

Kristen Dingess, Pendleton County Economic and Community Development Authority (PCECDA) member, updated the Commission on the hiring of a new PCECDA director. The Commission reviewed the guidelines for a director that she had submitted and suggested some changes and additions to the document. She will discuss these changes with the PCECDA board and will meet with the Commission again at their December 15th meeting.

Basagic Funeral Home has requested that Donald Hedrick, Sheriff, be appointed as Administrator for Robert Evan Spencer, deceased as there are no known heirs. On motion of Carole Hartman, vote unanimous, the Sheriff was appointed as Administrator.

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 appointment of Connie Marie Hartman as Administratrix of the **Estate of Tammy Sue Pennington, deceased.** Bond in the amount of \$500.00 with Theodore Lambert Hartman, Jr. as Surety.

The probation of the Last Will and Testament of **Madeline V. Whitecotton, deceased;** Witnesses by affidavit, Marion L. Daniels and Clyde M. See, Jr.; The appointment of Barbara Whitecotton as Executrix of the **Estate of Madeline V. Whitecotton, deceased;** Bond not required per Last Will and Testament of deceased.

The probation of the Last Will and Testament of **Norman Blake Landis, deceased;** Witnesses by affidavit, Nilah Jane Heishman and H. Charles Carl, III; The appointment of Stephen B. Landis as Executor of the **Estate of Norman Blake Landis, deceased;** Bond not required per Last Will and Testament of deceased.

The probation of the Last Will and Testament of **Otis Harper, Jr., deceased;** Witnesses by affidavit, J. Stuart Bowers, II and Kathy O. Bowers; The appointment of Terry Harper and Debra Glover as Co-Executors of the **Estate of Otis Harper, Jr., deceased;** Bond not required per Last Will and Testament of deceased.

The appointment of Mark D. Harper as Administrator of the **Estate of Chad Steven Miller, deceased.** Bond in the amount of \$10,000.00 with Darlene S. Miller as Surety.

The probation of the Last Will and Testament of **Eula Black, deceased;** Witnesses by affidavit, Patricia M. Musgrove and Kathy O. Bowers; The appointment of Denese Harold as Executrix of the **Estate of Eula Black, deceased;** Bond not required per Last Will and Testament of deceased.

The probation of the Last Will and Testament of **Rodney Hedrick, deceased;** Witnesses by affidavit, Jeffrey S. Bowers and Penny K. Lambert; The appointment of Edith L. Hedrick as Executrix of the **Estate of Rodney Hedrick, deceased;** Bond not required per Last Will and Testament of deceased.

The appointment of Richard Judy as Administrator of the **Estate of Tiffany Ann Wimer, deceased.** Bond in the amount of \$500.00 with Sandra Judy as Surety.

The probation of the Last Will and Testament of **Orville Preston Judy, deceased**; Witnesses by affidavit, Judy K. Grimm and Marcia C. Warner; The appointment of Cindy Shreve Ours, fka Cindy Shreve Landis, as Administratrix cta of the **Estate of Orville Preston Judy, deceased**; Bond not required per Last Will and Testament of deceased.

The probation of the Last Will and Testament of **Robert Edgar Propst, deceased**; Witnesses by affidavit, Jeffrey S. Bowers and Roxanne J. Hoover; The appointment of Teresa Diane Propst as Executrix of the **Estate of Robert Edgar Propst, deceased**; Bond not required per Last Will and Testament of deceased.

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

Dale Burns, as Administrator of the **Estate of Charles A. Burns, deceased**; Affidavit and Waiver of Final Settlement

Sherry L. Pennington, as Executrix of the **Estate of Donald D. Pennington, deceased**; Affidavit and Waiver of Final Settlement

Rose Ann Sites, as Administratrix of the **Estate of Robert Carl Sites, deceased**; Waiver of Final Settlement

Vicki Grypa, as Executrix of the **Estate of Ida P. Moyers, deceased**; Affidavit and Waiver of Final Settlement

Mary Lee Ruddle, as Administratrix of the **Estate of Carolyn Catherine Ruddle, deceased**; Waiver of Final Settlement

Michael E. Skiles, as Executor of the **Estate of Ruby E. Skiles, deceased**; Affidavit and Waiver of Final Settlement

Cary A. Hevener, as Executrix of the **Estate of Ellen M. Mitchell, deceased**; Waiver of Final Settlement

Toby L. Peer, as Executor of the **Estate of Robert O. Peer, deceased**; Waiver of Final Settlement

Garry C. Propst, as Administrator of the **Estate of Edith Stone, deceased**; Waiver of Final Settlement

The following exonerations were approved on motion of Carole Hartman, vote unanimous:

Martin T. Hartman, Franklin District, \$330.80

Stephen J. & Michael K. Callen, Union District, \$1,079.68

Elise White, County Clerk, informed the Commission that Highmark Blue Cross Blue Shield will be giving a premium holiday for the month of December. No health insurance premiums will be due for that month.

ORDERED THAT THE FOLLOWING ALLOWANCES BE MADE PAYABLE OUT OF:

GENERAL COUNTY FUND:	Check Nos. 31585 - 31645	\$58,673.81
COAL SEVERANCE FUND:	Check Nos. 200072 – 200075	\$1,320.47
DOG & KENNEL FUND:	Check No. 419	\$19.80
MAGISTRATE COURT FUND:	Check Nos. 300078 – 300080	\$551.16
911 FUND:	Check Nos. 3420 – 3443	\$36,737.02
HOME CONFINEMENT FUND:	Check No. 249	\$141.25
PARKS & RECREATION FUND:	Check Nos. 1104 – 1109	\$349.67
PENDLETON CO. COMM. BLDG.:	Check No. 1165	\$205.58
COVID-19 FUND:	Check Nos. 146 - 149	\$2,637.76

Karen Pitsenbarger informed the Commission that there was no grant money approved for the storage/office building. There are companies willing to give estimates on a new building but will need the specifications. She also mentioned that April Mallow will need a budget for setting up the new Prosecuting Attorney office space. The Commission requested that she let them know what she would be needing. The County had recently purchased a new copier for the current Prosecuting Attorney’s office and it will be transferred to the new office.

ORDERED THAT COMMISSION DO ADJOURN ON MOTION OF CARL HEVENER, VOTE UNANIMOUS, UNTIL TUESDAY, DECEMBER 1, 2020.

President