

AT A COUNTY COMMISSION HELD FOR PENDLETON COUNTY, WEST VIRGINIA, AT THE COURTHOUSE, ON TUESDAY, OCTOBER 5, 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; JANICE LANTZ, SENIOR SERVICES DIRECTOR; SENATOR BILL HAMILTON

Minutes of the September 21, 2021 meeting of the County Commission, on motion of Carole Hartman, were unanimously approved.

Maintenance:

Clinton Hedrick Community Building (CHCB): Eddie Simpson has been checking the drains – wondered if the septic system has ever been cleaned and whether the post office is connected to the same line; Eddie is checking the water line for a new ice machine; a new phone has been purchased for the building; Joyce & Lucy (J & L Reconditioning) have replaced light bulbs and will need to purchase more; Eddie has checked the refrigerator and did not find any issues.

Hand sanitizers have been placed in the Courthouse hallway and at the Pendleton County Community Building (PCCB).

Cornerstone will be here on October 8, 12 and 14 working on the new phone lines.

Judge's bench is completed.

The desk ordered for Rick Gillespie has been lost. The company has shipped a new desk that is expected to be delivered next week.

Currently still paying for wi-fi at PCCB. Contract is through December 2021. Will need to determine if want to continue this service beyond that date.

Carole Hartman had been contacted about a concern with the safety at the Courthouse sidewalk near the handicap ramp. The existing railing may need to be extended.

Diana Mitchell, 911 Director, stated that most of the 911 personnel have now received their third COVID vaccine. The new part-time person has begun training. Diana will place another ad in next week's paper for additional applicants. She has received one more application.

They have had some issues with the Frontier trunk lines. There are two trunk lines each coming from Clarksburg and Wheeling. Since there are four of them, they rarely notice when one or two are down, but at some point it could become an issue.

Rick Gillespie has been meeting with Diana and the 911 staff. Things are going well on his second day of work.

They received a contract from Omni Associates for the Courthouse Annex. April Mallow, Prosecuting Attorney, has reviewed the contract and had a few recommendations. Carole Hartman also had some concerns about parts of the contract. Gene McConnell recommended that a conference call be set up between Omni, County Commission, Building Commission and April to discuss the contract.

On motion of Carl Hevener, vote unanimous, an application and Resolution for the Records Management and Preservation Grant for personnel to do scanning and indexing in the County Clerk's Office was signed.

Mr. Bryant W. Bowman of Allegheny Surveys, Inc., from Alum Creek, WV, expressed that they would like the opportunity to bid on any surveying that the County may need in the future.

The Sheriff was unable to attend the meeting but passed on information that they have applied for a grant for a new drug canine. He also indicated that it was not feasible for this county to pursue looking into a company for collecting unpaid personal property.

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 CARL HEVENER, AND UNANIMOUSLY CONFIRMED.

The appointment of Susie Thompson Hicklin as Administratrix in the **Estate of John E. Hicklin, deceased**. Bond in the amount of \$600,000.00 with no Surety required, sole heir.

The appointment of Michael R. Simmons as Administrator in the **Estate of Robert Jack Simmons, deceased**. Bond in the amount of \$150,000.00 with Robin Simmons as Surety.

The appointment of Judy Snyder as Administratrix in the **Estate of Leola Virginia Snyder, deceased**. Bond in the amount of \$3,500.00 with Ralph Ora Huffman as Surety.

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

Dennis Lambert, as Executor of the **Estate of Arvella M. Pitsenbarger, deceased**; Affidavit and Waiver of Final Settlement

Patrilla Roy, as Administratrix of the **Estate of Thomas Alan Roy, deceased**; Affidavit and Waiver of Final Settlement

Greg Paitzell, as Executor of the **Estate of George W. Conley, deceased**; Waiver of Final Settlement

Tammy L. Clutter, as Executrix of the **Estate of Debra Cain Trainer, deceased**; Waiver of Final Settlement

Elizabeth R. Alt & Emory Fleisher, Jr., as Co-Executors of the **Estate of Edith Mae Fleisher, deceased**; Waiver of Final Settlement

On motion of Carole Hartman, vote unanimous, the following exonerations were approved:

Ona G. Hedrick, Mill Run District, \$73.51

ORDERED THAT THE FOLLOWING ALLOWANCES BE MADE PAYABLE OUT OF:

GENERAL COUNTY FUND:	Check Nos. 32436 – 32472	\$39,139.30
COAL SEVERANCE FUND:	Check No. 200113	\$954.14
MAGISTRATE COURT FUND:	Check Nos. 300117 -300118	\$240.48
911 FUND:	Check Nos. 3604 – 3612	\$40,145.66
PARKS & RECREATION FUND:	Check Nos. 1184 - 1190	\$1,342.04
CLINTON HEDRICK CB FUND:	Check No. 1091	\$64.55
PENDLETON COUNTY CB FUND:	Check No. 1183	\$90.10
COVID-19 FUND:	Check No. 166	\$203.43

Discussion was had on snow removal for this winter. The contract with Mountain View Lawn Service was only for one year. Gene requested that Karen put an ad in the paper for bids for snow removal.

Elise White, County Clerk, informed the Commission that she is looking into using an e-poll book for early voting next year. She will be inquiring to see if any HAVA grant funds would be available to help pay for it.

Senator Bill Hamilton presented a check for \$31,000 to Janice Lantz, Director of the Pendleton Senior and Family Services, Inc. to use towards roof repairs.

Clarification was given on the County's drug test policy. If an employee is using a county vehicle, and they have an accident, they will be required to take a drug test.

ORDERED THAT COMMISSION DO ADJOURN ON MOTION OF CARL HEVENER, VOTE UNANIMOUS, UNTIL TUESDAY, OCTOBER 19, 2021.

President