

AT A COUNTY COMMISSION HELD FOR PENDLETON COUNTY, WEST VIRGINIA, AT THE COURTHOUSE, ON TUESDAY, OCTOBER 21, 2025 AT 9:00 A.M.

COMMISSIONERS PRESENT: CARL HEVENER, ROGER DAHMER AND JIMMIE BENNETT

OTHERS PRESENT: BOBBIE ARMSTRONG, CHIEF DEPUTY CLERK; KAREN PITSENBARGER, COUNTY ADMINISTRATOR; RICK GILLESPIE, EMERGENCY SERVICES COORDINATOR; SHERRY MONGOLD, SRRDA DIRECTOR; STEPHEN SMOOT, THE PENDLETON TIMES; MIKE ALT; ANNIE HUMES, CVB DIRECTOR; JENNIFER TAYLOR-IDE; DIANA MITCHELL, 911 DIRECTOR

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

Minutes of the October 7, 2025 regular meeting of the County Commission, on motion of Commissioner Dahmer, were unanimously approved.

Maintenance:

Karen Pitsenbarger, County Administrator, reported that Sutter Roofing was working on the roof fixing the water issue over the handicap ramp.

Rick Gillespie, Emergency Services Coordinator, presented a draft of a 911 Fee Ordinance to increase fees. Mr. Gillespie stated he thinks that April Mallow, Prosecuting Attorney, needs to review the wording of the proposed Ordinance. The Commission decided to table until the next meeting and to have the County Prosecuting Attorney review.

The Courthouse Annex is moving along well. Ms. Pitsenbarger stated that the trusses are up and hoping to get it under roof and the bricks laid before the weather gets too cold. Ms. Pitsenbarger informed the Commission that Dean Brothers was awarded the bid for installing the security cameras in the Annex.

The second reading for the Planning Commission ordinance was read by Karen Pitsenbarger, County Administrator. A copy of the ordinance is available to the public in the County Commission office. The Commission agreed to appoint members at the next meeting.

On motion of Commissioner Hevener, vote unanimous, after reviewing the renewal plans for the Blue Cross Blue Shield health insurance and the Health Reimbursement Account (HRA) from the October 7, 2025 meeting Commissioner Hevener motioned to keep the current plan as with the County paying 88% of the premium and the employee paying 12% and will reevaluate at budget time.

Bobbie Armstrong, Chief Deputy Clerk, informed the Commission that the Town of Franklin is requesting to have their ballot on the 2026 Primary Election per Senate Bill 50. On motion of Commissioner Dahmer, vote unanimous, request was approved.

Annie Humes, CVB Director, informed that November 12, 2025 will be the next Mon Forest program town meeting. More information to come.

On motion of Commissioner Dahmer, vote unanimous the Commission approved to send a donation to the Fraternal Order of Police, Seneca Trail Lodge #104, for Christmas gifts for children.

Mike Alt reported that the EMT classes are almost done.

There is a meeting on Tuesday, October 28, 2025 at 6:00 p.m. with PCER to discuss funding.

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 said **Estate of Carla Combs, deceased** was referred to **Jay Geary, a Fiduciary Commissioner.**

On motion of Commissioner Hevener, vote unanimous, the following exoneration was approved:

Cory & Whitney Eckard, Sugar Grove District, \$203.58

On motion of Commissioner Hevener, vote unanimous, the Commission went into Executive Session at 10:08a.m. to discuss 911 personnel issues.

Motion was made by Commissioner Dahmer, vote unanimous, to reconvene into Regular Session at 10:20 a.m. No action was taken in Executive Session.

ORDERED THAT THE FOLLOWING ALLOWANCES BE MADE PAYABLE OUT OF:

GENERAL COUNTY FUND:	Check Nos. 36139 - 036165	\$68,141.92
911 FUND:	Check Nos. 4533 – 4541	\$86,424.19
HOME CONFINEMENT FUND:	Check Nos. 370	\$315.00
PARKS & RECREATION FUND:	Check Nos. 1596	\$128.05
CLINTON HEDRICK CB FUND:	Check Nos. 1200	\$190.00
PENDLETON COUNTY CB FUND:	Check No. 1282 – 1283	\$618.30
ARPA FUND:	Check No. 137	\$24,805.00

ORDERED THAT COMMISSION DO ADJOURN ON MOTION OF COMMISSIONER BENNETT, VOTE UNANIMOUS, UNTIL TUESDAY, NOVEMBER 4, 2025.

President

PENDLETON COMMUNITY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
GENERAL COUNTY CHECKING	1,725,601.38	304,996.60-	23,956.06	1,444,560.84
PENDLETON COUNTY 911	56,710.69	.00	.00	56,710.69
HOME DETENTION	73,565.09	.00	.00	73,565.09
PARKS & REC	57,137.97	1,393.01-	.00	55,744.96
CHCB	592.95	75.56-	.00	517.39
PCCB	2,539.37	.00	.00	2,539.37
OPIOID SETTLEMENT	152,028.57	.00	.00	152,028.57
CO FIRE PROTECTION	1,222.49	.00	.00	1,222.49
EMS SALARY ENHANCEMENT	6,917.09	.00	.00	6,917.09
HEALTH REIMB	144,711.60	.00	.00	144,711.60
ASSESSOR'S VAL	190,086.68	73.70-	10,775.72	200,788.70
CONCEALED WEAPONS	11,958.44	325.00-	65.00	11,698.44
ELECTION ADMIN	15,086.79	.00	.00	15,086.79
REAL PROP-E RECORDING	15,086.79	.00	.00	15,086.79
SPECIAL LAW ENFORCEMENT	6,431.73	.00	.00	6,431.73
AMER RES PLAN ACT	413,787.34	.00	.00	413,787.34
PENDCO BLDG COMM	257,786.94	257,238.89-	.00	548.05
CERTIFIED TO STATE	16,145.04	80.65-	.00	16,064.39
BOARD OF HEALTH	289,473.87	7,397.20-	.00	282,076.67
CLEARING ACCOUNT	.00	.00	.00	.00
RESER FOR SPEC EMERG MM	60,678.60	.00	.00	60,678.60
FINANCIAL STAB.-MONEY MAR	248,878.91	.00	.00	248,878.91
FINAN STABIL FUND	1,426,792.80	.00	.00	1,426,792.80
GENERAL CO MONEY MARKET	336,996.71	.00	.00	336,996.71
GEN CO CD	1,653,391.23	.00	.00	1,653,391.23
PEN CO 911 FEES FUND MM	380,111.94	.00	.00	380,111.94
911 CD FEES FUND	109,831.74	.00	.00	109,831.74
*** BANK TOTAL ***	7,653,552.75	571,580.61-	34,796.78	7,116,768.92

SUMMIT COMMUNITY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
WORTHLESS CHECK	2,042.71	.00	.00	2,042.71
*** BANK TOTAL ***	2,042.71	.00	.00	2,042.71

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

*** COUNTY TOTAL ***	7,655,595.46	571,580.61-	34,796.78	7,118,811.63
CASH ON HAND				200.00
*** TOTAL ***				7,119,011.63

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	4224886.68	317890.64	1217556.70-	3325220.62
FUND - 002	COAL SEVERANCE				
	FUND 002 TOTALS	7954.56	.00	617.76-	7336.80
FUND - 003	DOG AND KENNEL				
	FUND 003 TOTALS	6359.88	1739.00	931.68-	7167.20
FUND - 004	GENERAL SCHOOL				
	FUND 004 TOTALS	16292.30	1130.51	.00	17422.81
FUND - 005	MAGISTRATE COURT				
	FUND 005 TOTALS	4945.72	220.80	96.00-	5070.52
FUND - 006	WORTHLESS CHECK				
	FUND 006 TOTALS	2042.54	.17	.00	2042.71
FUND - 007	PEND CO 911				
	FUND 007 TOTALS	608579.14	8881.09	70805.86-	546654.37
FUND - 008	HOME DETENTION				
	FUND 008 TOTALS	72720.09	945.00	100.00-	73565.09
FUND - 011	RES FOR SPEC EMERG				
	FUND 011 TOTALS	60548.08	130.52	.00	60678.60
FUND - 013	BOARD OF PARKS				
	FUND 013 TOTALS	59582.71	140.00	3977.75-	55744.96
FUND - 024	PEND CO HOUSING				
	FUND 024 TOTALS	.00	.00	.00	.00
FUND - 025	CHCB				
	FUND 025 TOTALS	63.77	640.00	186.38-	517.39

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 026	PCCB				
	FUND 026 TOTALS	2081.35	761.12	303.10-	2539.37
FUND - 040	OPIOID SETTLEMENT				
	FUND 040 TOTALS	131211.86	20816.71	.00	152028.57
FUND - 041	CO FIRE PROTECTION				
	FUND 041 TOTALS	1222.43	.06	.00	1222.49
FUND - 042	EMS SALARY ENHANCE				
	FUND 042 TOTALS	6916.63	.46	.00	6917.09
FUND - 052	HEALTH REIMB				
	FUND 052 TOTALS	146986.18	2720.72	4995.30-	144711.60
FUND - 056	ASSESSOR VALUATION				
	FUND 056 TOTALS	190924.94	11054.70	1190.94-	200788.70
FUND - 058	FINAN STABIL FUND				
	FUND 058 TOTALS	1670853.25	4818.46	.00	1675671.71
FUND - 059	CONCEALED WEAPONS				
	FUND 059 TOTALS	11298.44	400.00	.00	11698.44
FUND - 061	ELECTION ADMIN				
	FUND 061 TOTALS	14564.57	522.22	.00	15086.79
FUND - 062	REAL PROP- E-RECORD				
	FUND 062 TOTALS	14564.57	522.22	.00	15086.79
FUND - 073	SPEC LAW ENF INVEST				
	FUND 073 TOTALS	6431.31	.42	.00	6431.73
FUND - 207	AMER RES PLAN ACT				
	FUND 207 TOTALS	413787.34	.00	.00	413787.34
FUND - 277	PENDCO BLDG COMM				
	FUND 277 TOTALS	45888.06	513784.95	559124.96-	548.05
FUND - 312	CRIMINAL CHARGES				
	FUND 312 TOTALS	.00	664.00	664.00-	.00
FUND - 313	COURT REPORTER				
	FUND 313 TOTALS	.00	150.00	150.00-	.00
FUND - 314	STATE FINES				
	FUND 314 TOTALS	.00	.00	.00	.00
FUND - 315	STATE POLICE				
	FUND 315 TOTALS	.00	325.00	325.00-	.00
FUND - 316	STATE CURRENT				
	FUND 316 TOTALS	.00	3124.65	3124.65-	.00
FUND - 361	CERTIFIED TO STATE				
	FUND 361 TOTALS	32205.75	3939.29	20080.65-	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	.00	4923.64
FUND - 366	BOARD OF HEALTH				
	FUND 366 TOTALS	308783.70	2807.66	29514.69-	282076.67
FUND - 369	DEP SHERIFF FUND				
	FUND 369 TOTALS	.00	25.00	25.00-	.00
FUND - 373	GEN CURRENT EXPENSES				
	FUND 373 TOTALS	.00	239951.42	239951.42-	.00

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 378	FRANKLIN CURRENT				
	FUND 378 TOTALS	.00	6690.83	6690.83-	.00
FUND - 903	CLEARING ACCOUNT				
	FUND 903 TOTALS	.00	401.12	401.12-	.00
	FINAL TOTALS	8134626.68	1145198.74	2160813.79-	7119011.63
	BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:	7,655,595.46			
	ORDERS/DEBITS OUTSTANDING:	571,580.61-			
	DEPOSITS/CREDITS OUTSTANDING:	34,796.78			
	NET BANK BALANCE	7,118,811.63			
	CASH ON HAND	200.00			
	TOTAL IN COUNTY DEPOSITRIES AND OFFICES:	7,119,011.63			

I, Bradley D. Kimb 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 September 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 15th day of October

Bradley D. Kimb Sheriff of Pendleton County