

AT A COUNTY COMMISSION CONTINUED AND HELD FOR PENDLETON COUNTY, WEST VIRGINIA, AT THE COURTHOUSE THEREOF, ON TUESDAY, SEPTEMBER 15, 2020.

PRESENT: COMMISSIONERS GENE McCONNELL, CARL HEVENER AND CAROLE HARTMAN.

ORDERED THAT THE FOLLOWING ALLOWANCES BE MADE PAYABLE OUT OF:

GENERAL COUNTY FUND:	Check Nos. 31471 - 31511	\$633,685.48
MAGISTRATE COURT FUND:	Check No. 300074	\$350.00
911 FUND:	Check Nos. 3389 - 3397	\$34,178.12
HOME CONFINEMENT:	Check No. 247	\$47.85
PARKS & RECREATION FUND:	Check Nos. 1093 - 1094	\$1,151.48
PENDLETON COMMUNITY BLDG:	Check No. 1162	\$206.63
COVID-19 FUND:	Check Nos. 132 - 135	\$5,717.75

Minutes of the September 1, 2020 meeting of the County Commission, on motion of Carl Hevener, were unanimously approved.

Maintenance:

No major maintenance issues.

On motion of Carole Hartman, vote unanimous, Eddie Simpson was approved as a part-time maintenance person for County property.

Amber Hedrick from Pendleton County Health Department updated the Commission on the COVID-19 pandemic. She stated that there were two new positives yesterday and they anticipated more later this week. There are currently none in the school system.

She informed the Commissioners that they had hired a new nurse, Andrea Reel. She has eighteen years of experience as a registered nurse and is acclimating well.

Diana Mitchell, 911 Director, stated that she is working on getting the street signs repaired, replaced and/or installed. There are several in the Upper Tract area that have been bent and are working on getting them fixed. At this time Paul Mallow is working approximately one day per week. The Commission recommended that she see if she can hire a part-time person to assist to get this project completed.

Diana mentioned that she has a meeting scheduled with Caliber to see a demonstration of their mobile CAD and AVL system which will assist with turn by turn directions for emergency responders. Gene McConnell suggested that she contact Randolph County as they are currently using this system.

Carole Hartman inquired as to how often Diana provides the 911 dispatch employees with their vacation and sick leave amounts. Diana stated that she provides this to them on a monthly basis.

Carl Hevener asked Diana if she had a plan in case one or more of the dispatchers would contract the COVID-19 virus. She stated that they have taken several precautions to reduce the risk, such as locking down and restricting who is allowed in the building, wearing masks when more than one dispatcher is working, and other precautions. She mentioned that in a worst-case scenario they can transfer calls to Grant County.

Diana said that all squads now have the equipment to disinfect vehicles and equipment after each call.

On motion of Carl Hevener, vote unanimous, the following list of Election Officials were approved for the November 3, 2020 General Election.

**PRECINCT NO. 2
BRANDYWINE**

Jerline Moates (D) (SC)
Nila Bland (R)
Judy Snyder (NP)
Jane Simon (D)
Jeralyn Swigunski (NP)

**PRECINCT NO. 5
FRANKLIN**

Peggy Jo Pitsenbarger (D)
Barbara Parker (R)
Katie George (D)
Shelia Lambert (D)
Nancy Kimble (R)

**PRECINCT NO. 8
UPPER TRACT**

Ruby Gale Roberson (D)
Virginia Rodgers (R)
Deborah Turner (IND)
Freda Borrer (D) (SC)
Delores Shirk (R)

**PRECINCT NO. 11
SUGAR GROVE**

Paula Mitchell (D)
Gary Sheffer (R)
Delores Crider (NP)
Phil Downs (D) (SC)
Virginia Bates (IND)

**PRECINCT NO. 14
RIVERTON**

Nancy Watson (D)
Berlin Harper (R) (SC)
Dorothy Nelson (D)
Sally George (D)
Josephine Day (R)

**PRECINCT NO. 3
CIRCLEVILLE**

Anita Davis (D) (SC)
Luci Raines (R)
Debbie Harper (R)
Kathy Teter (IND)
Dorothy Bennett (R)

**PRECINCT NO. 7
FRANKLIN**

Shirley Sisson (D)
Wendy Gilbert-Putz (R)
Terry Ryan (D)
Tom Kline (D) (SC 5&7)
Mary L. Hedrick (R)

**PRECINCT NO. 9
KLINE**

Kimberly Bradford (D)
Faye Kile (R)
Barbara Seymour (IND)
Lowell Wayne Hedrick (D) (SC)
Pamela Hedrick (R)

**PRECINCT NO. 13
SENECA ROCKS**

Doretha Sites (D)
Sandy Young (R)
Cindy Haugh (R)
Mickey Huffman (D) (SC)
Dottie Roy (R)

On motion of Carole Hartman, vote unanimous, the Commission approved and signed the Software Support Agreement with Avenu Government Systems, LLC for the budgetary and payroll software in the County Clerk's Office.

The Sheriff's monthly financial statement for August 2020 was reviewed and filed.

PENDLETON COMMUNITY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
GENERAL COUNTY CHECKING	2,407,289.67	1,122,760.41-	234,961.36	1,519,490.62
PENDLETON COUNTY 911	123,871.84	366.02-	269.90	123,775.72
HOME DETENTION	56,967.39	8.58-	.00	56,958.81
RESERVE FOR SPEC EMERG	55,785.71	.00	.00	55,785.71
PARKS & REC	70,812.75	.00	.00	70,812.75
PCCB	979.41	285.00-	.00	694.41
HEALTH REIMB	269,885.07	.00	.00	269,885.07
ASSESSOR'S VAL	48,157.43	.00	47,755.98	95,913.41
FINAN STABIL FUND	663,741.59	.00	.00	663,741.59
CONCEALED WEAPONS	22,362.61	400.00-	80.00	22,042.61
SPECIAL LAW ENFORCEMENT	3,078.38	.00	.00	3,078.38
COVID-19	39,308.87	356.94-	.00	38,951.93
BOARD OF HEALTH	281,532.78	21,546.67-	.00	259,986.11
CLEARING ACCOUNT	.00	.00	.00	.00
FINANCIAL STAB.-CD 2	600,000.00	.00	.00	600,000.00
GENERAL CO 12 MONTH CD	272,427.82	.00	.00	272,427.82
GENERAL CO 6 MONTH CD	53,007.97	.00	.00	53,007.97
GENERAL CO MONEY MARKET	481,097.25	.00	.00	481,097.25
911 SUPER SAVINGS	459,902.20	.00	.00	459,902.20
911 24 MONTH CD	9,401.94	.00	.00	9,401.94
*** BANK TOTAL ***	5,919,610.68	1,145,723.62-	283,067.24	5,056,954.30

SUMMIT COMMUNITY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
WORTHLESS CHECK	1,510.45	.00	.00	1,510.45
PEND CO HOUSING	65,961.30	.00	.00	65,961.30
*** BANK TOTAL ***	67,471.75	.00	.00	67,471.75

THE GRANT COUNTY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
CHCB	20.94	.00	.00	20.94
*** BANK TOTAL ***	20.94	.00	.00	20.94

*** COUNTY TOTAL *** 5,987,103.37 1,145,723.62- 283,067.24 5,124,446.99

CASH ON HAND 200.00

*** TOTAL *** 5,124,646.99

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		2289238.26	840827.61	306345.59-	2823720.28
FUND - 002	COAL SEVERANCE				
FUND 002 TOTALS		15814.30	.00	1789.31-	14024.99
FUND - 003	DOG AND KENNEL				
FUND 003 TOTALS		6516.98	1643.00	3210.50-	4949.48
FUND - 004	GENERAL SCHOOL				
FUND 004 TOTALS		15565.59	4978.10	.00	20543.69
FUND - 005	MAGISTRATE COURT				
FUND 005 TOTALS		8317.23	310.50	376.07-	8251.66
FUND - 006	WORTHLESS CHECK				
FUND 006 TOTALS		1510.45	.00	.00	1510.45
FUND - 007	PEND CO 911				
FUND 007 TOTALS		623463.93	8999.22	39383.29-	593079.86
FUND - 008	HOME DETENTION				
FUND 008 TOTALS		56092.24	1010.00	143.43-	56958.81
FUND - 011	RES FOR SPEC EMERG				
FUND 011 TOTALS		55780.97	4.74	.00	55785.71
FUND - 013	BOARD OF PARKS				
FUND 013 TOTALS		72341.39	.00	1528.64-	70812.75
FUND - 024	PEND CO HOUSING				
FUND 024 TOTALS		65950.24	11.06	.00	65961.30
FUND - 025	CHCB				
FUND 025 TOTALS		20.94	.00	.00	20.94

DATE: 9/10/20
TIME: 10:15:38

PENDLETON COUNTY
FINANCIAL STATEMENT
MONTH ENDING- 8/2020

PROG: SA058B

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 026	PCCB				
	FUND 026 TOTALS	2778.45	275.56	2359.60-	694.41
FUND - 052	HEALTH REIMB				
	FUND 052 TOTALS	267655.12	2880.21	650.26-	269885.07
FUND - 056	ASSESSOR VALUATION				
	FUND 056 TOTALS	48509.84	48036.86	633.29-	95913.41
FUND - 058	FINAN STABIL FUND				
	FUND 058 TOTALS	663741.59	.00	.00	663741.59
FUND - 059	CONCEALED WEAPONS				
	FUND 059 TOTALS	22938.56	470.00	1365.95-	22042.61
FUND - 073	SPEC LAW ENF INVEST				
	FUND 073 TOTALS	3078.25	.13	.00	3078.38
FUND - 206	COVID-19				
	FUND 206 TOTALS	75211.76	.00	36259.83-	38951.93
FUND - 312	CRIMINAL CHARGES				
	FUND 312 TOTALS	.00	1110.00	1110.00-	.00
FUND - 313	COURT REPORTER				
	FUND 313 TOTALS	.00	.00	.00	.00
FUND - 314	STATE FINES				
	FUND 314 TOTALS	.00	.00	.00	.00
FUND - 315	STATE POLICE				
	FUND 315 TOTALS	.00	400.00	400.00-	.00
FUND - 316	STATE CURRENT				
	FUND 316 TOTALS	.00	13180.19	13180.19-	.00

DATE: 9/10/20
TIME: 10:15:38

PENDLETON COUNTY
FINANCIAL STATEMENT
MONTH ENDING- 8/2020

PROG: SA058B

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 364	TAX LIEN				
	FUND 364 TOTALS	49548.72	.00	.00	49548.72
FUND - 365	DELINQ NONENTERED				
	FUND 365 TOTALS	5184.84	.00	.00	5184.84
FUND - 366	BOARD OF HEALTH				
	FUND 366 TOTALS	191558.13	110320.66	41892.68-	259986.11
FUND - 373	GEN CURRENT EXPENSES				
	FUND 373 TOTALS	.00	998103.58	998103.58-	.00
FUND - 378	FRANKLIN CURRENT				
	FUND 378 TOTALS	.00	50440.37	50440.37-	.00
FUND - 903	CLEARING ACCOUNT				
	FUND 903 TOTALS	.00	16249.70	16249.70-	.00
	FINAL TOTALS	4540817.78	2099251.49	1515422.28-	5124646.99
	BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:	5,987,103.37			
	ORDERS/DEBITS OUTSTANDING:	1,145,723.62-			
	DEPOSITS/CREDITS OUTSTANDING:	283,067.24			
	NET BANK BALANCE	5,124,446.99			
	CASH ON HAND	200.00			
	TOTAL IN COUNTY DEPOSITRIES AND OFFICES:	5,124,646.99			

I, Donald L. Hedrick, 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 August 2020 showing the balance on
hand at the beinning 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 10 day of September 2020

Donald L. Hedrick Sheriff of Pendleton County

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 Nancy Carol Watson as Administratrix in the **Estate of John Wayne Watson, deceased**; Bond in the amount of \$500.00 with no Surety required.

The appointment of Penny Lee Puffenbarger as Administratrix in the **Estate of Aaron Ray Puffenbarger, deceased**; Bond in the amount of \$500.00 with Karen Guyer Puffenbarger as Surety.

The appointment of Terry Hedrick as Administrator in the **Estate of Ona Propst, deceased**; Bond in the amount of \$15,000.00 with no Surety required.

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

Kenneth Allen Heatwole and Brenda Faye Helmuth, as Co-Executors of the **Estate of Nelson J. Heatwole, deceased**; Waiver of Final Settlement

Jennifer Lynn Martin, as Administratrix cta of the **Estate of Tracy Alva Ryder, deceased**; Affidavit and Waiver of Final Settlement

Melina Mason, as Administratrix of the **Estate of Marcella June Sinnett, deceased**; Affidavit and Waiver of Final Settlement

Judy Hott and Ronnie Vance, as Co-Executors of the **Estate of Harvey J. Vance, deceased**; Waiver of Final Settlement

David Seymour, as Executor of the **Estate of Isaac Richard Lough, deceased**; Report of Receipts, Disbursements and Distribution

On motion of Carl Hevener, vote unanimous, the following corrections of assessment were approved:

Daniel Hevener, Bethel District, \$152.07
Linda Calhoun, Mill Run District, \$34.62

Bruce Minor, Emergency Services Director, requested permission from the Commission to install 200-amp electric service for the Franklin Fire Department side of the Community Building to be able to install a generator. There would be no cost to the County for this installation. All Commissioners were in agreement.

ORDERED THAT COMMISSION DO ADJOURN UNTIL TUESDAY, October 6, 2020.