

AT A COUNTY COMMISSION HELD FOR PENDLETON COUNTY, WEST VIRGINIA, AT THE COURTHOUSE, ON TUESDAY, SEPTEMBER 16, 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; BRUCE MINOR, EMERGENCY SERVICES DIRECTOR; STEPHEN SMOOT, THE PENDLETON TIMES; MIKE ALT; ANNIE HUMES, CVB DIRECTOR; JENNIFER TAYLOR-IDE; AMBER HEDRICK, PENDLETON COUNTY HEALTH DEPARTMENT; SHELLY MURRAY, EXECUTIVE DIRECTOR COURTHOUSE FACILITIES IMPROVEMENT AUTHORITY; JENNIFER PIERCY, ECONOMIC DEVELOPMENT OFFICER, SENATOR CAPITO'S OFFICE; TIFFANY SIMMONS, PRSS DCR DIRECTOR, POTOMAC HIGHLANDS GUILD; ROGER DODD, MOBILE OUTREACH, POTOMAC HIGHLANDS GUILD; ERIN GAERTNER, TRANSITION AGENT, JOBS & HOPE WV; NATIONAL RECOVERY MONTH LEADERS/PARTICIPANTS

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

Minutes of the September 2, 2025 regular meeting of the County Commission, on motion of Commissioner Dahmer, were unanimously approved.

Maintenance:

Discussion on options for heating the former elementary school. Will check on feasibility of having an above ground tank installed for this winter.

Commissioner Dahmer made a motion to rename the former Franklin Elementary School to Pendleton County General Services Center. Vote was unanimous.

On motion of Commissioner Bennett, vote unanimous, the resignation of a part-time 911 dispatcher was accepted.

The Courthouse Annex project has been moving forward fairly smoothly. A drawdown in the amount of \$256,546.06 for the project was submitted. Commissioner Dahmer made a motion to approve the drawdown, vote unanimous.

Commissioner Dahmer read a proclamation designating September as National Recovery Month. On motion of Commissioner Bennett, vote unanimous, the Commission adopted the proclamation. Erin Gaertner, Transition Agent with Jobs & Hope WV, thanked everyone for coming and stated she appreciated the support from the County.

Tiffany Simmons introduced herself as the new PRSS DCR Director at Potomac Highlands Guild. Roger Dodd, who works with the Mobile Outreach Program at the Guild, gave a brief discussion on how that program works.

Amber Hedrick, Pendleton County Health Department (PCHD), discussed the subdivision rule passed by the PCHD Board that a perk test be required on all lots of 5 acres or less by the owner before selling the lot. On motion of Commissioner Dahmer, vote unanimous, the rule was approved.

Ms. Hedrick also asked the Commission to consider providing a used vehicle to the Health Department for the sanitarian to use instead of her own personal vehicle and to be able to move the two trailers the PCHD owns.

Shelly Murray, Executive Director of the Courthouse Facilities Improvement Authority (CFIA), reminded the Commission of the grants available up to \$100,000. The next application deadline is September 26, 2025.

On motion of Commissioner Bennett, vote unanimous, a Resolution was signed authorizing Commissioner Hevener to act on behalf of the Commission to enter into a contractual agreement with CFIA to receive and administer funds pursuant to this program.

Jennifer Piercy, Economic Development Director for Senator Capito's Office, took note of several concerns in the County. One big concern is the debris in the rivers that continues to worsen. There is major concern of when the next large flood occurs, there could be extensive damage in the County.

Mike Alt submitted the second quarter requests for EMS supplements and stipends in the total amount of \$38,665.50. He also mentioned they are trying to recruit more EMS volunteers.

Karen Pitsenbarger, County Administrator, stated that the West Virginia First Foundation has a grant that the Commission could apply for in relation to the Day Report Center. On motion of Commissioner Dahmer, vote unanimous, the Commission approved to apply for this grant.

Elise White, County Clerk, presented the second budget revision for the General County Fund for fiscal year 2026. On motion of Commissioner Dahmer, vote unanimous, the revision was approved.

LGSD BR (Ver. 2020)

Ora Ash, Deputy State Auditor
West Virginia State Auditor's Office
200 West Main Street
Clarksburg, WV 26301
Phone: 627-2415 ext. 5114
Fax: 304-340-6090
Email: lgs@wvsao.gov

Person To Contact Regarding Request:
Name: Elise M. White
Phone: 304-358-2505
Fax: 304-358-2473
Email: countyclerk@pencowv.com

REQUEST FOR REVISION TO APPROVED BUDGET
Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

Pendleton County Commission
GOVERNMENT ENTITY

CONTROL NUMBER
FY: 2026
Fund: 1
Rev. No. 2
Pages: 1

P.O. Box 1167
STREET OR PO BOX
COUNTY
Government Type

Franklin 26807
CITY ZIP CODE

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
323	State Grants	10,227	90,909		101,136
362	Regional Jail Operations Partial Reim.	6,000	3,780		9,780
382	Refunds/Reimbursements (External Sources)	408,660	3,887		412,547
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			98,576		

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

EXPENDITURES: (net each account category) (WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
401	County Commission	1,119,594		10,000	1,109,594
437	Acquisition of Property		477,850		477,850
443	State Grants	10,227	90,909		101,136
699	Contingencies	590,111		467,850	122,261
704	Regional Jail	250,000	3,780		253,780
711	Emergency Services/OES	345,121	3,887		349,008
	#N/A				
NET INCREASE/(DECREASE) Expenditures			98,576		

APPROVED BY THE STATE AUDITOR

BY: _____ DATE _____
Deputy State Auditor, Local Government Services Div.

Elise M. White 9/16/2025
AUTHORIZED SIGNATURE OF ENTITY APPROVAL DATE

RESOLUTION

At a regular session of the Pendleton County Commission, held September 16, 2025 the following order was made and entered:

SUBJECT: The revision of the General County Levy Estimate 2025-2026 Budget for the County of Pendleton. The following resolution was offered:

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the County Commission does hereby direct the budget be revised PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on budget revision number two, a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by Commissioner Roger Dahmer, and duly seconded by Commissioner Jimmie Bennett, the vote thereon was as follows:

Commissioner Carl Hevener - Yes

Commissioner Roger Dahmer - Yes

Commissioner Jimmie Bennett - Yes

WHEREUPON, Commissioner Carl Hevener, President, declared said resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said resolution be, and the same is, hereby adopted as so stated above, and the County Clerk, Elise M. White is authorized to fix her signature on the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

Bruce Minor, Emergency Services Director, presented the updated County Emergency Operations Plan, Avian Influenza Response Guide, Chemical/Hazardous Materials Emergency Operation Plan, Commodities Point of Distribution Study and the Wildfire Response Plan. All plans were reviewed and approved unanimously.

The Commission reviewed employee August timesheets and the Sheriff's August 2025 financial statement.

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

Sue Ann Sites, Executrix of the **Estate of Elizabeth A. Leeson, deceased;**
Affidavit and Waiver of Final Settlement

Crystal Warner Gibson, Executrix of the **Estate of Frances Warner Vonschilling, deceased;**
Affidavit and Waiver of Final Settlement

April Davis, Executrix of the **Estate of Mary E. Mick, deceased;** Report of Receipts, Disbursements and Distribution

The following exonerations, on motion of Commissioner Bennett, vote unanimous, were approved:

Michael Judy, Circleville District, \$195.54
Daniel Miller, Mill Run District, \$33.61

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 Friday, August 29, 2025, through Monday, September 15, 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, Friday, August 29, 2025, the following matters were disposed of in the presence of the Clerk:

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **RICHARD SWECKER** was appointed and qualified as ADMINISTRATOR of the estate of **PATRICIA SWECKER**, deceased. Bond was 7,500.00.

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

CARL WAYBRIGHT, who was named in the last will and testament of **AMBY WAYBRIGHT JR.**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

On, Tuesday, September 2, 2025, the following matters were disposed of in the presence of the Clerk:

The said estate of **ROBERT O. ADAMSON**, deceased was referred to **ISAAC SPONAUGLE III**, a FIDUCIARY COMMISSIONER for the Pendleton County, for settlement thereof.

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **CHARLES F. HEDRICK** was appointed and qualified as ADMINISTRATOR of the estate of **KENNETH LEE HEDRICK**, deceased. Bond was 500.00.

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **CHARLES F. HEDRICK** was appointed and qualified as ADMINISTRATOR of the estate of **MORGAN LEE HEDRICK**, deceased. Bond was 500.00.

Elise M. White

Monday, September 15, 2025

Elise M. White
Clerk of the Pendleton County Commission

Confirmed

Estate: 989
FiduciaryReport

ORDERED THAT THE FOLLOWING ALLOWANCES BE MADE PAYABLE OUT OF:

GENERAL COUNTY FUND:	Check Nos. 36041 – 36090	\$641,638.10
COAL SEVERANCE FUND:	Check Nos. 200312 - 200314	\$317.12
911 FUND:	Check Nos. 4515– 4521	\$67,291.70
HOME CONFINEMENT FUND:	Check No. 368	\$100.00
PARKS & RECREATION FUND:	Check Nos. 1578 - 1589	\$1,737.97
CLINTON HEDRICK CB FUND:	Check Nos. 1196 – 1197	\$110.82
PENDLETON COUNTY CB FUND:	Check No. 1280	\$303.10

ORDERED THAT COMMISSION DO ADJOURN ON MOTION OF COMMISSIONER BENNETT, VOTE UNANIMOUS, UNTIL TUESDAY, OCTOBER 7, 2025.

President

PENDLETON COMMUNITY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
GENERAL COUNTY CHECKING	3,187,734.01	1,481,073.40-	385,286.40	2,091,947.01
PENDLETON COUNTY 911	119,855.04	.00	.00	119,855.04✓
HOME DETENTION	72,720.09	.00	.00	72,720.09
PARKS & REC	66,995.88	7,413.17-	.00	59,582.71
CHCB	63.77	.00	.00	63.77✓
PCCB	2,081.35	.00	.00	2,081.35✓
OPIOID SETTLEMENT	131,211.86	.00	.00	131,211.86✓
CO FIRE PROTECTION	1,222.43	.00	.00	1,222.43✓
EMS SALARY ENHANCEMENT	6,916.63	.00	.00	6,916.63✓
HEALTH REIMB	146,986.18	.00	.00	146,986.18✓
ASSESSOR'S VAL	128,542.43	73.70-	62,456.21	190,924.94✓
CONCEALED WEAPONS	11,638.44	400.00-	60.00	11,298.44✓
ELECTION ADMIN	14,564.57	.00	.00	14,564.57✓
REAL PROP-E RECORDING	14,564.57	.00	.00	14,564.57✓
SPECIAL LAW ENFORCEMENT	6,431.31	.00	.00	6,431.31✓
AMER RES PLAN ACT	413,787.34	.00	.00	413,787.34✓
PENDCO BLDG COMM	45,888.06	.00	.00	45,888.06✓
CERTIFIED TO STATE	32,205.75	.00	.00	32,205.75✓
BOARD OF HEALTH	314,224.46	5,440.76-	.00	308,783.70✓
CLEARING ACCOUNT	.00	4,209.45-	4,209.45	.00✓
RESER FOR SPEC EMERG MM	60,548.08	.00	.00	60,548.08
FINANCIAL STAB.-MONEY MAR	248,343.56	.00	.00	248,343.56✓
FINAN STABIL FUND	1,422,509.69	.00	.00	1,422,509.69✓
GENERAL CO MONEY MARKET	592,795.07	.00	.00	592,795.07
GEN CO CD	1,648,427.89	.00	.00	1,648,427.89
PEN CO 911 FEES FUND MM	379,235.08	.00	.00	379,235.08✓
911 CD FEES FUND	109,489.02	.00	.00	109,489.02✓
*** BANK TOTAL ***	9,178,982.56	1,498,610.48-	452,012.06	8,132,384.14

SUMMIT COMMUNITY BANK	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
WORTHLESS CHECK	2,042.54	.00	.00	2,042.54✓
*** BANK TOTAL ***	2,042.54	.00	.00	2,042.54

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

*** COUNTY TOTAL *** 9,181,025.10 1,498,610.48- 452,012.06 8,134,426.68

CASH ON HAND 200.00

*** TOTAL *** 8,134,626.68

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		3527822.18	1103590.76	406526.26-	✓4224886.68✓
FUND - 002	COAL SEVERANCE				
FUND 002 TOTALS		9333.77	.00	1379.21-	✓7954.56✓
FUND - 003	DOG AND KENNEL				
FUND 003 TOTALS		5647.48	1513.00	800.60-	✓6359.88✓
FUND - 004	GENERAL SCHOOL				
FUND 004 TOTALS		24235.62	1866.68	9810.00-	✓16292.30✓
FUND - 005	MAGISTRATE COURT				
FUND 005 TOTALS		4746.22	223.50	24.00-	✓4945.72✓
FUND - 006	WORTHLESS CHECK				
FUND 006 TOTALS		2042.37	.17	.00	✓2042.54✓
FUND - 007	PEND CO 911				
FUND 007 TOTALS		677535.17	8597.87	77553.90-	✓608579.14✓
FUND - 008	HOME DETENTION				
FUND 008 TOTALS		72280.59	885.00	445.50-	✓72720.09✓
FUND - 011	RES FOR SPEC EMERG				
FUND 011 TOTALS		60413.50	134.58	.00	✓60548.08✓
FUND - 013	BOARD OF PARKS				
FUND 013 TOTALS		65775.84	775.00	6968.13-	✓59582.71✓
FUND - 024	PEND CO HOUSING				
FUND 024 TOTALS		.00	.00	.00	✓.00✓
FUND - 025	CHCB				
FUND 025 TOTALS		63.77	.00	.00	✓63.77✓

DATE: 9/10/25
TIME: 15:24:24

PENDLETON COUNTY
FINANCIAL STATEMENT
MONTH ENDING- 8/2025

PROG: SA058B P2

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 026	PCCB				
	FUND 026 TOTALS	1030.79	1320.56	270.00-	✓ 2081.35 ✓
FUND - 040	OPIOID SETTLEMENT				
	FUND 040 TOTALS	131200.71	11.15	.00	✓ 131211.86 ✓
FUND - 041	CO FIRE PROTECTION				
	FUND 041 TOTALS	1222.37	.06	.00	✓ 1222.43 ✓
FUND - 042	EMS SALARY ENHANCE				
	FUND 042 TOTALS	6916.16	.47	.00	✓ 6916.63 ✓
FUND - 052	HEALTH REIMB				
	FUND 052 TOTALS	153790.86	1771.42	8576.10-	✓ 146986.18 ✓
FUND - 056	ASSESSOR VALUATION				
	FUND 056 TOTALS	128974.89	62781.53	831.48-	✓ 190924.94 ✓
FUND - 058	FINAN STABIL FUND				
	FUND 058 TOTALS	1666031.02	4822.23	.00	✓ 1670853.25 ✓
FUND - 059	CONCEALED WEAPONS				
	FUND 059 TOTALS	9928.44	1370.00	.00	✓ 11298.44 ✓
FUND - 061	ELECTION ADMIN				
	FUND 061 TOTALS	14303.21	261.36	.00	✓ 14564.57 ✓
FUND - 062	REAL PROP- E-RECORD				
	FUND 062 TOTALS	14303.21	261.36	.00	✓ 14564.57 ✓
FUND - 073	SPEC LAW ENF INVEST				
	FUND 073 TOTALS	6430.87	.44	.00	✓ 6431.31 ✓
FUND - 207	AMER RES PLAN ACT				
	FUND 207 TOTALS	413787.34	.00	.00	✓ 413787.34 ✓
FUND - 277	PENDCO BLDG COMM				
	FUND 277 TOTALS	288279.74	.00	242391.68-	✓ 45888.06 ✓
FUND - 312	CRIMINAL CHARGES				
	FUND 312 TOTALS	.00	235.00	235.00-	✓ .00 ✓
FUND - 313	COURT REPORTER				
	FUND 313 TOTALS	.00	100.00	100.00-	✓ .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	16850.45	16850.45-	✓ .00 ✓
FUND - 361	CERTIFIED TO STATE				
	FUND 361 TOTALS	32205.75	.00	.00	✓ 32205.75 ✓
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	314924.98	9248.20	15389.48-	✓ 308783.70 ✓
FUND - 369	DEP SHERIFF FUND				
	FUND 369 TOTALS	.00	65.00	65.00-	✓ .00 ✓
FUND - 373	GEN CURRENT EXPENSES				
	FUND 373 TOTALS	.00	1279980.56	1279980.56-	✓ .00 ✓

DATE: 9/10/25
TIME: 15:24:24

PENDLETON COUNTY
FINANCIAL STATEMENT
MONTH ENDING- 8/2025

PROG: SA058B

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 378	FRANKLIN CURRENT				
	FUND 378 TOTALS	.00	71577.29	71577.29-	✓.00 ✓
FUND - 903	CLEARING ACCOUNT				
	FUND 903 TOTALS	.00	4209.45	4209.45-	✓.00 ✓
	FINAL TOTALS	7706157.68	2572853.09	2144384.09-	8134626.68
	BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:	9,181,025.10			
	ORDERS/DEBITS OUTSTANDING:	1,498,610.48-			
	DEPOSITS/CREDITS OUTSTANDING:	452,012.06			
	NET BANK BALANCE	8,134,426.68			
	CASH ON HAND	200.00			
	TOTAL IN COUNTY DEPOSITRIES AND OFFICES:	8,134,626.68			

I, Bradley D. Kimble 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 Aug. 2025 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 10th day of Sept. 2025

Bradley D. Kimble Sheriff of Pendleton County