

AT A COUNTY COMMISSION HELD FOR PENDLETON COUNTY, WEST VIRGINIA, AT THE COURTHOUSE, ON TUESDAY, SEPTEMBER 1, 2026 AT 9:00 A.M.

COMMISSIONERS PRESENT: CARL HEVENER, PRESIDENT, ROGER DAHMER, JIMMIE BENNETT

OTHERS PRESENT: ELISE WHITE, COUNTY CLERK; KAREN PITSENBARGER, COUNTY ADMINISTRATOR; DIANA MITCHELL, 911 DIRECTOR; JOSH DEMPSEY, CHIEF DEPUTY; STEPHEN SMOOT, THE PENDLETON TIMES; ANNIE HUMES, CVB DIRECTOR; TRISH SPONAUGLE, PFS COORDINATOR, POTOMAC HIGHLAND GUILD; MIKE ALT; KING SEEGAR; BETSY ORNDOFF-SAYERS

Commissioner Dahmer led those present in prayer. The Commission President invited all attending to join in the Pledge of Allegiance. Commissioner Hevener called the meeting to order.

Minutes of the August 18, 2026 meeting, on motion of Commissioner Dahmer, were unanimously approved.

Two bids were received for the 2014 Ford Explorer. One bid was from Lee Simon in the amount of \$300.00. The second bid was from Clifton Arbaugh in the amount of \$1,202.99. On motion of Commissioner Bennett, Mr. Arbaugh's bid was accepted.

Diana Mitchell, 911 Director, reported that the NextGen system is in migration mode now. She also informed the Commission that over the past few weeks, several residents had been calling the non-emergency 911 number regarding paying taxes. The residents stated that they had been calling the Sheriff's Tax Office and no one was answering the phone. She had mentioned this issue with Sheriff Kimble, but it was still ongoing. She inquired if the message could be changed some way so that residents would be given another number to call or the option to leave a message for a call back. Chief Deputy Josh Dempsey was called into the meeting to discuss. He mentioned that they had placed Bailiff Wagoner in the tax office yesterday to help with customers. He agreed that, if possible, they could change the message for day time and revert to the current message for after business hours.

New blinds were installed in the renovated offices yesterday. Other than a few minor maintenance issues, the Annex project is nearly complete. The ribbon cutting is scheduled for October 2, 2026.

Trish Sponaugle reminded the Commission that the next meeting will be their Red Ribbon Week Proclamation by the REVIVE Youth of Moorefield Church of God in conjunction with the Potomac Highlands Guild.

Annie Humes, CVB Director and representative for the Mon Forest Town of Seneca Rocks, said they are working on a Request for Proposal (RFP) for improving the intersection at Seneca Rocks. She also mentioned that the America 250 state program had included a time capsule for each county to use. She has been working with Hayley Craig, 8th Grade Social Studies teacher, and her class for filling the time capsule. She asked if the Commission would be willing to have the time capsule buried on Courthouse grounds. Commissioner Hevener stated that would be fine, but also suggested another possible location at the High School near the former school's cupola. He also suggested that a list of what will be in the time capsule be published. Ms. Humes will discuss with Ms. Craig and determine the best location.

Mike Alt stated that the paperwork for the EMS Salary Enhancement funds had been submitted and they were just waiting on the funds to be distributed. He also mentioned that the postal service had sent letters to Upper Tract residents regarding the closure of that post office with incorrect information. He asked if it would be possible for the Commission to send a letter to the postal service.

Betsy Orndoff-Sayers introduced herself to the Commission. She is running for the House of Delegates, District 86.

The Commission approved the September Delinquent Taxes List on motion of Commissioner Bennett, vote unanimous.

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 Commissioner Dahmer, and unanimously confirmed.

The probation of the Last Will and Testament of **James G. Harper, deceased;** proved by affidavits of attesting witnesses; The appointment of Wilma R. Harper as Executrix of the **Estate of James G. Harper, deceased;** Bond not required per Last Will and Testament of deceased

The appointment of Kimberly Bowers as Administratrix of the **Estate of Jimmy Lee Bowers, deceased.** Bond in the amount of \$8,000.00 with No Surety Required – Sole Heir.

The following settlements of accounts were this day presented to the Commission on motion of Commissioner Dahmer, unanimously approved and ordered recorded and filed:

Timmy Heavener, Administrator of the **Estate of Alice Katherine Heavener, deceased;** Affidavit and Waiver of Final Settlement

Kimberly S. Kline, Executrix of the **Estate of Thomas R. Kline, deceased;** Affidavit and Waiver of Final Settlement

Kimberly S. Kline, Executrix of the **Estate of Lula Belle Kline, deceased;** Affidavit & Waiver of Final Settlement

The following exonerations were approved upon motion of Commissioner Dahmer, vote unanimous:

William E. & Tammy H. Smith, Bethel District, \$37.08
Freda Jamison, Franklin District, \$14.00

ORDERED THAT THE FOLLOWING ALLOWANCES BE MADE PAYABLE OUT OF:

GENERAL COUNTY FUND:	Check Nos. 36976 – 37004	\$46,599.76
COAL SEVERANCE FUND:	Check Nos. 200366 - 200367	\$377.70
DOG TAX FUND:	Check No. 480	\$626.40
MAGISTRATE COURT FUND:	Check No. 300259	\$24.00
911 FUND:	Check Nos. 4689 - 4699	\$3,951.09
PARKS & RECREATION FUND:	Check Nos. 1680 - 1690	\$5,867.06
PENDLETON CO COMM BLDG FUND:	Check No. 1311	\$88.22
REAL PROPERTY RECORDING FUND:	Check No. 100	\$8,335.46
BUILDING COMMISSION FUND:	Check Nos. 1079 – 1080	\$289,400.07

ORDERED THAT COMMISSION DO ADJOURN ON MOTION OF COMMISSIONER BENNETT, VOTE UNANIMOUS, UNTIL TUESDAY, SEPTEMBER 15, 2026.

President