

AT A COUNTY COMMISSION HELD FOR PENDLETON COUNTY, WEST VIRGINIA, AT THE COURTHOUSE, ON TUESDAY, NOVEMBER 18, 2025 AT 9:00 A.M.

COMMISSIONERS PRESENT: CARL HEVENER AND ROGER DAHMER

OTHERS PRESENT: ELISE WHITE, COUNTY CLERK; KAREN PITSENBARGER, COUNTY ADMINISTRATOR; RICK GILLESPIE, EMERGENCY SERVICES COORDINATOR; DIANA MITCHELL, 911 DIRECTOR; ANNIE HUMES, CVB DIRECTOR; STEPHEN SMOOT, THE PENDLETON TIMES; MIKE ALT; JENNIFER TAYLOR-IDE

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

Minutes of the November 4, 2025 regular meeting of the County Commission, on motion of Commissioner Dahmer, were unanimously approved.

A request was made for the Commission to purchase a flag for the Clinton Hedrick gravesite in the North Fork Cemetery.

The Pendleton County Health Department requested that the back steps be replaced. Eddie Simpson will check them and get an estimate to replace.

Diana Mitchell, 911 Director, received a road name request for a new road across from the 911 Center. On motion of Commissioner Dahmer, vote unanimous, the road will be named Hickory Haven Lane.

Commissioner Dahmer made a motion, vote unanimous, to table the 911 Fee Ordinance until a later meeting.

Rick Gillespie, Emergency Services Coordinator, reported that all the fires in the County the last weeks have died down. He mentioned that the estimated cost to repair the drone is almost as much as the cost of a new one. An insurance claim has been filed. The Commission advised to go ahead and purchase a new drone.

The Assessor, Sandie Smith, has completed the additional duties required under West Virginia Code §7-7-6a. On motion of Commissioner Dahmer, vote unanimous, the Commission approved the \$15,000 supplement for the additional duties' compliance.

Progress on the Annex is moving forward with no major glitches at this time. They are currently working on cutting out the entrance in the basement from the new construction to the current courthouse. Several of the windows have also been installed.

Mike Alt stated that he is waiting on estimates for a new ambulance. He also mentioned that several cabins were discovered when fighting the fires that they were not aware of. He will check with the Assessor's Office to see if they have them on their records.

There was discussion on how the Airbnb is distributing the hotel/motel tax to agencies. There is the possibility that they are distributing based on zip code instead of actual location.

Annie Humes, CVB Director, thanked Commissioner Dahmer for attending the Franklin Community Meeting last week. They had a larger turnout than expected. She also mentioned that the Department of Arts, Culture and History is sponsoring the America 250 Mural Project. This project will provide a \$5,000 grant to each County that applies, towards a mural in their County that promotes the State.

The Commission reviewed the employee timesheets and the Sheriff's financial statement for the month of October 2025.

The following appointments of administrators, executors, etc., done by the County Clerk in vacation of the Commission were approved on motion of Commissioner Dahmer, vote unanimous.

The appointment of Carla Folks as Administratrix in the **Estate of Tyler Fleming Folks-Nelson, deceased**. Bond in the amount of \$200,000.00 with Kenneth Wade Nelson as Surety

The appointment of Melissa Ours Conrad as Executrix in the **Estate of Judith B. Ours, deceased**. No bond required.

The following settlements of accounts were this day presented to the Commission and were approved on motion of Commissioner Dahmer, vote unanimous.

Carl Waybright, Executor of the **Estate of Amby Waybright, Jr., deceased**; Affidavit and Waiver of Final Settlement

The following exoneration was approved on motion of Commissioner Dahmer, vote unanimous.

Kory Feagans, Circleville District, \$1,313.00

ORDERED THAT THE FOLLOWING ALLOWANCES BE MADE PAYABLE OUT OF:

GENERAL COUNTY FUND:	Check Nos. 36205 – 36227	\$35,383.92
COAL SEVERANCE FUND:	Check No. 200323	\$146.48
911 FUND:	Check Nos. 4556– 4562	\$40,222.15
HOME CONFINEMENT FUND:	Check Nos. 372 - 374	\$2,101.64
PARKS & RECREATION FUND:	Check No. 1601	\$64.03
CLINTON HEDRICK CB FUND:	Check No. 1202	\$35.82
PENDLETON COUNTY CB FUND:	Check No. 1284	\$315.30

ORDERED THAT COMMISSION DO ADJOURN ON MOTION OF COMMISSIONER DAHMER, VOTE UNANIMOUS, UNTIL TUESDAY, DECEMBER 2, 2025.

President

PENDLETON COMMUNITY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
GENERAL COUNTY CHECKING	1,783,994.15	145,096.94-	20,701.85	1,659,599.06
PENDLETON COUNTY 911	132,759.97	2,645.26-	.00	130,114.71
HOME DETENTION	73,915.09	.00	.00	73,915.09
PARKS & REC	59,810.59	184.05-	.00	59,626.54
CHCB	291.57	.00	.00	291.57
PCCB	3,152.80	.00	.00	3,152.80
OPIOID SETTLEMENT	94,971.09	.00	.00	94,971.09
CO FIRE PROTECTION	1,222.55	.00	.00	1,222.55
EMS SALARY ENHANCEMENT	6,917.56	.00	.00	6,917.56
HEALTH REIMB	134,875.11	.00	.00	134,875.11
ASSESSOR'S VAL	165,675.09	57,400.00-	3,722.50	111,997.59
CONCEALED WEAPONS	12,883.44	625.00-	215.00	12,473.44
ELECTION ADMIN	15,426.25	.00	.00	15,426.25
REAL PROP-E RECORDING	15,426.25	.00	.00	15,426.25
SPECIAL LAW ENFORCEMENT	6,432.17	.00	.00	6,432.17
AMER RES PLAN ACT	388,982.34	.00	.00	388,982.34
PENDCO BLDG COMM	548.05	.00	.00	548.05
CERTIFIED TO STATE	16,064.39	.00	.00	16,064.39
BOARD OF HEALTH	286,525.29	12,701.49-	.00	273,823.80
CLEARING ACCOUNT	.00	.00	.00	.00
RESER FOR SPEC EMERG MM	60,801.02	.00	.00	60,801.02
FINANCIAL STAB.-MONEY MAR	249,381.04	.00	.00	249,381.04
FINAN STABLL FUND	1,430,950.02	.00	.00	1,430,950.02
GENERAL CO MONEY MARKET	29,938.73	.00	.00	29,938.73
GEN CO CD	1,658,208.69	.00	.00	1,658,208.69
PEN CO 911 FEES FUND MM	380,941.35	.00	.00	380,941.35
911 CD FEES FUND	109,831.74	.00	.00	109,831.74
*** BANK TOTAL ***	7,119,926.34	218,652.74-	24,639.35	6,925,912.95

SUMMIT COMMUNITY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
WORTHLESS CHECK	2,042.88	.00	.00	2,042.88
*** BANK TOTAL ***	2,042.88	.00	.00	2,042.88

THE GRANT COUNTY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
*** BANK TOTAL ***	.00	.00	.00	.00
*** COUNTY TOTAL ***	7,121,969.22	218,652.74-	24,639.35	6,927,955.83
CASH ON HAND				200.00
OVERPMT-TAXES				1.76-
*** TOTAL ***				6,928,154.07

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		3325220.62	783229.88	871724.72-	✓3236725.78
FUND - 002	COAL SEVERANCE				
FUND 002 TOTALS		7336.80	.00	707.34-	✓6629.46
FUND - 003	DOG AND KENNEL				
FUND 003 TOTALS		7167.20	388.00	44.10-	✓7511.10
FUND - 004	GENERAL SCHOOL				
FUND 004 TOTALS		17422.81	1675.22	.00	✓19098.03
FUND - 005	MAGISTRATE COURT				
FUND 005 TOTALS		5070.52	153.00	24.00-	✓5199.52
FUND - 006	WORTHLESS CHECK				
FUND 006 TOTALS		2042.71	.17	.00	✓2042.88
FUND - 007	PEND CO 911				
FUND 007 TOTALS		546654.37	165067.70	90834.27-	✓620887.80
FUND - 008	HOME DETENTION				
FUND 008 TOTALS		73565.09	765.00	415.00-	✓73915.09
FUND - 011	RES FOR SPEC EMERG				
FUND 011 TOTALS		60678.60	122.42	.00	✓60801.02
FUND - 013	BOARD OF PARKS				
FUND 013 TOTALS		55744.96	5229.61	1348.03-	✓59626.54
FUND - 024	PEND CO HOUSING				
FUND 024 TOTALS		.00	.00	.00	.00
FUND - 025	CHCB				
FUND 025 TOTALS		517.39	.00	225.82-	✓291.57

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 026	PCCB				
	FUND 026 TOTALS	2539.37	1430.56	817.13-	✓ 3152.80
FUND - 040	OPIOID SETTLEMENT				
	FUND 040 TOTALS	152028.57	12.07	57069.55-	✓ 94971.09
FUND - 041	CO FIRE PROTECTION				
	FUND 041 TOTALS	1222.49	.06	.00	✓ 1222.55
FUND - 042	EMS SALARY ENHANCE				
	FUND 042 TOTALS	6917.09	.47	.00	✓ 6917.56
FUND - 052	HEALTH REIMB				
	FUND 052 TOTALS	144711.60	3999.94	13836.43-	✓ 134875.11
FUND - 056	ASSESSOR VALUATION				
	FUND 056 TOTALS	200788.70	4125.71	92916.82-	✓ 111997.59
FUND - 058	FINAN STABIL FUND				
	FUND 058 TOTALS	1675671.71	4659.35	.00	✓ 1680331.06
FUND - 059	CONCEALED WEAPONS				
	FUND 059 TOTALS	11698.44	775.00	.00	✓ 12473.44
FUND - 061	ELECTION ADMIN				
	FUND 061 TOTALS	15086.79	339.46	.00	✓ 15426.25
FUND - 062	REAL PROP- E-RECORD				
	FUND 062 TOTALS	15086.79	339.46	.00	✓ 15426.25
FUND - 073	SPEC LAW ENF INVEST				
	FUND 073 TOTALS	6431.73	.44	.00	✓ 6432.17
FUND - 207	AMER RES PLAN ACT				
	FUND 207 TOTALS	413787.34	.00	24805.00-	✓ 388982.34
FUND - 277	PENDCO BLDG COMM				
	FUND 277 TOTALS	548.05	614280.50	614280.50-	✓ 548.05
FUND - 312	CRIMINAL CHARGES				
	FUND 312 TOTALS	.00	320.00	320.00-	✓ .00
FUND - 313	COURT REPORTER				
	FUND 313 TOTALS	.00	140.00	140.00-	✓ .00
FUND - 314	STATE FINES				
	FUND 314 TOTALS	.00	.00	.00	✓ .00
FUND - 315	STATE POLICE				
	FUND 315 TOTALS	.00	625.00	625.00-	✓ .00
FUND - 316	STATE CURRENT				
	FUND 316 TOTALS	.00	1290.48	1290.48-	✓ .00
FUND - 361	CERTIFIED TO STATE				
	FUND 361 TOTALS	16064.39	.00	.00	✓ 16064.39
FUND - 364	TAX LIEN				
	FUND 364 TOTALS	68007.19	.00	.00	✓ 68007.19
FUND - 365	DELINQ NONENTERED				
	FUND 365 TOTALS	4923.64	.00	150.00-	✓ 4773.64
FUND - 366	BOARD OF HEALTH				
	FUND 366 TOTALS	282076.67	31359.01	39611.88-	✓ 273823.80
FUND - 369	DEP SHERIFF FUND				
	FUND 369 TOTALS	.00	40.00	40.00-	✓ .00
FUND - 373	GEN CURRENT EXPENSES				
	FUND 373 TOTALS	.00	689533.25	689533.25-	✓ .00

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 378	FRANKLIN CURRENT				
	FUND 378 TOTALS	.00	3480.66	3480.66-	✓ .00
FUND - 903	CLEARING ACCOUNT				
	FUND 903 TOTALS	.00	10840.56	10840.56-	✓ .00
	FINAL TOTALS	7119011.63	2324222.98	2515080.54-	6928154.07
	BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:	7,121,969.22			
	ORDERS/DEBITS OUTSTANDING:	218,652.74-			
	DEPOSITS/CREDITS OUTSTANDING:	24,639.35			
	NET BANK BALANCE	6,927,955.83			
	CASH ON HAND	200.00			
	OVERPMT-TAXES	1.76-			
	TOTAL IN COUNTY DEPOSITRIES AND OFFICES:	6,928,154.07			

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 Oct. 31, 2025 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 10th day of November 2025

Bradley D Kimble Sheriff of Pendleton County