

AT A COUNTY COMMISSION HELD FOR PENDLETON COUNTY, WEST VIRGINIA, AT THE COURTHOUSE, ON TUESDAY, OCTOBER 7, 2025 AT 9:00 A.M.

COMMISSIONERS PRESENT: CARL HEVENER, ROGER DAHMER AND JIMMIE BENNETT

OTHERS PRESENT: ELISE WHITE, COUNTY 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; JAMIE HUDSON; BROOKE ALT; PHOEBE POWNELL; ROSS POWNELL; TORI HEAVNER

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

Minutes of the September 16, 2025 regular meeting of the County Commission, on motion of Commissioner Dahmer, were unanimously approved.

Commissioner Dahmer read a proclamation declaring October 5 – 11, 2025 as National 4-H week. The theme this year is “Beyond Ready”. On motion of Commissioner Bennett, vote unanimous, the Commission approved the proclamation.

Jamie Hudson, Pendleton Community Care, informed the Commission about their concerns with rescue response times, mainly in the North Fork area. She stated that they understand we have a volunteer organization, but expressed a desire to look at some possible alternate solutions. There was discussion with the Commissioners, Rick Gillespie, Emergency Services Coordinator, and Mike Alt, PCER representative.

Mr. Gillespie mentioned that the new 911 dispatchers were still doing well with certifications and training. He also mentioned that the amended LEPC bylaws needed approval. On motion of Commissioner Dahmer, vote unanimous, the bylaws were approved.

Mr. Gillespie also noted that his Homeland Security grant for new radios for the Sheriff’s vehicles had been approved in the amount of \$100,000.00. The cost of the radios has increased since the grant was submitted. The new total is approximately \$165,000.00. On motion of Commissioner Dahmer, vote unanimous, it was approved to pay for the increased cost out of the Opioid Fund account.

The Courthouse Annex project is still moving fairly smoothly. A drawdown in the amount of \$306,528.22 for the project was submitted. Commissioner Dahmer made a motion to approve the drawdown, vote unanimous.

Commissioner Hevener thanked Lantz Construction and others for cooperating with the Church for the funeral that was held last week.

Annie Humes, CVB Director, reported that the West Virginia Department of Tourism estimated the tourism economic impact at \$9.1 billion last year. She mentioned that Pendleton County outpaced the statewide rate of growth in tourism.

The Commission discussed increasing the 911 fee. The fee is currently at \$2.50 for residential phone lines and has not changed since the onset in the 1990’s. This was tabled to the next meeting to obtain additional information.

The first 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 reviewed the renewal plans for the Blue Cross Blue Shield health insurance and the Health Reimbursement Account (HRA). A decision was tabled until the next meeting to allow time to review all information.

On motion of Commissioner Dahmer, vote unanimous, the FY2025 Financial Statements for the County were reviewed and approved.

The Assessor, Sandie Smith, has completed the Farm Census of 2025 and has satisfactorily complied with the requirements of the Farm Statistics Law. On motion of Commissioner Dahmer, vote unanimous, the Commission approved her payment of 5% of base salary for the Farm Census compliance.

Ms. Pitsenbarger reported that four bids were received for the security cameras in the Annex. Additional information was needed from the vendors before reviewing the bids. On motion of Commissioner Bennett, vote unanimous, the Commission approved for Ms. Pitsenbarger and Mr. Gillespie to oversee the awarding of the bid for the best fit for the cameras.

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.

United States of America

State of West Virginia



County of Pendleton, ss:

Clerk's Fiduciary Report

Estate from Monday, September 15, 2025, through Monday, October 6, 2025

The County Commission of Pendleton County this day proceeded to examine the report of the Clerk of the Commission of the Fiduciary and Probate matters had before her during the vacation of the Commission, and it appearing to the Commission that all of the proceedings had therefore ordered that the said report and matters thereto contained be and the same is hereby ratified and confirmed. Said report is in words and figures as follows, to -wit:

On, Thursday, September 18, 2025, the following matters were disposed of in the presence of the Clerk:

The last will and testament of **KARLHEINZ P. ESSER**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

JENNIFER L. ESSER, who was named in the last will and testament of **KARLHEINZ P. ESSER**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

The last will and testament of **MARIE M. EYE**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

SARAH COBB, who was named in the last will and testament of **MARIE M. EYE**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

On, Monday, September 22, 2025, the following matters were disposed of in the presence of the Clerk:

The last will and testament of **CARLA COMBS**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

DENNIS REILLY, who was named in the last will and testament of **CARLA COMBS**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

Elise M. White

Elise M. White
Clerk of the Pendleton County Commission

Monday, October 6, 2025

Confirmed

In the Carla Combs estate, a Petition for Elective Share was filed. On motion of Commissioner Dahmer, vote unanimous, the estate is to be referred to a Fiduciary Commissioner.

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

Tamara Lynn Puffenberger, Executrix of the **Estate of Deyerle Conrad Rexrode, deceased**; Affidavit and Waiver of Final Settlement

There were no exonerations.

On motion of Commissioner Bennett, vote unanimous, the Commission went into Executive Session at 10:59 a.m. to discuss contracts.

Motion was made by Commissioner Dahmer, vote unanimous, to reconvene into Regular Session at 11:40 a.m. No action was taken in Executive Session.

On motion of Commissioner Dahmer, vote unanimous, the Commission approved for Mr. Gillespie and Ms. Pitsenbarger to oversee the awarding of contracts for the Pendleton County General Services Center (formerly Franklin Elementary School).

ORDERED THAT THE FOLLOWING ALLOWANCES BE MADE PAYABLE OUT OF:

GENERAL COUNTY FUND:	Check Nos. 36091 – 36137	\$50,510.67
COAL SEVERANCE FUND:	Check Nos. 200315 - 200319	\$707.34
DOG FUND:	Check No. 473	\$44.10
MAGISTRATE COURT FUND:	Check No. 300246	\$24.00
911 FUND:	Check Nos. 4522– 4532	\$3,035.78
HOME CONFINEMENT FUND:	Check No. 369	\$100.00
PARKS & RECREATION FUND:	Check Nos. 1590 - 1595	\$1,300.32
CLINTON HEDRICK CB FUND:	Check Nos. 1198 – 1199	\$111.38
PENDLETON COUNTY CB FUND:	Check No. 1281	\$198.83
OPIOID SETTLEMENT FUND:	Check No. 1002	\$3,360.00
PENDLETON CO BLDG COMM FUND:	Check Nos. 1013 – 1021	\$563,764.11

ORDERED THAT COMMISSION DO ADJOURN ON MOTION OF COMMISSIONER BENNETT, VOTE UNANIMOUS, UNTIL TUESDAY, OCTOBER 21, 2025.

President