

A meeting of the Hampshire County Commission was held on Tuesday, January 3, 2017 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. Commissioner Robert Q. Hott, acting in the place of retired President Steve Slonaker, led the Pledge of Allegiance to the flag of the United States of America. Commissioner David R. Parker and newly elected Commissioner Brian W. Eglinger were present. Reverend Gary Smith of the Romney Ministerial Association offered prayer. Commissioner Hott then called the meeting to order and welcomed Commissioner Eglinger to the Hampshire County Commission.

Commissioner Hott pointed out that WV Code requires the Commission to meet on the first business day after the first day of the New Year to select a President and set a calendar for the upcoming year.

The minutes of the Commission meeting held on December 20, 2016 were presented. Commissioner Parker moved to approve the minutes as presented. Commissioner Eglinger seconded the motion and the motion passed.

All three Commissioners stated that they had not had any scheduled meetings since the last Commission meeting with the exception of some social events, but are looking forward to getting to work.

Commissioner Hott opened nominations for President and President Pro-Tem of the Hampshire County Commission. Commissioner Parker nominated Robert Q. Hott to serve as President of the County Commission for the year of 2017. Commissioner Hott asked Commissioner Parker if he would serve as President Pro Tem in the absence of the President and Commissioner Parker agreed. Commissioner Eglinger moved that nominations be closed and the nominees be approved by acclamation. Commissioner Parker seconded the motion and the motion passed on a unanimous voice vote.

The Commission discussed the calendar for the upcoming year and Commissioner Parker moved to set the four (4) mandatory meeting dates as the fourth (4<sup>th</sup>) Tuesday in January, (the 24<sup>th</sup>), the third (3<sup>rd</sup>) Tuesday in April (April 18), the fourth Tuesday in July (July 25), and the third Tuesday in December, (December 19) and because it is necessary to meet more frequently to address the business of Hampshire County, the Commission will continue the practice of meeting on the second and fourth Tuesdays of each month, with the exception of April, November and December where the third Tuesday will be used. All meetings will begin at 9:00 am in the Courthouse. Commissioner Eglinger seconded the motion and the motion passed. Other dates relating to setting the budget and other special meetings may need to be scheduled in closer proximity to those events.

President Hott stated that Roberts Rules of Order will be used in the operation of the meetings of the Commission and he wished to clarify that one who makes a motion must vote for it, however the Commission member who seconds a motion may do so to allow discussion on the motion, but has the option of voting against the motion. The President also pointed out that under WV Code § 7-1-5a a Commissioner must vote on any question placed before the body unless he has a personal or pecuniary interest and should announce this fact and request to be excused from voting. The disqualifying interest must be such as affects the member directly, and not as one of a class.

The Commissioners reviewed the assignments to the various committees of the County, in which each Commissioner attends and participates. The list is as follows:

President Robert Q. Hott

Hampshire County Committee on Aging

Hampshire County Development Authority

WV Region 7 Workforce Investment Committee

Central Hampshire Public Service District Board

911 Advisory Board

Commissioner David Parker

Region 8 Solid Waste Authority

Region 8 Planning & Development Authority

Hampshire County Planning Commission

Historical Landmarks Committee

Hampshire County Farmland Preservation Board

Commissioner Brian Eglinger

Hampshire County Board of Appeals

South Branch Valley Day Report Center Board

Hampshire County Parks & Recreation Department Board

All three Commissioners serve on the County Infrastructure Committee and will attend the Central Hampshire Public Service District meetings at this time.

Commissioner Parker moved to appoint Ms. Peggy McMaster to the Hampshire County Board of Health. Ms. McMaster is a resident of Magisterial District A and is registered as a Democrat and thus meets the qualification requirements of the Board of Health as laid out in WV Code § 16-2-7 & 9. Commissioner Eglinger seconded the motion and the motion passed.

E911 Director Nathan Sions sent the Commission a letter detailing delinquencies in payment for services provided by ALS 101 (Advanced Life Support) to the Capon Bridge Rescue Squad in the amount of \$750, from October 2015 and February 2016. The letter explained that several attempts have been made to resolve the delinquency, but the squad has not responded. Director Sions asked the Commission for guidance in proceeding with this collection. The Commission asked the Clerk to draft a letter to the Capon Bridge Rescue Squad encouraging payment of the invoices in question in order to avoid other legal means of collection.

The Clerk presented a letter of reappointment for Donna Stewart and Randall Bailey to continue serving on the North Eastern Regional Emergency Medical Services, (NEREMS), Board of Directors, for a term of November 1, 2016 through October 31, 2018. Commissioner Parker moved to appoint the two named individuals to the NERAMS Board and Commissioner Eglinger seconded the motion. Motion passed.

Sheriff John Alkire sent a letter stating that Sheriff's Deputy Corporal Stuart Davis has completed nine years of service with the Hampshire County Sheriff's Office effective January 4, 2017, and is entitled to a salary increase under the West Virginia Civil Service Statutes. Commissioner David Parker moved that the Sheriff's salary request be approved in accordance with the current deputy sheriff salary scale under the Civil Service Commission. Commissioner Eglinger seconded the motion and the motion passed.

Sheriff Alkire requested approval of a budget revision to move \$2,807 from line item 700-216, maintenance and repair of equipment to 700-259, capital outlay. Commissioner Parker moved to approve the line item budget revision as presented and Commissioner Eglinger seconded the motion. The motion passed.

The expense invoices of the County were presented for review by the Commissioners. Commissioner Parker moved to authorize payment of the invoices as presented. Commissioner Eglinger seconded the motion and the motion passed.

Clerk Eric Strite relayed information from Maintenance Supervisor Kenny McBride that Russell Delozier, of Royal Aire had submitted an estimate to replace the heater in the Mark Stickley Shop for \$1,921. This is well below the amount required to be placed on bid. Commissioner Eglinger moved to authorize Mr. McBride to proceed with the replacement of the shop heater. Commissioner Parker seconded the motion and the motion passed.

Commissioner Parker moved to take a short recess and Commissioner Eglinger seconded the motion. The motion passed and President Hott declared the meeting in recess at 9:50 am.

President Hott called the meeting back in session at 10:06. Mr. Manovich was scheduled to appear at 10 am but was not present nor had he made other contact.

Commissioner Eglinger moved to adjourn the meeting and Commissioner Parker seconded the motion. The motion passed and the President declared the meeting adjourned.

A regular meeting of the Hampshire County Commission was held on Tuesday, January 10, 2017 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott, Commissioner David R. Parker and Commissioner Brian W. Eglinger were present. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend James Mou of the Romney Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on January 3, 2017 were presented. Commissioner Brian Eglinger moved to approve the minutes as presented. Commissioner David Parker seconded the motion and the motion passed.

President Hott, Commissioner Parker and Commissioner Eglinger reported that they had all attended the meeting of the Central Hampshire Public Service District, but had no other meetings since the last meeting of the Commission.

The Clerk presented a memorandum from Chief Deputy and 911 Director Nathan Sions indicating that Coroner Penny Hartman had been suspended from Coroner duties by the State Medical Director. Commissioner Parker moved that the Commission terminate the appointment of Penny Hartman as Hampshire County Coroner. Brian Eglinger seconded the motion and the motion passed.

The annual renewal of the memorandum of understanding (m.o.u.) between the Commission and the Region VIII Solid Waste Authority with regard to use of the Woodchuck Wood Chipper was presented. Commissioner Parker moved to authorize the President to sign the m. o. u. and Commissioner Eglinger seconded the motion. The motion passed.

The Clerk presented a request from the Assessor asking the Commission to send a letter to authorize the State Tax Department to adjust mineral values for a limited period in 2017. Commissioner Eglinger moved to authorize the President to sign a letter to the State Tax Commission giving permission to make adjustments to Hampshire County's mineral values until the end of January 2017. Commissioner Parker seconded the motion and the motion passed.

The Auditor's Office had notified the County that new accounting standards require the listing of the liability of accrued pension funds on the annual financial statement under GASB Statement number 68. They recommended revising the completed financial statement for year end June 30, 2016 and this has been accomplished. The Revised Financial Statement for Hampshire County FY ending 6/30/2016 was presented and explained by the Clerk and Auditor Salli Martin. Commissioner Parker moved to approve the revised financial statement as presented and Commissioner Eglinger seconded the motion. The motion passed, the Commissioners signed the financial statement and their signatures were attested by the Clerk.

The Treasurer sent a list of bank accounts at Bank of Romney which need to have the authorized signature changed from Steve Slonaker to the current Hampshire County Commission President, Robert Q. Hott. Sheriff John P Alkire and Clerk Eric W Strite will remain as authorized signatures. Commissioner Parker moved to delegate President Robert Q Hott as an authorized signature of the Bank of Romney accounts, replacing former President Steve Slonaker. Commissioner Eglinger seconded the motion and the motion passed.

Salli Martin, Auditor with the West Virginia State Auditor's Office (WVSAO), Chief Inspector Division, presented the exit interview of the audit report of the Hampshire County Commission for the fiscal year ended June 30, 2015. Auditor Martin noted two internal control weaknesses including segregation of duties and reconciliation of trial balances between the Clerk and Treasurer accounts. The second matter is in process of correction.

Jean Shoemaker of the Convention and Visitor's Bureau reported on their activities of the last year and stated they are pleased with their accomplishments and will not need more funds.

Craig Curtis of the Potomac Highlands Guild had canceled his appointment.

The expense invoices of the County were presented for review by the Commissioners. Commissioner Parker moved the invoices be paid as presented. Commissioner Eglinger seconded the motion and the motion passed.

Commissioner Eglinger moved to recess the meeting until 10:15 and Commissioner Parker seconded the motion. The motion passed.

President Hott called the meeting back to order at 10:16.

Kevin Manovich of Nexgen, presented thoughts on his efforts to provide wireless internet service to homes in Hampshire County utilizing space on the Emergency Services tower

on Bald Knob. Mr. Manovich also discussed an effort to extend fiber across Hampshire County from the eastern border to Keyser and possible uses for the old hospital building should his business grow. Manovich believes that he will be able to provide 159 homes with 50 megabytes of wireless bandwidth for \$55 a month as soon as he gains access to a site on the tower. Brian Malcom stated that he has requested an engineering study of the potential for the tower to carry additional antennae load and President Hott asked Mr. Manovich for a written proposal and for financial information regarding his business. Mr. Manovich stated he would need a Non-Disclosure agreement to be executed before providing financial and strategic information for his privately held company. The Commission agreed this would be no problem. The discussion ended with both parties agreeing that tower analysis and the financial information need to be provided.

All scheduled business having been addressed, Commissioner Eglinger moved to adjourn the meeting. Commissioner Parker seconded the motion, the motion passed and President Hott declared the meeting adjourned.

A regular meeting of the Hampshire County Commission was held on Tuesday, January 24, 2017 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott, Commissioner David R. Parker and Commissioner Brian W. Eglinger were present. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend James Mou of the Romney Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on January 10, 2017 were presented. Commissioner Brian Eglinger moved to approve the minutes as presented. Commissioner David Parker seconded the motion and the motion passed.

President Hott and the other Commissioners reported on the various meetings and events in which they have attended, participated and represented the Commission since the last meeting of the Commission.

President Hott had asked Compliance Officer Charlie Baker to investigate the long standing procedure of stamping the Commission President's signature on each approved building permit application. Mr. Baker reported that other counties do not utilize the President's stamp on building applications, but the State Code Officer suggested that the process might be useful in a situation where a conflict of interest developed for Mr. Baker. The Commissioners agreed that it would be practical to change the procedure of the Compliance Office, so that the Commission President's signature stamp would no longer be applied to a building permit as part of the approval process. The Commission agreed that the current inventory of application forms should be used before revised forms are ordered.

Mr. Baker will meet with the Prosecuting Attorney to discuss possible enforcement avenues in regard to structures being erected or placed without a permit.

An Order was presented in regard to establishing a fund for the Historic Landmarks Commission, so that funds can be collected to reimburse the Commission for the removal of the trees growing on the Indian Mound. The Commissioners agreed not to establish a new fund and recommended donations already in hand to be placed in the General Fund. Future donations should be collected by the Indian Mound Cemetery Committee and then donated to the General Fund to repay the expenditure of the tree removal.

The Clerk presented a resolution to establish a special committee to improve broadband services in Hampshire County. Commissioner Parker moved to adopt and authorize the President to sign the resolution establishing the Hampshire County Broadband Initiative Council. Commissioner Eglinger seconded the motion and the motion passed. Commissioner Parker then moved that the Council be made up of the following: Office of Emergency Services (OES) Director, E911 Director, representatives of the Development Authority and Planning Commission, the Compliance Officer, the Global Information Systems (GIS) Coordinator, the county grant writer, Greg Ganoe to act as technical consultant, community business representatives, a representative of the Department of Highways, a representative of the legislative delegation and one or more County Commissioners. Commissioner Eglinger seconded the motion and the motion passed.

Mr. Jerry Loudin, of the Hampshire County Fire Association and Chief of the Springfield Volunteer Fire Department along with G. T. Parsons, Chief of the Romney Volunteer Fire Department (RVFD) and Captain Johnathan Hotchkiss of the RVFD, who is vice President of the Hampshire County Fire Association, presented information pertaining to the need for additional funds for those departments who respond to high numbers of calls for service. Greater call volume increases the costs to operate personnel and equipment, but the fire levy and state source of funds are divided equally among all companies. The Fire Association voted to request the Commission to authorize billing for services for those companies who choose to do so. Billing for services is allowed in the WV State Code § 7-1-3d with local Commission approval up to a maximum of \$500 for a single incident or accident with the exception of hazardous materials. Loudin stated that not all fire companies will utilize the billing opportunity, and that the billings will be limited to a homeowner or driver's insurance and no collection efforts will be directed to the private citizen. Specific fees will follow the Medical Claims Assistance guidelines with the maximum prescribed by state law. Commissioner Eglinger moved to allow Hampshire County Fire Departments the option to bill at the approved rate of the State Code § 7-1-3d for calls for service. Commissioner Parker seconded the motion and the motion passed.

Kevin Manovich of Nexgen returned to discuss tower colocation. The Commission had stated that they needed specific information regarding the structure of Nexgen and a specific

plan for Hampshire County at the last meeting and that they were waiting for engineering analysis regarding how the wind load capability, frequency interference and frequency modulation would be impacted by a new antenna array on the tower. President Hott made it clear that the Commission's position had not changed and the Commission is going to be careful to get the optimal presence to yield the greatest service to the County's citizens. Mr. Eglinger expressed concerns regarding the specificity to Hampshire County of the business plan which Nexgen had provided, again stating that the Commission is trying to allocate limited resource, (tower space), to get the greatest benefit.

Greg Rinker, Chairman of the Parks and Recreation Board came with member Brian Brill and Director Larry See to present an update on the programs and an overview of some plans and proposals. In addition to a successful Festival of Lights, improvements to the soccer fields at the fairgrounds, and continued increased use at Camp Walker, the P & R Board continues to work on building a pavilion on the location of the old tennis courts and a multi-use building for Hampshire Park. The Board is also interested in arranging a lease with the Board of Education for the old Capon Bridge Middle School and asked the Commission for permission to proceed with discussions toward that end. Commissioner Eglinger moved to authorize the Parks and Recreation Board to pursue an agreement with the Board of Education and to report back to the Commission. Commissioner Parker seconded the motion and the motion passed.

Assessor Norma Wagoner presented one exoneration for consideration by the Commission. Commissioner Parker moved to approve the requested exoneration and Commissioner Eglinger seconded the motion. The motion passed.

Clerk Strite presented those estates that had applied for final settlement by Report of Receipts and Disbursements or Affidavit & Waiver of Final Settlement. Commissioner Parker moved to approve those estates that applied for Final Settlement, and all probate orders, fiduciary appointments, orders and qualifications and all fiduciary bonds which have come before the Clerk in the vacation of the Commission since its last regular meeting. Commissioner Eglinger seconded the motion and the motion passed.

The expense invoices of the County were presented for review by the Commissioners. Commissioner Eglinger moved the invoices be paid as presented. Commissioner Parker seconded the motion and the motion passed.

The Clerk presented a letter from Mr. Roger Whisner stating that he wished to resign from the Central Hampshire Public Service District Board. Commissioner Parker moved to accept the resignation of Mr. Whisner and stated that a letter of appreciation for his service should be sent. Commissioner Eglinger seconded the motion and the motion passed.

Commissioner Parker moved to appoint Mr. William Horn, Jr. to the Central Hampshire Public Service District Board of Directors to the unexpired term of the former Green Spring representative. Commissioner Eglinger seconded the motion and the motion passed.

All scheduled business having been addressed, Commissioner Parker moved to adjourn the meeting. Commissioner Eglinger seconded the motion, the motion passed and President Hott declared the meeting adjourned.

A regular meeting of the Hampshire County Commission was held on Tuesday, February 14, 2017 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott, Commissioner David R. Parker and Commissioner Brian W. Eglinger were present. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend James Mou of the Romney Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on January 24, 2017 were presented. Commissioner Brian Eglinger moved to approve the minutes as presented. Commissioner David Parker seconded the motion and the motion passed.

President Hott and Commissioners Parker and Eglinger reported on the various meetings and events in which they have attended, participated and represented the Commission since the last meeting of the Commission.

Hampshire County Health Department Administrator Stephanie Shoemaker wrote a letter to Senator Blair regarding a bill he has sponsored which will give County Commissions authority over county boards of health. Ms. Shoemaker noted that the Commission opposed the effort last year and the President agreed to ask the Commission for their position this session. Commissioner Parker moved to authorize the President to sign the proposed letter, on Commission letterhead, and send it to Senators Blair and Trump. Commissioner Eglinger seconded the motion and the motion passed.

In the January 24, 2017 meeting, at the request of the Hampshire County Fire Association, the Commission approved a measure to allow volunteer fire companies to charge insurance companies for services rendered, if they so choose. The President stated that the action was sufficient as taken, but clarification was requested and he suggested that the insurance association guidelines might be adopted which specify amounts for specific types of calls. The first due company is the only company which can bill and billings may only be made to insurance companies with no collection activity against a citizen if insurance refuses or limits payment. Commissioner Parker moved that the Commission adopt the recommended amounts as an amendment to the action of the last meeting. The specific activities and billing limits are as follows: commercial structures \$500, single family residential structures \$500, vehicle fires \$500, rescue \$400, landing zones \$150, extrication \$150 and entrapment \$150. Commissioner Eglinger seconded the motion and the motion passed.

The Commission had been working with the Potomac Center to revise an existing lease in order to allow clients or tenants to be listed as the lessees. This will comply with a recent change to the program which pays a subsidy to enable disabled people to live in modified independence in a community. The requirements were met as recommended by the Risk Pool and the County Attorney and the revised lease was presented. Commissioner Eglinger moved to approve the revised lease and to authorize the President to sign it. Commissioner Parker seconded the motion and the motion passed.

Assessor Wagoner sent tax exonerations for review and consideration. Commissioner Eglinger moved to approve the exonerations as presented and Commissioner Parker seconded the motion. The motion passed.

The Commissioners discussed the secondary water source, very low frequency analysis that was performed by Juanita Geosciences and asked the Clerk to make arrangements for Mr. Hartman to come to a future meeting for additional discussion and possible guidance.

Robin Mills, Chair of the Hampshire County Recycling Cooperative, offered compliments on the progress of the new collection site in Augusta and suggested the Commission apply for another grant this summer in order to continue and possibly expand the effort.

The Clerk was scheduled to discuss the drawdown and completion of the current Rehabilitation Environmental Action Plan (REAP) grant. The pad construction, bin purchase and fence construction were completed at a lower cost than projected and there is about \$10,000 of grant funds that may be applied to other aspects of improving the site. REAP personnel confirmed that it would be appropriate to install electrical service and a shelter for an attendant with the excess funds, but that all funds must be expended before February 28, 2017. The Clerk asked for approval to install electrical service, try to have surveillance cameras installed and to purchase a building to serve as an office and storage on the site, provided that each of these items must be accomplished for less than the \$5,000 bid threshold specified in the grant. Commissioner Parker moved to allow the Clerk to expend the REAP funds as discussed and Commissioner Eglinger seconded the motion. The motion passed.

Aaron Cox, Brian Malcolm and Jerry Loudin representing the Hampshire County Broadband Coalition, gave a report on activities to this point. Malcolm and Cox presented estimates for the engineering studies to add antennae on both the Cacapon and Bald Knob towers. Aaron Cox presented a proposal for a broad band feasibility study in order to establish guidance for the County to move forward in the development of broad band distribution and to provide information for potential grant applications. Commissioner Eglinger moved to authorize the Broad Band Coalition to advertise for a request for proposal (RFP) for a broad band feasibility study for Hampshire County. Commissioner Parker seconded the motion. Commissioner Eglinger moved to amend the motion by adding that an addendum to the RFP would be allowed to include the engineering study if the scope of the grant will allow this effort. Commissioner Parker seconded the motion and the motion as amended passed.

Commissioner Parker moved to approve the Office of Emergency Services to go ahead with the engineering studies of the Cacapon and Bald Knob towers as estimated by Premier Construction Group. Commissioner Eglinger seconded the motion and the motion passed.

E 911 Director Nathan Sions presented information regarding the Advanced Life Support/ Basic Life Support (ALS/BLS) contract which is due to expire in April. Director Sions requested authorization to proceed with a RFP to replace the expiring contract in order to allow the service to continue. Commissioner Eglinger moved to allow the E911 Director to advertise a RFP for the ALS/BLS service. Commissioner Parker seconded the motion and the motion passed.

The Commission agreed that they would like to send a letters to West Virginia State Senators Trump and Blair regarding the proposed legislation that they cosponsored regarding the reallocation of drug forfeiture assets from local to state control.

Romney Dan Hileman introduced Jessica Szabo as Romney's new Administrator.

The expense invoices of the County were presented for review by the Commissioners. Commissioner Parker moved the invoices be paid as presented. Commissioner Eglinger seconded the motion and the motion passed.

All scheduled business having been addressed, Commissioner Eglinger moved to adjourn the meeting. Commissioner Parker seconded the motion, the motion passed and President Hott declared the meeting adjourned.



A regular meeting of the Hampshire County Commission was held on Tuesday, February 28, 2017 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott and Commissioner Brian W. Eglinger were present. Commissioner Parker was at the state Farm Bureau meeting in Charleston. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend James Mou of the Romney Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on February 14, 2017 were presented. Commissioner Brian Eglinger moved to approve the minutes as presented. President Hott seconded the motion and the motion passed.

President Hott and Commissioner Eglinger reported on the various meetings and events in which they have attended, participated and represented the Commission since the last meeting of the Commission.

President Hott stated he would entertain a motion regarding the minutes of the Board of Equalization and Review. Commissioner Eglinger moved to approve the minutes of the Board of Equalization and Review which include the meetings held on February 1, February 6, February 9, and February 15, 2017. President Hott seconded the motion and the motion passed.

Assessor Norma Wagoner presented a tax exoneration for consideration by the Commission. Commissioner Eglinger moved to approve the requested exoneration and President Hott seconded the motion. The motion passed.

Potomac Edison sent a request for a right of way to install an electrical service entrance for the recycling center, to cross County owned property. Commissioner Eglinger moved to approve the right of way and authorize the President to sign the document. President Hott seconded the motion and the motion passed.

Jay Carter, Executive Director of the Potomac Valley Transit Authority (PVTA), presented a report of the activities of the PVTA over the last year and included the annual funding request for \$5,000 of the next fiscal year.

Clerk Strite presented those estates that had applied for final settlement by Report of Receipts and Disbursements or Affidavit & Waiver of Final Settlement. Commissioner Eglinger moved to approve those estates that applied for Final Settlement, and all probate orders, fiduciary appointments, orders and qualifications and all fiduciary bonds which have come before the Clerk in the vacation of the Commission since its last regular meeting. President Hott seconded the motion and the motion passed.

Craig Curtis, Executive Director of the Potomac Highlands Guild came with Dr. Raj Masih who is the Regional Health Promotion and & Wellness Coordinator. Mr. Curtis gave the Commission a brief update on Guild activities and discussed the new office building which was purchased on Main Street in Romney. The Guild is doing some renovations and will occupy the offices later this spring. Mr. Curtis mentioned a need to revise the current lease for the residential apartments at the old hospital due to reimbursement requirements from the Department of Health and Human Resources (DHHR).

Dr. Masih spoke about the substance abuse anti-stigma initiative which he is introducing throughout our communities. Dr. Masih stated that stigma creates barriers to recovery and "substance use disorder" is the new term which should be used in place of addiction.

Eileen Johnson was unavailable for her appointment.

The expense invoices of the County were presented for review by the Commissioners. Commissioner Eglinger moved the invoices be paid as presented. President Hott seconded the motion and the motion passed.

Bonnie Hoey, CEO of the Imagine if Ranch, Inc., introduced the facility and read a brief statement of their goals. Imagine If Ranch, is located in Purgitsville at the former Piliska Winery facility and their mission is rescue, rebuild and recovery for homeless women, teens and children. Imagine If Ranch will have a Grand Opening on Friday, March 3, at 3 pm, then they will be able to take in residents by local referral from law enforcement, churches, and Court affiliated organizations. Ms. Hoey made a verbal request for support in the amount of \$5,000.

Mary Long, representing the Family Crisis Center, presented a report on the activities of the Crisis Center and submitted a request for support in the amount of \$5,000 for FY 2017-2018.

The Commission agreed to set a work session for March 9, 2017, 9am, to meet with the department heads and review the budget requests in relation to the projected revenues.

Aaron Hartman of Juanita Geosciences explained and answered questions in regard to the secondary water source and very low frequency radar survey which was recently completed. He stated the next step will be to drill a test well at the location, identified as the most likely water source.

Peg and Len McMasters, of the Capon Bridge Founders Day Festival, presented a written report on the activities and attendance of last year's Festival and a request for \$2,500 plus the cost of the insurance rider for the upcoming 2017 event.

Ms. Kanette Petry, Consumer Representative and Compliance Specialist of the West Virginia State Attorney General's Office, was observing the meeting and took the opportunity to introduce herself to the Commissioners.

All scheduled business having been addressed, Commissioner Eglinger moved to adjourn the meeting. President Hott seconded the motion, the motion passed and the meeting was declared adjourned.

A special meeting of the Hampshire County Commission was held on Thursday, March 9, 2017 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott, Commissioner David R. Parker and Commissioner Brian W. Eglinger were present. President Hott stated that the purpose of the meeting was to consider both the expected revenue projections and departmental budget requests for the fiscal year 2017-2018 Hampshire County Levy Estimate, also known as the budget.

Deputy Clerk Lillian Largent reviewed the projected tax revenues based on the personal property and real estate assessments reported by the Assessor. Mrs. Largent reported that total revenues will likely be somewhat reduced from last year's level and that the Commission's contribution to the employee insurance package will be increased 6%, while the retirement cost will be slightly reduced.

Several elected officials and department heads presented budget requests in person and the rest were reviewed in written form.

The Commission noted that most of the departmental requests were in line with the previous year's approved budgets and instructed Deputy Clerk Largent to prepare the levy estimate to include the insurance increase, but not to calculate a pay increase for County employees other than the Civil Service raises for the Sheriff's Deputies. The Commission also asked her to include the Sheriff's request for two new vehicles in order to maintain the fleet vehicle rotation.

The Clerk stated that the approved levy estimate is due in the Auditor's office on the 28<sup>th</sup> of March, which is when the next meeting is scheduled. The Commission agreed that in order to review the requested changes, and to allow time for consideration before approval, that it will be necessary to change the scheduled meeting date from the 28<sup>th</sup> to the 21<sup>st</sup> of March.

All scheduled business completed, Commissioner Eglinger moved to adjourn and Commissioner Parker seconded the motion. The motion passed and the meeting was adjourned.

A regular meeting of the Hampshire County Commission was held on Tuesday, March 21, 2017 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott, Commissioner David R. Parker and Commissioner Brian W. Eglinger were present. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend James Mou of the Romney Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meetings held on February 28, 2017 and March 9, 2017 were presented. Commissioner David Parker moved to approve the minutes as presented. Commissioner Brian Eglinger seconded the motion and the motion passed.

President Hott and Commissioners Parker and Eglinger reported on the various meetings and events in which they have attended, participated and represented the Commission since the last meeting of the Commission.

With a little time before the first appointment the Commission reviewed a letter of resignation from the county code enforcement official Charlie Baker. Commissioner Eglinger moved to accept Mr. Baker's resignation and Commissioner Parker seconded the motion. Commissioner Parker thanked Mr. Baker for his service to the County for twelve years and wished him well in his future endeavors. President Hott expressed the same sentiments and the Commission voted to accept the resignation. Mr. Baker made a few suggestions regarding possible ways to provide continuity in service for the citizens of the County.

Rev. Jim Mou, Chair of the Romney Christian Ministerial Association presented a request that the Commission approve a Proclamation honoring a Day of Prayer in Hampshire County upon the occasion of the National Day of Prayer, on May 4, 2017. Rev. Mou also requested the use of the Courthouse porch and front steps from noon to 12:30 for the local observation. President Hott read the Proclamation. Commissioner Eglinger moved to adopt Thursday, May 4, 2017 as a Day of Prayer in Hampshire County in conjunction with the National Day of Prayer and to authorize the use of the Courthouse porch and steps. Commissioner Parker seconded the motion and the motion passed.

The Clerk presented the letter of support for the Police Resource Officer (PRO) grant which is currently being prepared. Commissioner Parker moved to approve the letter and that the Commissioners would sign it in support of the program. Commissioner Eglinger seconded the motion and the motion passed. The Commissioners all signed the letter.

President Hott noted that the Advanced Life Support request for proposal (ALS RFP) would soon be ready for review and that a committee would be needed to make a recommendation. Commissioner Parker, Chief Deputy and E 911 Director Nathan Sions and Office of Emergency Services' Director Brian Malcolm were nominated. Commissioner Eglinger moved to approve the nominees for the review committee and Commissioner Parker seconded the motion. The motion passed.

Dennis Morris of the Romney Parks and Recreation Department presented a request for support in regard to the Romney public swimming pool. Mr. Morris presented financial information and asked for \$6500 to be used for start-up chemicals and a chlorine pump this spring. The pool is also in need of new steps but Mr. Morris is going to check some local fabricators in an effort to save some money. The Commission will consider the request and make a decision in a future meeting.

The Clerk discussed the recycling effort and possible directions for the future.

Eileen Johnson, Executive Director of the Hampshire County Development Authority, presented resolutions for the Local Economic Development (LED) grant. She explained that in order for the Development Authority to continue participation in the West Virginia Certified Development Program, the funding resolution and the resolution of participation in the Certified Development Community Program, need to be renewed each year. Ms. Johnson gave an update on the activities of the Development Authority. Commissioner Eglinger moved to adopt the resolutions of participation and funding and authorize the President to sign them. Commissioner Parker seconded the motion and the motion passed.

Charles C. Hall of HistoricHampshire.org, Peg McMaster of the Hampshire County Convention and Visitor's Bureau (CVB) along with Jean Shoemaker of the Historic Landmarks Commission and Ms. Johnson of the Development Authority spoke to the Commission regarding the opportunities for tourism in the County and asked for funding for an advertisement in the WV Tourism Magazine. The Commission stated appreciation for the

efforts that the various entities are investing and encouraged continued cooperation among the various entities of the County. The Commission agreed to give consideration to the request.

Cary Ours presented information regarding the activities of the South Branch Valley Day Report Center and requested Commission support for their upcoming grant. Commissioner Parker moved to allow the President to sign the grant application for the upcoming grant year. Commissioner Eglinger seconded the motion and the motion passed.

Emily Warner of the Potomac Conservancy presented information on their White Horse Mountain Project. The Potomac Conservancy purchased the 1,725 acre property which stretches about seven miles along the South Branch River from near Springfield to Green Spring. They borrowed \$2.2 million for the purchase in 2015 and have repaid 80% of the balance. The current effort is to liquidate the debt through a grant from the National Fish and Wildlife Federation and Walmart. A letter of support was circulated and Commissioner Eglinger moved to approve the letter of support. Commissioner Parker seconded the motion and the motion passed. All the Commissioners signed the letter of support.

The Sheriff sent a line item revision moving \$1,171 from line 700-217 (auto repair) to 700-216 (maintenance and repair equipment). Commissioner Parker moved to approve the line item request and Commissioner Eglinger seconded the motion. The motion passed.

The expense invoices of the County were presented for review by the Commissioners. Commissioner Eglinger moved the invoices be paid as presented. Commissioner Parker seconded the motion and the motion passed.

The Commission agreed to move to recycling efforts to the Augusta site, with operations beginning on Wednesday the 12<sup>th</sup> of April. Carol Throckmorton, Sandy Rogers and Jeff Slack will be notified if they would like to attend.

The Commissioners agreed to continue support for the Peach Festival, the Capon Bridge Founders Day Festival and to support the requested advertisement for the Convention and Visitor's Bureau in the WV Tourism magazine.

Deputy Clerk Lillian Largent presented the finalized budget or levy estimate for the Hampshire County Commission and departments for Fiscal Year 2017-2018. Ms. Largent reported that the levy estimate is consistent with the Commissioner's agreed plan to reduce the requests from all departments to the approved level from the current budget with the exception of the increase in the Commission contribution to the employees' insurance benefit and the two vehicles as requested by the Sheriff. After review of the proposed budget, Commissioner Eglinger moved to approve the budget as presented. Commissioner Parker seconded the motion, and the motion passed.

All scheduled business having been addressed, Commissioner Parker moved to adjourn the meeting. Commissioner Eglinger seconded the motion, the motion passed and President Hott declared the meeting adjourned.

A regular meeting of the Hampshire County Commission was held on Tuesday, April 18, 2017 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott, Commissioner David R. Parker and Commissioner Brian W. Eglinger were present. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend James Tyree of the Romney Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meetings held on March 21, 2017 and March 30, 2017 were presented. Commissioner David Parker moved to approve both sets of minutes as presented. Commissioner Brian Eglinger seconded the motion and the motion passed.

President Hott and Commissioners Parker and Eglinger reported on the various meetings and events in which they have attended, participated and represented the Commission since the last meeting of the Commission.

The Clerk had previously received notice of approval of the Levy Estimate for Hampshire County for the Fiscal Year July 1, 2017-June 30, 2018 from the WV State Auditor. The proposed Levy Estimate was advertised as required by law and posted on the Commission's meeting agenda as a Public Hearing in order to allow the public the opportunity for objection or to question the proposed budget for the next fiscal year. President Hott opened the public hearing, but there were no comments offered. After a reasonable amount of time, Commissioner Eglinger moved to close the Public Hearing and to go ahead and approve the Levy Order which would assign the levy rates at 14.30¢/\$100 of assessed value for Class I property, 28.60¢/\$100 for Class II and 57.20¢/\$100 for Class III and IV properties for the Regular Current Expense Levy. The levy rates for the Fire Excess Levy will be set at 1.50¢/\$100 for Class I property, 3.00¢/\$100 for Class II and 6.00¢/\$100 for Class III and Class IV properties. The Library Excess Levy will be set at 0.60¢/\$100 of assessed value of Class I property, 1.20¢/\$100 for Class II property and 2.40¢/\$100 of assessed value of Class III and Class IV properties. Commissioner Parker seconded the motion to close the public hearing and to approve the levy rates as stated. The motion passed by unanimous voice vote.

The Clerk reported on a meeting with Carol Throckmorton and Nichole Hunter of the WV Solid Waste Management Board, Recycling, Market Development and Planning Section. Jeff Slack of the Region Solid Waste Authority and Bill Hood of United Disposal were also in attendance. Mr. Slack stated that he will not be ready to start collecting recyclables at the Transfer Station in the near future. Mr. Hood suggested that the County continue to provide a unit for Romney residents to leave cardboard until Region VIII is ready to start receiving materials near town. Ms. Throckmorton and Ms. Hunter were complimentary of the Commission for starting a recycling effort at a time when other places are stopping. They also stated that the strategy of Hampshire County to start conservatively with the goal of a sustainable effort in limited materials is the best approach. They also suggested that the County might consider not applying for a new grant in June of 2017, in order to run the operation for a period of time to see how things develop. A grant in 2018 might be more valuable for future growth. The group then toured the new site and the guests were impressed with it.

Assessor Norma Wagoner presented tax exonerations for consideration by the Commission. Commissioner Parker moved to approve the requested exonerations as presented and Commissioner Eglinger seconded the motion. The motion passed.

Larry See and Brian Brill, representing the Hampshire County Parks and Recreation Department, presented a lease and memorandum of understanding (MOU), which had been negotiated with the Board of Education, to lease part of the Old Capon Bridge Middle School, including the playgrounds. The leased portion of the building is to include the gym and cafeteria and two rooms which will be suitable for community meetings and events. Two modifications to the lease were discussed and the Commission stated agreement with the modified document. The changes will be completed and the document returned at the next meeting if the Board of Education is also agreeable.

The Commission reviewed the results of the vehicle compliance program after the vehicle assigned to the program was totaled in an accident. The Commissioners agreed that the program has not shown evidence of accomplishing the original goals and has not been successful in citing enough violations to sustain or justify the program. The Commissioners spoke with Assessor Wagoner regarding terminating the program.

Eileen Johnson, Executive Director of the Hampshire County Development Authority (HCDA) presented a resolution to authorize the HCDA to apply for a Brownfields Targeted Assistance Grant to use for an environmental assessment leading to the eventual abatement of potential hazardous materials at the old hospital. If the application is successful, the Commission will need to transfer title and ownership of the property to the HCDA for eventual development. The HCDA has identified a local need for child care and a learning academy and they intend to specify that as the future use of the repurposed building. Commissioner Parker moved to approve the resolution as presented and to have the Development Authority to move forward with the intended development. Commissioner Eglinger seconded the motion and the motion passed.

The Clerk presented the letter of understanding from the Chief Inspector's Division of The West Virginia State Auditor's Office with regard to the audit of Hampshire County's records for fiscal year ended June 30, 2016. This is also known as an engagement of audit letter and is signed with each audit. Commissioner Parker moved to authorize the President to sign the engagement of audit letter with the Chief Inspector's Division. Commissioner Eglinger seconded the motion and the motion passed.

The Clerk presented a request from the Hampshire County Educational Outreach Service (CEOS) for a resolution commemorating the work and activities of the CEOS Clubs in the County. President Hott read the resolution aloud and Commissioner Eglinger moved that the Commission authorize President Hott to sign the resolution. Commissioner Parker seconded the motion and the motion passed.

County surplus property was discussed including vehicles and the lot in the Town of Romney where the old Magistrate Building stood. It was agreed to wait until a later date to do anything with the vehicles. There had been interest expressed in purchasing the lot which had been conveyed to the Hampshire County Building Commission by deed dated November 15, 2011 and recorded in Deed Book 503 at page 029. The Commission wished to discuss the matter with Mr. Joe Milleson representing the Building Commission and since the matter involved a negotiation Commissioner Parker moved that the meeting go into executive session as allowed under WV Code §6-9A-4. Commissioner Eglinger seconded the motion and the motion passed.

President Hott declared the meeting in executive session at 10:18 am and the room was cleared except for Mr. Milleson, who was asked to remain.

President Hott declared the meeting back in session at 10:29 am and stated that no decisions were made and no actions taken.

Commissioner Eglinger moved to authorize the Building Commission to negotiate the sale of the lot at the old Magistrate Building. Commissioner Parker seconded the motion and the motion passed.

Sheriff Alkire was asked to check on some specific instances of compliance with the Hotel/Motel Tax. The former Manor Land Post is now operating as the Colonial and is renting rooms on a long term basis to construction workers. The Sheriff stated that his office has mailed a compliance packet to the management of this facility and has informed them that a long term rental arrangement is no longer exempt from the tax under current state law. The Sheriff asked the Commission for clarification regarding the Peterkin Conference Center which is a part of the Presbyterian Church. The Commission stated that the Code does not appear to allow an exemption for any organization except colleges and hospitals. Peterkin should be paying the tax until they get a ruling by the WV State Tax Office declaring them exempt. The Sheriff stated that several other camps on the eastern side of the county have not been paying, but have been contacted and warned of the violation.

Commissioner Eglinger made a motion in regard to an earlier topic, to notify the vehicle compliance officer with a reasonable minimal notice that the program is being terminated and his employment will not continue beyond the end of the program. Commissioner Parker seconded the motion and the motion passed.

The Commission reviewed the Region VIII Planning Authority project list.

E911 Director Nathan Sions sent a memo advising that Rachael Timbrook, Mallory Synovec and Ethan Glaze have completed all necessary training to be fully certified 911 dispatchers and are due a pay increase according to the Hampshire County 911 pay scale. Commissioner Parker moved to approve the pay raises and Commissioner Eglinger seconded the motion. The motion passed.

Sheriff John Alkire sent letters stating that several Sheriff's Deputies have reached employment anniversaries which entitle them to salary increases under the West Virginia Civil Service Statutes. Deputy F/C Haines has completed his sixth year, Deputy F/C Feather has completed thirteen years, Sr. Deputy Lahman has completed three years, and Sargent Carter

has completed thirteen years of service with the Hampshire County Sheriff's Department. An error had been made in the calculation of Sr. Deputy Crites last pay raise and the correction was noted. Commissioner Eglinger moved that the Sheriff's salary increases be approved in accordance with the current deputy sheriff salary scale under the Civil Service Commission. Commissioner David Parker seconded the motion and the motion passed.

Clerk Strite presented those estates that had applied for final settlement by Report of Receipts and Disbursements or Affidavit & Waiver of Final Settlement. Commissioner Eglinger moved to approve those estates that applied for Final Settlement, and all probate orders, fiduciary appointments, orders and qualifications and all fiduciary bonds which have come before the Clerk in the vacation of the Commission since its last regular meeting. Commissioner Parker seconded the motion and the motion passed.

Deputy Clerk Lillian Largent sent Official Budget Revision # 5 to the General Fund (#1). Commissioner Parker moved to approve the Official Budget Revision as presented and Commissioner Eglinger seconded the motion. The motion passed.

Ms. Long and Mr. Rexroad of the Planning Department presented an application by AT&T to replace fiber optic cable and introduced Mr. Eavener who is the project manager. He explained that this project is to replace old cable which was installed in 1986 on existing AT&T right of ways. The project will cross Hampshire County as the new line is placed from northern Virginia to Clarksburg, WV. Commissioner Parker moved to approve the application and Commissioner Eglinger seconded the motion. The motion passed.

The Planning officials also presented two cell tower colocation permit applications. One is for an antenna on the tower in Augusta, on Cher-Bet Drive and the other is to go on the tower on Nathaniel Lane. Both applications have met all the criteria in the Cell Tower Ordinance. Commissioner Eglinger moved to approve the permits presented today. Commissioner Parker seconded the motion and the motion passed.

The topic from old business of the request for funds for the Romney Pool was discussed and Commissioner Parker moved to approve \$5,000 for chemicals for the 2017 season. Commissioner Eglinger seconded the motion and the motion passed.

The Sheriff requested a line item budget revision moving \$1,200 from line 700-217 (auto maintenance and repair) to line 700-216 (maintenance and repair of equipment). Commissioner Parker moved to approve the line item transfer within the Sheriff's budget as requested. Commissioner Eglinger seconded the motion and the motion passed.

A letter was received, from the Hardy County Farm Bureau, requesting a contribution for the support of Farm Safety Day which will be held on May 11 at Reyman Memorial Farms and includes Hampshire County. Commissioner Parker moved to send \$100 in support of Farm Safety Day and Commissioner Eglinger seconded the motion. The motion passed.

The expense invoices of the County were presented for review by the Commissioners. Commissioner Eglinger moved the invoices be paid as presented. Commissioner Parker seconded the motion and the motion passed.

All scheduled business having been addressed, Commissioner Eglinger moved to adjourn the meeting. Commissioner Parker seconded the motion, the motion passed and President Hott declared the meeting adjourned at 11:50 am.



A regular meeting of the Hampshire County Commission was held on Tuesday, May 9, 2017 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott, Commissioner David R. Parker and Commissioner Brian W. Eglinger were present. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend James Tyree of the Romney Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on April 18, 2017 were presented. Commissioner David Parker moved to approve the minutes as presented and Commissioner Brian Eglinger seconded the motion. President Hott identified an error in a street name mentioned in regard to a cell tower location, and the Clerk agreed to correct this error. The motion to approve the minutes passed.

President Hott and Commissioners Parker and Eglinger reported on the various meetings and events in which they have attended, participated and represented the Commission since the last meeting of the Commission.

The Clerk presented a grant contract with the West Virginia Division of Culture and History - Records Management and Preservation Board for preservation projects in the Clerk's office. Commissioner Eglinger moved to approve the contract and Commissioner Parker seconded the motion. The motion passed and the President signed the contract.

Sheriff Alkire sent letters requesting approval for several personnel actions. Corporal Joshua Kesner was promoted to Corporal with a corresponding pay increase, Corporal Greg Kesner is being transferred from the community service position to bailiff duties at the Hampshire County Judicial Center and Deputy First Class Donald Rotruck retired effective April 27, 2017. Commissioner Parker moved to approve the Sheriff's personnel changes and Commissioner Eglinger seconded the motion. The motion passed.

Darrell Shull, Eastern Panhandle Representative for Secretary of State Mac Warner, introduced himself to the Commission and informed them that the Secretary will be in Romney on Thursday at 10:30 am and would like to meet with them to give them an overview of his first 100 days in office. The Commissioners appreciated the visit and indicated that they would like to meet Mr. Warner.

Assessor Norma Wagoner prepared tax exonerations for consideration by the Commission. Commissioner Parker moved to approve the requested exonerations as presented by the Assessor and Commissioner Eglinger seconded the motion. The motion passed.

Larry See, Brian Brill and Parks and Recreation Board President Greg Rinker asked the Commission for permission for the Maintenance Crew to help set up the Bluegrass Festival on half day Thursday the 22<sup>nd</sup> of June and all day Friday, the 23<sup>rd</sup>. Commissioner Eglinger moved to approve the maintenance personnel to work with the Parks and Recreation Department in preparing for the South Branch Valley Bluegrass Festival on the requested dates. Commissioner Parker seconded the motion and the motion passed.

The representatives of the Parks and Recreation Board had returned with the lease for the Old Capon Bridge School as discussed in the meeting of April 18, 2017. The lease/contract had been approved by the Hampshire County Board of Education with the revisions discussed in the last meeting. Commissioner Eglinger moved to approve the lease and Commissioner Parker seconded the motion. The motion passed and President Hott and President Rinker both signed the document.

The expense invoices of the County were presented for review by the Commissioners. Commissioner Parker moved the invoices be paid as presented. Commissioner Eglinger seconded the motion and the motion passed.

The Sheriff requested a line item revision to the law enforcement budget moving \$409 from uniforms to investigations. Commissioner Eglinger moved to approve the request and Commissioner Parker seconded the motion. The motion passed.

President Hott mentioned several matters for the next meeting including a job description for someone to oversee the construction process for a new animal control facility, the new Advanced/Basic Life Support (ALS/BLS) contract and the need for the Animal Control Officer to provide the Commission with a detailed report in response to a letter which claimed to identify some animal welfare issues.

All scheduled business having been addressed, Commissioner Eglinger moved to adjourn the meeting. Commissioner Parker seconded the motion, the motion passed and President Hott declared the meeting adjourned at 10:08 am.

A regular meeting of the Hampshire County Commission was held on Tuesday, May 23, 2017 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott and Commissioner David R. Parker were present. Commissioner Brian W. Eglinger had an appointment which he was unable to reschedule and was not in attendance. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend Gary Smith of the Romney Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on May 9, 2017 were presented. Commissioner Parker moved to approve the minutes as presented. President Hott seconded the motion and the motion passed.

President Hott and Commissioner Parker reported on the various meetings and events in which they have attended, participated and represented the Commission since the last meeting of the Commission.

With time available before the first appointment, the Clerk presented a personnel letter from the Sheriff stating that Gary McBride will be starting employment with the Hampshire County Sheriff's Office on June 5<sup>th</sup> as a Correctional/Court Officer. Commissioner Parker moved to approve the Sheriff's personnel appointment. President Hott seconded the motion and the motion passed.

Assessor Norma Wagoner presented tax exonerations for consideration by the Commission. Commissioner Parker moved to approve the requested exonerations and President Hott seconded the motion. The motion passed.

Assessor Wagoner sent the certification pages of the 2017-18 Real Estate and Personal Property Tax Books for signature by the Commissioners. Commissioner Parker moved to approve the certification of the tax books by the signatures of the Commission. President Hott seconded the motion and the motion passed. Signatures were affixed.

Clerk Strite presented those estates that had applied for final settlement by Report of Receipts and Disbursements or Affidavit & Waiver of Final Settlement. Commissioner Parker moved to approve those estates that applied for Final Settlement, and all probate orders, fiduciary appointments, orders and qualifications and all fiduciary bonds which have come before the Clerk in the vacation of the Commission since its last regular meeting. President Hott seconded the motion and the motion passed.

Sheriff Alkire sent three requests for approval to make line item adjustments within the Sheriff's budget. The first revision was to move \$899.00 from line 700-217 (auto maintenance) to line 700-459 (equipment), second revision was to move \$389.00 from line 700-217 (auto maintenance) to line 700-216 (equipment maintenance), and the third revision was to move \$3,300.00 from line 700-343 (auto supplies) to line 700-233 (investigation expenses). Commissioner Parker moved to approve all three of the Sheriff's line item budget revisions to the 2016-17 budget. President Hott seconded the motion and the motion passed.

Cecilia (Ce) Nichols Reginal Coordinator for the West Virginia Chapter of the Alzheimer's Association presented an introduction and overview of the disease and described the activities of the Association. Ms. Nichols asked the Commission to adopt a resolution identifying June as Alzheimer's & Brain Awareness month. Commissioner Parker moved to adopt the resolution and President Hott seconded the motion. The motion passed and the Commissioners signed the resolution.

Kathy Santa Barbara, PLLC, representing the owners of the former Colonial Motel, near Junction, discussed why she feels that this business should be exempt from the Hotel/Motel Tax. Their position is that since the facility is leased to a general contractor who uses it for office space and rooms in which their workers stay while working on projects in the area, the facility is not available to the general public and thus not subject to the tax. The Commissioners did not agree that this was grounds for an exemption and directed Ms. Santa Barbara to get an exemption from the State Tax Department or proceed to Circuit Court if they disagreed with the position of the Commission.

E 911 Director Nathan Sions and Brian Malcolm, Director of Emergency Services, presented the results of the request for proposal (RFP) for the Advanced Life Support/Basic Life Support (ALS/BLS) services. Valley Health was the only respondent with a base cost of \$166,965 to provide 12 hours of coverage 7 days a week. The proposed package did not include a contract at this point and the Commission felt that a termination clause should be included to allow the County to opt out should circumstances change. Commissioner Parker moved that

President Hott be authorized to sign a contract when available, with the added stipulation that the County be able to opt out of the agreement with a reasonable notice. President Hott seconded the motion and the motion passed.

The ALS/BLS review committee recommended that the Commission approve a \$100 increase in the cost to the squads when the ALS/BLS provider boards a squad to make a crew. Commissioner Parker moved to approve the fee increase and President Hott seconded the motion. The motion passed.

Dorothy Kengla, representing the Hampshire County Recycling Coalition, asked the Commission to allow their group to set a small, enclosed trailer at the recycling site to begin collecting and storing aluminum and metal cans on a six month trial basis. The group would be responsible for moving the trailer when full and they would establish a fund from the sale of the materials which would be used to pay for fuel to transport the trailer and cans. President Hott suggested that the matter might be tabled to allow for more details to be developed and considered. Commissioner Parker moved to table the matter until the next meeting. President Hott seconded the motion and the motion passed.

Animal Control Officer David Gee canceled his appointment.

The topic of a "clerk of the works" or project manager to specifically oversee the construction of a new animal control facility in Augusta was discussed. Some generic job descriptions had been distributed and the Commission agreed to review these and return with preferences at the next meeting.

The expense invoices of the County were presented for review by the Commissioners. Commissioner Parker moved the invoices be paid as presented. President Hott seconded the motion and the motion passed.

All scheduled business having been addressed, Commissioner Parker moved to adjourn the meeting with the next meeting scheduled for June 13, 2017. President Hott seconded the motion, the motion passed and the meeting was declared adjourned.

A regular meeting of the Hampshire County Commission was held on Tuesday, June 13, 2017 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott, Commissioner David R. Parker and Commissioner Brian W. Eglinger were present. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend James Mou of the Romney Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on May 23, 2017 were presented. Commissioner David Parker moved to approve the minutes as presented and Commissioner Brian Eglinger seconded the motion. The motion to approve the minutes passed.

President Hott and Commissioners Parker and Eglinger reported on the various meetings and events in which they have attended, participated and represented the Commission since the last meeting of the Commission.

Assessor Norma Wagoner prepared tax exonerations for consideration by the Commission. Commissioner Parker moved to approve the requested exonerations as presented by the Assessor and Commissioner Eglinger seconded the motion. The motion passed.

Stephanie Shoemaker, Director of the Hampshire County Health Department, sent a letter requesting the Commission to approve an increased frequency of pesticide applications in the spring and fall months. Commissioner Eglinger moved to approve an increase in pest control applications to prevent an increase of insects inside the building. Commissioner Parker seconded the motion and the motion passed.

Sheriff Alkire sent a letter stating that Deputy T. J. Eckerson has successfully completed training at the West Virginia State Police Academy plus his field training and is now a Certified Deputy Sheriff. Deputy Eckerson's monthly salary is due to increase in accordance with the current Civil Service pay scale for Deputies. Commissioner Eglinger moved to approve the pay increase as requested by the Sheriff and Commissioner Parker seconded the motion. The motion passed.

Clerk Strite asked the Commission to authorize a request for proposal (RFP) in order to replace the air conditioners for the Courtroom. Commissioner Parker moved to approve a RFP for the heat, ventilation and air conditioning (HVAC) replacement for the Courtroom. Commissioner Eglinger seconded the motion and the motion passed.

The annual permit renewal through the West Virginia Board of Pharmacy, for the Animal Control Officer to handle controlled substances was presented. Commissioner Eglinger moved to authorize the President to sign the application. Commissioner Parker seconded the motion and the motion passed.

The Sheriff and Treasurer of Hampshire County requested approval of the Hampshire County Delinquent List for Tax Year 2016 as of May 1, 2017. Commissioner David Parker moved to approve the May Delinquent Tax List and Commissioner Eglinger seconded the motion. The motion passed.

Deputy Clerk Largent sent Official Budget Revision #6 to the approved General Fund #1, for fiscal year ending June 30, 2017. Commissioner Eglinger moved to approve Official Budget Revision #6 and Commissioner Parker seconded the motion. The motion passed.

Dorothy Kengla spoke on behalf of the Hampshire Recycling Cooperative, in regard to the offer they made at the last meeting to begin a six month trial to collect clean cans at the recycling collection site. Ms. Kengla stated the Cooperative has been granted the use of an enclosed trailer which can hold eight 55 gallon drums. The steel and aluminum cans are to be separated by a volunteer from the Cooperative group who will make sure these cans are clean. The Recycling Cooperative will be responsible for moving the full containers to the recycler and proceeds from the sale of the cans will go toward their costs of hauling. President Hott stressed that the Commission is entering this arrangement as a courtesy for a six month trial period. The recycling group will be responsible for the metal collection project. The President also stated that the Commission is concerned about smell and vermin and that the site is currently neat and clean and needs to stay in this condition. Commissioner Eglinger moved to allow the Hampshire Recycling Cooperative to begin a metal can collection effort on a trial basis under the conditions discussed and in coordination with Maintenance Supervisor Kenny McBride. Commissioner Parker seconded the motion and the motion passed.

Sheriff Alkire asked the Commission to speak regarding an emergency situation which arose when security/surveillance equipment in the Judicial Center failed because of the three and a half hour power outage which occurred on May 26. The projected cost is expected to be

about \$5,000 and reimbursement from the insurance company and Potomac Edison are being pursued. Commissioner Parker moved to allow the Sheriff to seek bids on essential equipment as a critical need. Commissioner Eglinger seconded the motion and the motion passed.

President Hott stated that the Commission needs to appoint a representative from the Farmland Preservation Board to the Development Authority and he recommended Alison Jewell, who is the Executive Director of that Board. Commissioner Eglinger moved to appoint Alison Jewell to the Hampshire County Development Authority. Commissioner Parker seconded the motion and the motion passed.

The Clerk presented a draft of a job description for the proposed position of project manager, (or clerk of the works), for the design and construction of the proposed animal control facility in Augusta. After some discussion, the Commissioners agreed to give additional thought to the job description and communicate suggestions to the Clerk for review at the next meeting.

The expense invoices of the County were presented for review by the Commissioners. Commissioner Parker moved the invoices be paid as presented. Commissioner Eglinger seconded the motion and the motion passed.

The Sheriff sent a line item budget revision request to make a few adjustments within his approved budget. The requests were to move \$911.00 from line 700-217 (auto maintenance and repair) to line 700-216 (equipment maintenance and repair), \$2,000 from line 716-343 (auto supplies) and \$2,000 from line 716-341 (supplies) to place \$4,000 in line 716-103 (salaries), and \$20,000 from line 423-230 (contracted services) to be moved to line 424-103 (salaries). Commissioner Eglinger moved to approve the movement of approved funds within the Sheriff's budget. Commissioner Parker seconded the motion and the motion passed.

All scheduled business having been addressed, Commissioner Parker moved to adjourn the meeting. Commissioner Eglinger seconded the motion, the motion passed and President Hott declared the meeting adjourned at 10:30 am.

A regular meeting of the Hampshire County Commission was held on Tuesday, June 27, 2017 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott, Commissioner David R. Parker and Commissioner Brian W. Eglinger were present. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend James Tyree of the Romney Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on June 13, 2017 was presented. Commissioner David Parker moved to approve the minutes as presented. Commissioner Brian Eglinger seconded the motion and the motion passed.

President Hott and Commissioners Parker and Eglinger reported on the various meetings and events in which they have attended, participated and represented the Commission since the last meeting of the Commission.

Assessor Norma Wagoner presented tax exonerations for consideration by the Commission. Commissioner Eglinger moved to approve the requested exonerations as presented and Commissioner Parker seconded the motion. The motion passed.

The Clerk presented letters related to the audit of County operations for year ended June 30, 2016, which is currently underway. These letters clarify the scope and extent of the audit and request information from the Assessor and Prosecutor to be used in the audit. Commissioner Parker moved to allow the President to sign the letters regarding the audit now in process for yearend 2106. Commissioner Eglinger seconded the motion and the motion passed.

The Clerk presented a letter from Michael Taurino of the US Environmental Protection Agency, requesting consent from the Commission to enter the old hospital building for the purpose of completing an environmental survey in connection with a Targeted Brownfields Site Assessment, which is part of the grant process that Eileen Johnson of the Development Authority has been pursuing. Commissioner Eglinger moved to authorize the President to sign the consent form for the site assessment and Commissioner Parker seconded the motion. The motion passed.

Assessor Wagoner discussed concerns regarding internet speeds which seem to have been negatively impacting the ability of her office to transact business. The Assessor's office must connect to the State Tax Office in Charleston on most transactions and they have not begun to transmit the heaviest volume of data. Aaron Cox joined Ms. Wagoner and discussed some analysis of the internet speeds and bandwidth. Mr. Cox stated that most webpages have significantly more information including advertisements than they did when the system was initiated. He suggested the Commission consider allowing him to transfer the internet access of the offices in the old jail building to Atlantic Broad Band, which would free up significant bandwidth on the secure WV Net line for critical County business. Commissioner Eglinger moved to authorize the GIS Director to have Atlantic Broad Band to install a DSL, (or equivalent), line into the old Jail Building to serve the Extension, Parks and Recreation and Maintenance offices. Commissioner Parker seconded the motion and the motion passed.

Clerk Strite presented a contract renewal with Global Science and Technology (GST) for computer networking and IT services. GST has provided trouble shooting, repair and installation services for the Clerk's office and the Prosecutor's and Circuit Clerk's offices for \$700 per month. Commissioner Parker moved to authorize the President to sign the contract with GST and Commissioner Eglinger seconded the motion. The motion passed.

The Clerk presented a letter which was hand delivered by E911 Director Nathan Sions from Fred Ganoë, Jr. Mr. Ganoë stated his long record of service as a volunteer Emergency Medical Technician in Hampshire County and offered to complete recertification in death and forensic death investigation in order to serve as a Coroner for Hampshire County. Mr. Ganoë noted that the county's emergency medical personnel and law enforcement have had significant delays because a local medical examiner was unavailable. The Commission noted that this was not an agenda item, but all agreed that if Mr. Ganoë were to obtain the necessary certification, then the Commission would be very interested in having him serve as Coroner.

Craig Curtis of Potomac Highlands Guild canceled his appointment.

Eileen Johnson, Executive Director of the Hampshire County Development Authority, spoke for less than five minutes regarding the Brownfields Grant and the environmental assessment scheduled for mid-July.

The Clerk reminded the Commission of a request from the Convention and Visitors Bureau that was made in the March 17, 2017 meeting for funds to purchase an advertisement in the West Virginia State Tourism Travel Guide for the amount of \$2,000. Commissioner Parker moved to approve providing \$2,000 to the Convention and Visitors Bureau for the purchase of the ad in the statewide tourism magazine. Commissioner Eglinger seconded the motion and the motion passed.

The Commissioners agreed to postpone the scheduled board appointments until the next meeting.

Clerk Strite presented those estates that had applied for final settlement by Report of Receipts and Disbursements or Affidavit & Waiver of Final Settlement. Commissioner Eglinger moved to approve those estates that applied for Final Settlement, and all probate orders, fiduciary appointments, orders and qualifications and all fiduciary bonds which have come before the Clerk in the vacation of the Commission since its last regular meeting. Commissioner Parker seconded the motion and the motion passed.

Stephanie Shoemaker, Director of the Hampshire County Health Department, informed the Commission of the likely need to replace the heat, ventilation and air conditioning (HVAC) unit on the clinical side of the Health Department. Ms. Shoemaker stated that there are three HVAC units that were all original equipment when the building was constructed in 2001. A second unit is currently in need of repairs of an unknown nature. Ms. Shoemaker has budgeted \$10,000 for this item in this budget year. Commissioner Parker moved to have the Clerk prepare and run a Request for Proposal (RFP) to have 1, 2, or all 3 HVAC units replaced at the Health Department. Commissioner Eglinger seconded the motion and the motion passed.

The position of project manager for the construction of the new animal control facility was discussed and the Clerk presented a draft version of an advertisement to seek candidates to fill the position. Commissioner Eglinger moved to authorize the Clerk to run the ad for the project manager position. Commissioner Parker seconded the motion and the motion passed.

Department heads and elected officials sent requests for line item revisions to the approved 2016-2017 Budget. The Circuit Clerk asked to move \$4,000 from 403-459 (new equipment) and \$1,290.51 from 403-216 (maintenance and repairs) to 403-218 (postage). The Extension office requested to transfer \$536 from 216 (maintenance and repairs) to 341 (materials and supplies). The Sheriff asked to move \$59 from 700-214 (travel) to 700-223 (professional service), to move \$1,000 from 700-343 (auto supplies) to 700-341 (supplies and materials), to move \$400 from 700-345 (uniforms) to 700-223 (professional services), to move \$763 from 700-343 (auto supplies) to 700-259 (capital outlay), to move \$245 from 701-343 (auto supplies) to 701-217 (auto maintenance and repair), and to move \$151 from 730-341 (materials and supplies) to 730-345 (uniforms). Commissioner Eglinger moved to approve the line item budget revisions as requested and Commissioner Parker seconded the motion. The motion passed.

The expense invoices of the County were presented for review by the Commissioners. Commissioner Parker moved the invoices be paid as presented. Commissioner Eglinger seconded the motion and the motion passed.

The Planning Commission had indicated plans to advertise for the position of Compliance officer and to make adjustments to Ms. Long's salary, through documents delivered to the Clerk by Ms. Long. The Commissioners agreed that it would be beneficial for both the Planning Commission and the County Commission to meet before proceeding and instructed the Clerk that no action would be taken at this time on the salary adjustment and to instruct the Review to not run the advertisement at this time.

All scheduled business having been addressed, Commissioner Parker moved to adjourn the meeting. Commissioner Eglinger seconded the motion, the motion passed and President Hott declared the meeting adjourned at 10:44 am.

Respectfully Submitted,  
Eric W. Strite, Hampshire County Clerk

A special, emergency meeting of the Hampshire County Commission was held on Friday, June 30, 2017 at 12:00 noon in the courtroom of the Hampshire County Courthouse. Proper posting and advertisement had been made announcing the purpose of the special meeting to change the polling place location in Precinct 4 after the Governor's announcement that a statewide Special Election will occur on October 7, 2017. The announcement was emailed at 4:00 pm on Tuesday, June 27, 2017. The meeting notice was posted and the press notified by phone on Thursday, June 29, upon learning that the regular polling location in Precinct 4 would be unavailable and then securing an alternate location. WV Code 6-9A-3 allows notice to be posted "as soon as practicable prior to the meeting." Publication of the notice to change polling place was needed by the Hampshire Review by close of business on June 30, due to the July 4 Holiday. President Robert Q. Hott was present and Commissioner Parker was reached by phone. Commissioner Eglinger was unavailable at the time of the meeting. President Hott called the meeting to order and announced the purpose of making an emergency change to the polling place location in Precinct 4 for the Special Election on October 7, 2017.

President Hott read the emergency Order as follows:

Whereas the Hampshire County Clerk was informed that the Precinct 4 polling place, the Capon Bridge Ruritan Community Center, (formerly Senior Center), will be occupied by a previously scheduled activity during the October 7, 2017 Special Election.

Whereas to conform to timelines to inform the voters of said Precinct 4, the Clerk has requested the Hampshire County Commission to adopt an Order to change the polling place of said Precinct 4.

Commissioner David Parker moved to approve the emergency Order, President Hott seconded the motion and the motion passed.

The emergency business having been addressed, Commissioner Parker moved the meeting be adjourned and President Hott seconded the motion. The motion passed and the President declared the meeting adjourned at 12:05 pm.

Respectfully Submitted,

Eric W. Strite, Hampshire County Clerk



A regular meeting of the Hampshire County Commission was held on Tuesday, July 11, 2017 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott, Commissioner David R. Parker and Commissioner Brian W. Eglinger were present. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend James Mou of the Romney Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on June 27, 2017 were presented. Commissioner Brian Eglinger moved to approve the minutes as presented. Commissioner Parker seconded the motion and the motion passed.

The minutes of the Special Emergency meeting held on June 30, 2017, to relocate the polling place for Precinct 4 were presented for consideration. Commissioner Parker moved to approve the minutes as presented and to reaffirm the action taken in the meeting. Commissioner Eglinger seconded the motion and the motion passed.

President Hott and Commissioners Parker and Eglinger reported on the various meetings and events in which they have attended, participated and represented the Commission since the last meeting of the Commission.

Assessor Norma Wagoner presented tax exonerations for consideration by the Commission. Commissioner Eglinger moved to approve the requested exonerations as presented and Commissioner Parker seconded the motion. The motion passed.

Sheriff Alkire sent a letter stating that, effective July 10, 2017, Austin J. Shockey began his career as a Hampshire County Deputy Sheriff. Commissioner Parker moved to approve the hiring of Deputy Shockey and Commissioner Eglinger seconded the motion. The motion passed.

The Commission asked the Planning Commission to make arrangements to have a discussion regarding the operation of the Planning Office including the hiring of a Compliance Officer. Planning Commission President John Hicks participated via speaker phone as well as Sandra Hunt, who is also a member of the Planning Commission, Rachael Long of the Planning Office staff and representatives of Middle Department Inspection Agency. The parties agreed that communication had been inadequate, but agreed on a plan to move forward, including the advertisement for the Compliance Officer position, which is to run in the Hampshire Review on July 12 and 19<sup>th</sup>. The Commission asked Ms. Long to stay so that her compensation could be discussed in executive session at a later point in the meeting.

Hampshire County Health Department Director Stephanie Shoemaker and Cindi Corbin, Executive Director of Hampshire County Pathways, Inc., presented information regarding the opioid epidemic which has affected our region and County. Strategies presented include naloxone training and availability, needle exchange programs to reduce the spread of hepatitis and HIV as well as peer recovery coaches. Ms. Shoemaker and Ms. Corbin are working together to submit a grant to allow for a peer recovery coach to be on call to the hospital when someone is seen in the emergency room with an overdose. This has been documented to be an effective way to help someone realize the value of and availability of recovery programs. The Commission agreed to write a letter supporting their grant application.

The Commission asked for patience from those present who were scheduled on the agenda and Commissioner Parker moved to go into executive session to discuss a personnel matter with Rachael Long under WV Code § 6-9A-4. Commissioner Eglinger seconded the motion and the motion passed. President Hott declared the meeting in executive session at 10:05 am.

President Hott declared the meeting back in regular session at 10:45 am and stated that no decisions were made and no actions taken.

Dennis Morris of the Romney Parks and Recreation Department, asked the Commission to consider donating about half of the cost of the new, stainless steel pool ladder that was built and installed by Mineral Fabrication. Commissioner Parker moved to allocate \$2500 as a donation to the Romney Parks and Rec to help with the cost of the new ladder. Commissioner Eglinger seconded the motion and the motion passed.

Chad Thompson of the WV Department of Environmental Protection presented a report on the Health of the Potomac and offered help with grant funding for efforts supporting water shed related work for the Potomac Basin of West Virginia.

Vivian Parsons, Executive Director of the West Virginia County Commissioners Association presented on overview of the activities and benefits of that organization.

The WV Legislature passed Senate Bill 433 allowing County Commissions to pursue an increase in the Excise Tax on the Privilege of Transferring Real Property. Commissioner Eglinger moved to approve the following order, allowing for publication of notice of a public hearing on the Commission's intention to increase the documentary stamps: Pursuant to 2017 Regular Session Senate Bill 433, being W. Va. Code 11-22-2, the Hampshire County Commission does order the County Clerk to publish as a Class I legal advertisement, no later than Wednesday, July 19<sup>th</sup> of its intention to consider increasing the Excise Tax on the Privilege of Transferring Real Property by 55 cents for each \$500 value or fraction thereof as represented by such document as defined in section one of article 22 of the West Virginia Code, on August 22, 2017 at 10:00 am to be effective on October 1, 2017. The intention is that the Excise tax will change from a total for the State and County portions from \$3.30 per \$500 value to \$3.85 per \$500 value. Commissioner Parker seconded the motion and the motion passed.

The scheduled bid opening for those bids which were submitted in response to the request for proposal which was run for the replacement of the air conditioning units for the Courtroom was announced. Bids were submitted by Riddleberger Brothers of Mt. Jackson, VA and Royal Aire of Keyser. The Commissioners opened and reviewed the sealed bids and selected the low bid of \$20,395 from Royal Aire to replace the old air conditioning units with standard heat pump units. Commissioner David Parker moved to enter a contract with Royal Aire to replace the air conditioners with heat pumps for the amount of \$20,395. Commissioner Eglinger seconded the motion and the motion passed.

Deputy Clerk Largent prepared an Official Budget Revision #1, for the Coal Severance Fund #2. Commissioner Eglinger moved to approve the official budget revision to the Coal Severance Fund and Commissioner Parker seconded the motion. The motion passed.

The expense invoices of the County were presented for review by the Commissioners. Commissioner Parker moved the invoices be paid as presented. Commissioner Eglinger seconded the motion and the motion passed.

Commissioner Eglinger moved to appoint Duane Oates and Keith Bohrer to the Planning Commission and Commissioner Parker seconded the motion. The motion passed.

Commissioner Parker moved to reappoint Brenda Hiatt to the Historic Landmarks Commission and Commissioner Eglinger seconded the motion. The motion passed.

The reappointment of Kelli Eglinger to the Board of Health was the next topic and Commissioner Eglinger recused himself from discussion or vote at this point. Commissioner Parker moved that Kelli Eglinger be reappointed to the Board of Health and President Hott seconded the motion. The motion passed and Commissioner Eglinger resumed participation.

Brian Eglinger moved to appoint Jonathan Brill to the Building Commission and Commissioner Parker seconded the motion. The motion passed.

Commissioner Parker moved to reappoint Greg Rinker, Jeff Pancione, Sue Davis and Tom Stump to a new, three-year term on the Parks and Recreation Board. Commissioner Eglinger seconded the motion and the motion passed.

Commissioner Parker noted that Sandra Hunt's term expired and moved to reappoint her to another three-year term on the Planning Commission. Commissioner Eglinger seconded the motion and the motion passed.

All scheduled business having been addressed, Commissioner Parker moved to adjourn the meeting. Commissioner Eglinger seconded the motion, the motion passed and President Hott declared the meeting adjourned at 12:40 pm.

Respectfully Submitted,  
Eric W. Strite, Hampshire County Clerk

A regular meeting of the Hampshire County Commission was held on Tuesday, July 25, 2017 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott, Commissioner David R. Parker and Commissioner Brian W. Eglinger were present. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend James Mou of the Romney Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on July 11, 2017 were presented. Commissioner David Parker moved to approve the minutes as presented. Commissioner Brian Eglinger seconded the motion and the motion passed.

President Hott and Commissioners Parker and Eglinger reported on the various meetings and events in which they have attended, participated and represented the Commission since the last meeting of the Commission.

President Hott told the Commissioners that he had received a notice of grant award in the mail from USDA in regard to the Broadband Committee's efforts. The letter required some additional information with a very tight deadline and the President asked the Commission to authorize him to sign the necessary documents. Commissioner Eglinger moved to authorize President Hott to sign the grant documents as needed and Commissioner Parker seconded the motion. The motion passed.

Assessor Norma Wagoner introduced Joe Rippeon who was recently hired as a field data clerk to work in the Assessor's office.

The Commissioners had reviewed the applications for project manager on the animal control facility construction and agreed they would like to interview the two applicants. The Clerk will make appointments for interviews in the next meeting.

The Hady County Farm Bureau sent a thank you to the Commission stating appreciation for the donation toward a successful Farm Safety Day program.

Friend Products sent a bid for coal delivery to the Courthouse at \$150 per ton delivered, with the County providing two men to shovel coal in the bin. Commissioner Parker moved to award the bid for coal delivery to Friend Products for the 2017 fall delivery. Commissioner Eglinger seconded the motion and the motion passed.

The Clerk presented a letter in support of the Health Department's efforts to implement their Harm Reduction Program, which had been requested in the last meeting. Commissioner Eglinger moved to approve and sign the letter. Commissioner Parker seconded the motion and the motion passed.

The Clerk with Maintenance Supervisor Kenny McBride, presented bids which had been collected regarding the emergency air conditioner replacement for the meeting room at the Health Department as approved at the last Commission meeting. Commissioner Eglinger moved to accept the low bid from L & T Electric to install 2 two-ton mini split style units for HVAC in the meeting room at the Health Department. Commissioner Parker seconded the motion and the motion passed.

Mr. McBride asked the Commission for permission to contract with someone to wash the main windows at the Judicial Center and the high windows at the Annex building on a fairly regular basis. Commissioner Parker moved to authorize Mr. McBride to make arrangements to have the windows washed at his discretion. Commissioner Eglinger seconded the motion and the motion passed.

E911 Director Nathan Sions introduced Fred Ganoë, Jr, and asked the Commission to consider appointing Mr. Ganoë to work as a Coroner for Hampshire County. Mr. Ganoë has served as an EMT in the County for 34 years and the State Medical Examiner told Mr. Sions that Ganoë can act as a Coroner, (for as long as a year), as he works to obtain certification in that specialization. Commissioner Parker moved to hire Fred Ganoë, Jr. to the position of Hampshire County Coroner and to pay the cost of his certification. Commissioner Eglinger seconded the motion and the motion passed.

The Commission asked Mr. Sions to discuss the Hotel/ Motel Tax Ordinance. It seems that when the State Code was revised in 2016, that the local ordinance was not updated to reflect the changes. Guidance has been received which indicates that the State Code establishes the precedent but the Commission would like to bring Hampshire County's Hotel/Motel Ordinance to the same level. The Clerk agreed to determine the necessary notifications and hearings to allow the Commission to take action on revising the ordinance.

Assessor Norma Wagoner prepared tax exonerations for consideration by the Commission. Commissioner Eglinger moved to approve the requested exonerations as presented and Commissioner Parker seconded the motion. The motion passed.

Alison Jewell, Executive Director of the Hampshire County Farmland Preservation Board (HCFPB) presented a recommendation from the Board requesting the Commission to grant approval of a donated preservation easement on 826.691 acres near Three Churches, known as the Melzac property. Commissioner Eglinger moved to approve the Melzac Easement for the HCFPB and Commissioner Parker seconded the motion. The motion passed and the Commission complimented Ms. Jewell on her work and expressed appreciation to the landowner for the generous donation.

It was noted that a member of the Planning Commission had been overlooked during the board appointments in the last meeting. Commissioner Parker moved to reappoint Glenn Delaplain to a new term on the Planning Commission and Commissioner Eglinger seconded the motion. The motion passed.

Clerk Strite presented those estates that had applied for final settlement by Report of Receipts and Disbursements or Affidavit & Waiver of Final Settlement. Commissioner Eglinger moved to approve those estates that applied for Final Settlement, and all probate orders, fiduciary appointments, orders and qualifications and all fiduciary bonds which have come before the Clerk in the vacation of the Commission since its last regular meeting. Commissioner Parker seconded the motion and the motion passed.

The Clerk informed the Commission that he was recommending that only paper ballots be used in the October 7, 2017 Special Election, even though the Governor's Office will reimburse the expense of up to two electronic voting machines for the County. Commissioner Parker moved the Commission go on record as approving the exclusive use of paper ballots in the Special Election. Commissioner Eglinger seconded the motion and the motion passed.

Craig Curtis of the Potomac Highlands Guild (PHG) updated the Commission on the progress the Guild has made in developing their local properties. The Guild will need to modify the lease arrangement on the Commission owned residential unit, in order to get reimbursement from their funding source. The Commission asked to review the similar arrangement which was done in February with the Potomac Center on the other leased unit and made plans to address this further in August.

Deputy Clerk Lillian Largent discussed the initial Official Budget Revision #1 to the General Fund #1 for fiscal year 2017-18. This sparked discussions on several related matters.

Commissioner Eglinger moved to have the Clerk advertise to sell by sealed bids the surplus automobiles, namely the small Chevrolet car which had been assigned to the Compliance Office and the mid 90's Ford van which was brought back from the Capon Bridge Senior Center. Commissioner Parker seconded the motion and the motion passed.

After discussion of the steadily increasing cost of the insurance for the ambulance squads, Commissioner Eglinger moved to direct the Clerk to send letters to the ambulance squads requesting that they solicit bids to reduce the cost of insuring the squad vehicles. Commissioner Parker seconded the motion and the motion passed.

Commissioner Parker moved to approve the initial Official Budget Revision to the General Fund #1 for fiscal year 2017-18. Commissioner Eglinger seconded the motion and the motion passed.

The Sheriff's Settlement FYE June 30, 2017 was presented for approval. Commissioner Eglinger made a motion to approve the settlement, Commissioner Parker seconded the motion and the motion passed.

The expense invoices of the County were presented for review by the Commissioners. Commissioner Parker moved the invoices be paid as presented. Commissioner Eglinger seconded the motion and the motion passed.

All scheduled business having been addressed, Commissioner Eglinger moved to adjourn the meeting. Commissioner Parker seconded the motion, the motion passed and President Hott declared the meeting adjourned at 10:57 am.

Respectfully Submitted,  
Eric W. Strite, Hampshire County Clerk

A regular meeting of the Hampshire County Commission was held on Tuesday, August 8, 2017 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott, Commissioner David R. Parker and Commissioner Brian W. Eglinger were present. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend Gary Smith of the Romney Ministerial Association offered prayer. President Hott then called the meeting to order. Clerk Strite was on vacation and Deputy Clerk Ladd facilitated the meeting and recorded the proceedings.

The minutes of the Commission meeting held on July 25, 2017 were presented. Commissioner Brian Eglinger moved to approve the minutes as presented. Commissioner Parker seconded the motion and the motion passed.

President Hott and Commissioners Parker and Eglinger reported on the various meetings and events in which they have attended, participated and represented the Commission since the last meeting of the Commission.

Assessor Norma Wagoner presented tax exonerations for consideration by the Commission. Commissioner Parker moved to approve the requested exonerations as presented and Commissioner Eglinger seconded the motion. The motion passed.

The interview of Jim Champ for the position of Project Manager for the construction of the Animal Control facility was the next agenda item. Commissioner Parker moved that the Commission meeting go into executive session as allowed under WV Code § 6-9A-4, because the matter to be discussed would be a personnel matter including possible salaries or contractual matters. Commissioner Eglinger seconded the motion and the motion passed.

President Hott declared the meeting back in regular session and stated that no decisions were made and no actions taken.

The scheduled bid opening for those bids which were submitted in response to the request for proposal which was run for the replacement of the air conditioning units for the Hampshire County Health Department was announced. Bids were to be submitted by August 2, 2017. Royal Aire of Keyser was the only bidder that submitted the bid according to the requirements of the advertisement including attendance at the mandatory bidder's meeting. Riddleberger Brothers of Mt. Jackson, VA and M. R. Heating, Air Conditioning & Electrical, LLC of Moorefield, WV also sent in bids that were not in compliance with the requirements and the Commissioners agreed they would not be considered. Commissioner David Parker moved to enter a contract with Royal Aire to replace the two air conditioners with heat pumps for the total bid amount of \$13,802. Commissioner Eglinger seconded the motion and the motion passed.

The Broadband Coalition, represented by Aaron Cox and County grant writer Erin Timbrook, presented supplemental paperwork pertaining to the USDA grant for the Broadband feasibility study. Commissioner Parker moved to authorize President Hott to sign all necessary grant documents. Commissioner Eglinger seconded the motion and the motion passed. President Hott signed the paperwork as presented by the grant writer.

The list of poll workers to work the Special Election on October 7, 2017 was presented as nominated by the Executive Committees of the Republican and Democratic Parties. The Commissioners reviewed those nominated and Commissioner Eglinger moved to approve the nominations as presented by the Executive Committees. Commissioner Parker seconded the motion and the motion passed.

The interview of George O'Connell for the position of Project Manager for the construction of the Animal Control facility was the next agenda item. Commissioner Parker moved that the Commission go into executive session as allowed under WV Code § 6-9A-4, because the matter to be discussed would be a personnel matter including possible salaries or contractual matters. Commissioner Eglinger seconded the motion and the motion passed.

President Hott declared the meeting back in regular session and stated that no decisions were made and no actions taken.

The expense invoices of the County were presented for review by the Commissioners. Commissioner Parker moved the invoices be paid as presented. Commissioner Eglinger seconded the motion and the motion passed.

All scheduled business having been addressed, Commissioner Eglinger moved to adjourn the meeting. Commissioner Parker seconded the motion, the motion passed and President Hott declared the meeting adjourned.

Respectfully Submitted, Tina Ladd, Deputy Clerk for Clerk Eric Strite

A regular meeting of the Hampshire County Commission was held on Tuesday, August 22, 2017 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott, Commissioner David R. Parker and Commissioner Brian W. Eglinger were present. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend James Tyree of the Romney Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on August 8, 2017 were presented. Commissioner Brian Eglinger moved to approve the minutes as presented. Commissioner David Parker seconded the motion and the motion passed.

President Hott and Commissioners Parker and Eglinger reported on the various meetings and events in which they have attended, participated and represented the Commission since the last meeting of the Commission, including the Auditor's training in Flatwoods, WV on August 21.

Romney Mayor Beverly Keadle requested that the Commission repair the rifle of the World War I statue which stands in front of the Courthouse. It is believed that about three inches of the rifle muzzle has broken off and is missing. It is unknown when this may have occurred as County employees with well over 30 years of service are unaware of the breakage. Commissioner Parker moved to refer this to the Historic Landmarks Commission to review the possibilities of restoration and cleaning with the goal of obtaining some estimates of cost by the next meeting. Commissioner Eglinger seconded the motion and the motion passed.

The Clerk presented the acceptance documentation for the Community Corrections grant which supports the South Branch Valley Day Report Center. The grant award this year is in the amount of \$190,000. Commissioner Eglinger moved to authorize the President to sign the grant contract and other documents for the Community Corrections Grant. Commissioner Parker seconded the motion and the motion passed.

Craig Curtis of the Potomac Highlands Guild advised the Commission that they are still working on the lease revision, which was discussed at a recent meeting, and expect to present that for Commission approval at the next meeting.

Clerk Strite presented those estates that had applied for final settlement by Report of Receipts and Disbursements or Affidavit & Waiver of Final Settlement. Commissioner Eglinger moved to approve those estates that applied for Final Settlement, and all probate orders, fiduciary appointments, orders and qualifications and all fiduciary bonds which have come before the Clerk in the vacation of the Commission since its last regular meeting. Commissioner Parker seconded the motion and the motion passed.

Assessor Norma Wagoner prepared tax exonerations for consideration by the Commission. Commissioner Eglinger moved to approve the requested exonerations as presented and Commissioner Parker seconded the motion. The motion passed.

The expense invoices of the County were presented for review by the Commissioners. Commissioner Parker moved the invoices be paid as presented. Commissioner Eglinger seconded the motion and the motion passed.

At 10 am, President Hott announced that the Public Hearing regarding the proposed increase in the excise tax on the privilege of transferring real property, would commence at that time as advertised and opened a comment period for public input. No public comment or objection was offered and the President declared the public hearing closed at 10:08 am. Commissioner Eglinger moved that: Pursuant to 2017 Regular Session Senate Bill 433, being W. Va. Code 11-22-2, the Hampshire County Commission does order an increase on the Excise Tax on the Privilege of Transferring Real Property by 55 cents for each \$500 value or fraction thereof as represented by such document as defined in section one of article 22 of the West Virginia Code, to be effective on October 1, 2017. The intention is that the Excise tax will change from a total for the State and County portions from \$3.30 per \$500 value to \$3.85 per \$500 value. Commissioner Parker seconded the motion and the motion passed by unanimous affirmation.

Sheriff Alkire sent a letter advising that Deputy John D. Smith completed training at the West Virginia State Police Academy and field training and is now a certified deputy. Deputy Smith is therefore eligible for a salary increase under the current deputy salary scale. Commissioner Parker moved to approve the Civil Service salary increase for Deputy John D. Smith as recommended by Sheriff Alkire. Commissioner Eglinger seconded the motion and the motion passed.

Commissioner Eglinger moved to authorize the President to sign a letter to Dean Steve Bonnano, Dean of the Extension Service at West Virginia University requesting that Hampshire County's Extension Agent position be filled as soon as possible after the departure of Steven Starcher. Commissioner Parker seconded the motion and the motion passed.

Rachael Long of the Planning Office, notified the Commission that AT&T has made application for a permit for Phase II of a project to replace existing fiber optic cable on established right of ways. AT&T was approved in the spring for Phase I, from the eastern county line to the Augusta area and now are ready to continue across Hampshire County into the central part of West Virginia. Commissioner Parker moved to approve the request from AT&T and Commissioner Eglinger seconded the motion. The motion passed.

Mike Crouse had sent a letter by email stating his resignation from the Health Department Board and Commissioner Parker moved to accept Mr. Crouse's resignation. Commissioner Eglinger seconded the motion and the motion passed.

President Hott mentioned that the second-floor hall way and probably the stairwells of the Annex Building need to be painted due to wear and tear. The Commissioners agreed to have Mr. McBride get an estimate and have that done as soon as possible if the cost is reasonable.

John Hicks, President of the Planning Commission, stated that the Planning Commission had completed interviews and was recommending the hiring of Jason Ketterman for the position of Compliance Officer. Mr. Ketterman was introduced and expectations were discussed in regard to certifications and various aspects of training. It was agreed Mr. Rexroad of Middle Department Inspection Agency (MDIA) would help train Mr. Ketterman during the 60-day notification period in the contract, and that he would go ahead and work on Flood Plain certification even though Ms. Long was named as the Flood Plain Coordinator and has already started certification. Commissioner Eglinger moved to consent to the hiring of Jason Ketterman as Compliance Officer and Commissioner Parker seconded the motion. The motion passed.

The Commission interviewed two individuals for the position of Project Manager for the construction of a new animal control facility, at their last meeting. Commissioner Parker moved that Jim Champ be hired to a temporary position for the planning and construction of the animal control facility at the rate of \$28/hour. Commissioner Eglinger seconded the motion. Commissioner Eglinger then moved to amend the motion to include authorization for the President to sign an agreement with the Project Manager outlining duties and compensation. Commissioner Parker seconded the amendment and the motion passed as amended.

The President had asked Chief Deputy Nathan Sions to participate in a discussion regarding the update of Hampshire County's Hotel /Motel Tax Ordinance. The President stated that the State Code changed in 2016, eliminating an exemption to the tax if a room is rented for more than 30 days. This exemption caused a problem in Counties where construction or gas field workers would rent rooms for long periods and deny the localities the room rental tax. When the law was changed, the local ordinance was not updated and the County was advised that enforcement would be complicated by the inconsistency with the State Code. President Hott recommended that the Chief Deputy, the Clerk and a Commissioner should review the County Hotel/Motel Ordinance and make a recommendation to the Commission on the best way to revise the amendment and make it consistent with WV Code § 7-18-1 & 3. Commissioner Eglinger moved to appoint the Chief Deputy the Clerk and President Hott to serve as a committee to review and make a recommendation regarding the Hotel/Motel Ordinance. Commissioner Parker seconded the motion and the motion passed.

A letter was received from E911 Director Nathan Sions stating that Jonathan Hotchkiss plans to resign as a full time E911 Dispatcher on August 30, 2017 and that he would like to continue to work as a part time dispatcher. Commissioner Eglinger moved to accept Mr. Hotchkiss's resignation and transfer to part time. Commissioner Parker seconded the motion and the motion passed.

All scheduled business having been addressed, Commissioner Parker moved to adjourn the meeting. Commissioner Eglinger seconded the motion, the motion passed and President Hott declared the meeting adjourned at 10:47 am.

Respectfully Submitted,  
Eric W. Strite, Hampshire County Clerk

A regular meeting of the Hampshire County Commission was held on Tuesday, September 12, 2017 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott and Commissioner Brian W. Eglinger were present. Commissioner David Parker was traveling. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend Jim Mou of the Romney Ministerial Association offered prayer. President Hott then called the meeting to order. Clerk Strite was attending Election Training and Deputy Clerk Ladd facilitated the meeting and recorded the proceedings.

The minutes of the Commission meeting held on August 22, 2017 were presented. Commissioner Brian Eglinger moved to approve the minutes as presented. President Hott seconded the motion and the motion passed.

President Hott and Commissioner Eglinger reported on the various meetings and events in which they have attended, participated and represented the Commission since the last meeting of the Commission.

Assessor Norma Wagoner prepared tax exonerations for consideration by the Commission. Commissioner Eglinger moved to approve the requested exonerations as presented and President Hott seconded the motion. The motion passed.

Prosecutor Dan James had asked to be placed on the agenda and he announced that he had been appointed as Prosecutor in Morgan County and that he would be resigning as Hampshire County's Prosecutor with Thursday, September 21, as his last day. Mr. James stated that the Prosecutor's office is prepared to operate until a new Prosecutor is appointed. The County Commission is aware that a new Prosecutor must be appointed within 30 days and that the appointee must be a West Virginia resident, licensed to practice law by the West Virginia Bar and registered to vote in the same political party as Mr. James, (Republican).

The Potomac Highlands Guild (PHG) returned the revised, signed lease agreement which they had requested during the July 25, 2017 meeting. Commissioner Eglinger moved that President Hott be authorized to sign the lease agreement with the PHG and President Hott seconded the motion and the motion passed.

Romney resident and Town Council Member Duncan Hott asked the Commission to consider allowing a Potomac Valley Transit Authority (PVRTA) bus stop shelter in front of the Courthouse or across the street on Commission property. No action was taken.

Mr. Jim Champ, Project Manager for the construction of the Animal Control Facility gave the Commission his first report regarding research and investigation he has done.

The expense invoices of the County were presented for review by the Commissioners. Commissioner Eglinger moved the invoices be paid as presented. President Hott seconded the motion and the motion passed.

The Commission requested that Dr. Charles Bess, Hampshire County Medical Director be contacted and asked to present an annual report during an upcoming meeting.

Commissioner Eglinger presented the following proposal regarding the Hampshire County Hotel and Motel Occupancy Tax:

Proposed: That the Hampshire County Commission adopt revisions to the Hampshire County Hotel and Motel Occupancy Tax which was adopted by Resolution dated July 28, 2009.

The proposed revisions include the deletion of the last sentence of Section 3.1, (Provided, however, the tax shall not be imposed on any consumer occupying a hotel room for thirty or more consecutive days.), and to change the rate of tax imposed in Section 3.2 and Section 4.6, from three (3%) percent to six (6%) percent.

Effective date of proposed revisions shall be January 1, 2018 if adopted.

The Authorization for said revisions are West Virginia Code §7-18-1 as amended by the Legislature effective June 6, 2016 and WV Code §7-18-2(c) as amended in 2007.

First reading of the Revisions to the Hampshire County Hotel and Motel Occupancy Tax Ordinance shall be at 9:15 on September 26, 2017 during the regular meeting of the Hampshire County Commission.

Second reading of the Revisions to the Hampshire County Hotel and Motel Occupancy Tax Ordinance shall be at 9:15 on October 10, 2017, with public notification in accordance with WV Code §7-18-2(c), consisting of a Class I legal advertisement published not less than 10 days prior to a final vote of the Commission.

Commissioner Eglinger moved that the proposal to revise the Hampshire County Hotel and Motel Occupancy Tax Ordinance be approved as presented. President Hott seconded the motion and the motion passed.

Commissioner Eglinger moved to adjourn the meeting. President Hott seconded the motion, the motion passed and the meeting was adjourned.

Respectfully Submitted, Tina Ladd, Deputy Clerk for Clerk Eric Strite



A regular meeting of the Hampshire County Commission was held on Tuesday, September 26, 2017 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott, Commissioner David R. Parker and Commissioner Brian W. Eglinger were present. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend James Mou of the Romney Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on September 12, 2017 were presented. Commissioner Brian Eglinger moved to approve the minutes as presented. Commissioner David Parker seconded the motion and the motion passed.

President Hott and Commissioners Parker and Eglinger reported on the various meetings and events in which they have attended, participated and represented the Commission since the last meeting of the Commission.

With some time remaining before the first scheduled appointment, the Clerk presented several "housekeeping" type items.

Sheriff John Alkire sent letters requesting approval for personnel changes for E911 with Ethan Glaze moving from floater to full-time and Derick Skinner being hired as a per diem floater. The Sheriff also notified the Commission that Donald W. Walker will be working as a part-time Process Server on a temporary basis. Commissioner Parker moved to approve the personnel requests from the Sheriff and Commissioner Eglinger seconded the motion. The motion passed by unanimous voice vote.

Assessor Norma Wagoner prepared tax exonerations for consideration by the Commission. Commissioner Eglinger moved to approve the requested exonerations as presented and Commissioner Parker seconded the motion. The motion passed.

Ms. Evelyn Baker had asked to speak to the Commission regarding the use of the Courthouse grounds. The Chair recognized Ms. Baker and she requested approval to use the Courthouse steps to hold a rally in support of saving historical monuments on Saturday, October 14, 2017. The Commission agreed by consensus and the President reminded Ms. Baker that any group in opposition would also be granted the same permission. The Clerk mentioned that he had had a conversation with Romney Mayor Beverly Keadle in which she stated that she had approved a permit for this rally with the provision that the Commission approve the use of County property.

While the subject of the Town was before the Commission, President Hott stated that a request was made at the last meeting by Councilman Duncan Hott to locate shelters for Potomac Valley Transit Authority (PVTA) passengers on County property. No action was taken at that time, in order that Mr. Parker might take part in the decision. Commissioner Parker stated that there are other more suitable locations for shelters and with the availability of the Ready Ride program, shelters on Courthouse property would be unnecessary and would more likely be a traffic hazard. Mr. Parker went on to move that the request be denied. Commissioner Eglinger seconded the motion and the motion was passed by voice vote.

At 9:15 am President Hott announced that the first public hearing in regard to revisions to the Hampshire County Hotel and Motel Occupancy Tax Ordinance had been scheduled and public notice served in the newspaper. Commissioner Eglinger read the specific proposed changes to the ordinance and President Hott invited the public to make comment regarding the proposed changes to the Ordinance, allowing sufficient time for comment. No public comment was offered. Commissioner Eglinger moved to close the first public hearing and to proceed to the 2<sup>nd</sup> public hearing, as scheduled, for 9:15 am on October 10, 2017. Commissioner Parker seconded the motion and the motion passed.

Commissioner Eglinger stated that Mr. Jeffery Pancione had resigned from the Parks and Recreation Board because of his new duties as Superintendent of Schools in Hampshire County. Commissioner Eglinger nominated Dale Myers to fill the unexpired term to which Mr. Pancione had been appointed, which began July 1, 2017 until June 30, 2020. Commissioner Parker seconded the motion and the motion passed.

President Hott asked the Commissioners if anyone would object to moving the last agenda item to this point in the meeting. They agreed and the President read the resolution in support of the Road Bond Election. Language in the resolution stated that the Commission unanimously supported passage of the Road Bond. Commissioner Eglinger moved to approve the resolution as read and Commissioner Parker seconded the motion. The subsequent vote

was two in favor with Commissioner Parker voting in opposition to the resolution. Failing unanimity, the resolution was not adopted.

At 9:30 Animal Control Officer David Gee along with Chief Deputy Nathan Sions, presented proposed revisions to HC-6 which is known as the Viscous Dog Ordinance. The intent of the proposed revision is to eliminate a five-member body known as the Nuisance Appeal Board and have any appeal of the decision of the seizing officer made directly to the Magistrate within 5 business days of notice of seizure. The Magistrate's order would be appealable to the Circuit Court and would eliminate County Commission involvement, thus reducing the time required. Specifically, revisions include paragraph C. and subparagraphs a, b, c, d, and adds subparagraph e. Commissioner Parker moved to advertise as a Class II legal ad, a public hearing to occur at the last meeting in October of the County Commission to consider the proposed changes to HC-6. Commissioner Eglinger seconded the motion and the motion passed. The hearing will be scheduled to occur at 9:15 am on October 24, 2017.

Mr. Jim Champ, who is acting as Project Manager came to present plans and specifications for the Animal Control Facility, which the Commission has under consideration. President Hott suggested that executive session might be in order as contractual matters would be discussed. Commissioner Parker moved that meeting go into executive session under WV Code 6-9A-4 to discuss contractual matters. Commissioner Eglinger seconded the motion and the motion passed. Executive session began at 9:46 am.

At 10:07 am, President Hott declared the meeting back in regular session and stated that no decisions had been made and no actions taken.

The Clerk, in conjunction with Project Manager Jim Champ, presented a request for Proposal (RFP) to advertise for construction of the animal control facility as described in drawings and specifications made by Mr. Champ. Commissioner Eglinger moved to approve advertising the RFP and Commissioner Parker seconded the motion and the motion passed.

Sheriff Alkire and Assessor Wagoner presented a proposal to expand the current part-time tax deputy position in Capon Bridge and create a cooperative position which would include duties as tax deputy and also representative of the Assessor's office. This would offer increased service to the citizens of the east side of Hampshire County. Both elected officials stated that they each have sufficient funds to establish the position but may need some support from the Commission in funding the benefits of this employee. The Sheriff would provide the direct supervision. The Commission agreed to support the proposal by consensus.

Mike Ketterman, who was recently hired as Compliance Officer, came to introduce himself to the Commission and discuss his integration into the operation of the office.

Aaron Cox asked to speak to the Commission to inform them of the intentions of the Broadband Council to pursue a Small Cities Development Grant for the purpose of improving broadband availability in Hampshire County. The maximum grant award will be \$700,000 and the Region VIII Development Authority is experienced pursuing these grants and has offered to help. A memorandum of understanding (MOU) between the Commission and Region VIII may be presented at a later point. The application will be due by the end of October so action may be scheduled for a meeting next month.

Sheriff John Alkire sent a request for a line item budget revision to the Courthouse security budget of year 2017-18. He asked to move \$89.00 from line 730-216, maintenance and repairs of equipment to line 730-341, supplies and materials. Commissioner Parker moved to approve the budget revision and Commissioner Eglinger seconded the motion. The motion passed.

The expense invoices of the County were presented for review by the Commissioners. Commissioner Eglinger moved the invoices be paid as presented. Commissioner Parker seconded the motion and the motion passed.

All scheduled business having been addressed, Commissioner Parker moved to adjourn the meeting. Commissioner Eglinger seconded the motion, the motion passed and President Hott declared the meeting adjourned at 10:42 am.

Respectfully Submitted,  
Eric W. Strite, Hampshire County Clerk

A regular meeting of the Hampshire County Commission was held on Tuesday, October 10, 2017 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott, Commissioner David R. Parker and Commissioner Brian W. Eglinger were present. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend James Mou of the Romney Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on September 26, 2017 were presented. Commissioner David Parker moved to approve the minutes as presented. Commissioner Eglinger seconded the motion and the motion passed.

President Hott and Commissioners Parker and Eglinger reported on the various meetings and events in which they have attended, participated and represented the Commission since the last meeting of the Commission.

Assessor Norma Wagoner prepared tax exonerations for consideration by the Commission. Commissioner Eglinger moved to approve the requested exonerations as presented and Commissioner Parker seconded the motion. The motion passed.

Sheriff John Alkire sent two letters advising of personnel changes. The first letter stated that effective October 2, 2017, Deputy Nicholas Shallcross started his career as a Hampshire County Deputy Sheriff, and the second letter advised that effective September 27, 2017, Rebecca L. Lewis began fulfilling a full-time position in the Capon Bridge Substation. This is the cooperative position the Sheriff and Assessor requested, and was approved, in the Commission meeting of September 26, 2017. Commissioner Parker moved to approve both requests, Commissioner Eglinger seconded the motion and the motion passed.

At 9:15 am President Hott announced that the second public hearing in regard to revisions to the Hampshire County Hotel and Motel Occupancy Tax Ordinance had been scheduled and public notice served in the newspaper. Commissioner Eglinger read the specific proposed changes to the ordinance and President Hott invited the public to make comment regarding the proposed changes. One individual who introduced himself as Bob Lee of the Kool-Wink Motel, stated his concerns regarding the increase in the occupancy tax. At 9:40 a.m. President Hott stated that the public hearing was over and read the resolution adopting the amendments to the Hotel and Motel Occupancy Tax. Commissioner David Parker moved to approve the resolution and adopt the amended Hotel and Motel Ordinance which is to become effective on January 1, 2018. Commissioner Eglinger seconded the motion and the motion was passed by unanimous voice vote. The Commissioners then signed the resolution.

Commissioner Parker stated that before the appointment of the Prosecuting Attorney, he would like to discuss some personnel matters with the Commission and moved that the Commission meeting go into executive session as authorized under WV Code §6-9A-4 to discuss personnel matters. Commissioner Eglinger seconded the motion and the motion passed. President Hott declared the meeting in executive session at 9:43 a.m.

At 9:50 a.m. President Hott declared the meeting back in open session and stated that no decisions were made and no actions taken.

President Hott reminded those in attendance that the Commission had been faced with the responsibility to fill the recently vacated position of Hampshire County Prosecutor. Interested, qualified parties were invited to send resumes and the Commission conducted interviews in order to be able to appoint the best candidate to fill the role until the next Primary/General Election cycle. Commissioner Brian Eglinger moved to appoint Betsy Plumer to fill the office of Hampshire County Prosecutor as authorized in WV Code §3-10-8 until a qualified replacement may be elected to fill the unexpired term of office as specified in WV Code §3-10-1(2). Commissioner Parker seconded the motion and the motion passed by a unanimous vote.

Erin Timbrook, County Grant Writer and Aaron Cox, GIS Coordinator presented documents for three grants, including an emergency animal shelter, security cameras for Capon Bridge Elementary School and a grant to upgrade the equipment in the Emergency Operations Center (EOC). Commissioner Parker moved to authorize the President to sign the resolution, contract and all necessary documents for a grant to obtain an emergency animal shelter. Commissioner Eglinger seconded the motion and the motion passed.

Commissioner Eglinger moved to authorize the President to sign the resolution, contract and all necessary documents for a grant to obtain security cameras for Capon Bridge Elementary School. Commissioner Parker seconded the motion and the motion passed.

Commissioner Parker moved to authorize the President to sign the resolution, contract and all necessary documents for a grant to finance upgrades to the equipment in the EOC. Commissioner Eglinger seconded the motion and the motion passed.

Timbrook and Cox stated that the Broadband Coalition is working with the Region VIII Planning and Development Council to make application for a grant to benefit broadband development in Hampshire County. Ms. Timbrook presented a resolution authorizing signatures on the broadband grant, which will need to be submitted before the next Commission meeting. Commissioner Eglinger moved to approve the resolution authorizing signatures on the grant and Commissioner Parker seconded the motion. The motion passed by unanimous voice vote.

Commissioner Parker informed his fellow Commissioners that the Region VIII Planning and Development Council has requested the Commissions in each of the counties in the region to send a letter to the State Authority supporting the current structure of Region VIII and opposing any merge with other regional authorities. Commissioner Parker moved to authorize President Hott to sign a letter of support for the current structure of Region VIII. Commissioner Eglinger seconded the motion and the motion passed.

Clerk Strite presented those estates that had applied for final settlement by Report of Receipts and Disbursements or Affidavit & Waiver of Final Settlement. Commissioner Eglinger moved to approve those estates that applied for Final Settlement, and all probate orders, fiduciary appointments, orders and qualifications and all fiduciary bonds which have come before the Clerk in the vacation of the Commission since its last regular meeting. Commissioner Parker seconded the motion and the motion passed.

Assessor Wagoner requested to move funding allocations within the 2017-2018 Assessor's 406 County Budget. The specific transfer requested is to move \$1,000 from line #223 (Professional Services) to line #220 (Publications). Commissioner Parker moved to approve the Assessor's request for the line item transfer as requested and Commissioner Eglinger seconded the motion. The motion passed.

The expense invoices of the County were presented for review by the Commissioners. Commissioner Eglinger moved the invoices be paid as presented. Commissioner Parker seconded the motion and the motion passed.

All scheduled business having been addressed, Commissioner Parker moved to adjourn the meeting. Commissioner Eglinger seconded the motion, the motion passed and President Hott declared the meeting adjourned at 10:27 am.

Respectfully Submitted,  
Eric W. Strite, Hampshire County Clerk

A regular meeting of the Hampshire County Commission was held on Tuesday, October 24, 2017 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott, Commissioner David R. Parker and Commissioner Brian W. Eglinger were present. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend James Tyree of the Romney Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on October 10, 2017 were presented. Commissioner David Parker moved to approve the minutes as presented. Commissioner Brian Eglinger seconded the motion and the motion passed.

President Hott and Commissioners Parker and Eglinger reported on the various meetings and events in which they have attended, participated and represented the Commission since the last meeting of the Commission, including the canvas of the October 7, Special Election, which occurred on October 13.

Assessor Norma Wagoner prepared tax exonerations for consideration by the Commission. Commissioner Eglinger moved to approve the requested exonerations as presented and Commissioner Parker seconded the motion. The motion passed.

Commissioner Eglinger moved to appoint Nancy Davis to the Hampshire County Board of Health to fill the unexpired term of Mike Crouse who resigned on August 22, 2017. Commissioner Parker seconded the motion and the motion passed.

The Justice Assistance Grant (JAG) for the Police Resource Officer (PRO) was awarded in the amount of \$18,000 and the contract, resolution, standard conditions and various certifications were presented for signature. Commissioner Parker moved to authorize President Hott to sign the necessary documentation for the grant. Commissioner Eglinger seconded the motion and the motion passed.

At 9:15 am the President announced that the public hearing in regard to amending HC-6-01, the Nuisance and Vicious Dog Ordinance, would commence. After two minutes with no comment from the public, the President closed the Public Hearing and read a summation of the process and the changes proposed to Ordinance HC-6-01 which was adopted July 26, 2006. Commissioner Eglinger moved to adopt the amendment to HC-6-01 known as the Vicious Dog Ordinance and Commissioner Parker seconded the motion. The motion passed by unanimous voice vote, and the Amended Ordinance was adopted, effective immediately.

Clerk Strite requested approval to apply for the Division of Culture and History Records Management and Preservation Grant for approximately \$4900 to continue an ongoing restoration project pertaining to older will books. The request specifically included authorization for the President to sign a grant resolution upon completion of the grant application, prior to the November 1, 2017 deadline. Commissioner Parker moved to approve the grant application request including the authorization for the President to sign any necessary grant documentation. Commissioner Eglinger seconded the motion and the motion passed.

Eileen Johnson, Executive Director of the Hampshire County Development Authority (HCDA), presented resolutions pledging Commission support of the Local Economic Development (LED) program for fiscal year 2018. Ms. Johnson stated that the LED grant deadlines had been moved to an earlier date than usual. Commissioner Parker moved to authorize the President to sign the Resolution of Participation for the West Virginia Certified Development Community Program and the Commitment of Funds Resolution whereby the Commission agrees to fund the HCDA in the amount of \$100,000 for 2018. Commissioner Eglinger seconded the motion and the motion passed.

Representatives of the Hampshire County Convention and Visitor's Bureau, including President Peg McMaster, Ken Caldwell and Eileen Johnson presented the annual report and projections for next year including some promotional videos which encourage tourism in the County.

At 10 am, the Commissioners opened the two bids which were submitted in response to the ad requesting bids to construct the animal control facility in Augusta. The low bid was from Kline Custom Homes of Augusta in the amount of \$211,590 and the higher bid was from Harbel Construction of Cumberland, MD in the amount of \$314,500. Commissioner Parker moved to award the contract to Kline's Custom Homes, LLC for the amount of \$211,590 to construct the animal control building. Commissioner Eglinger seconded the motion and the motion passed.

Gary Edwards with Rob Reynolds presented information regarding a faith based halfway house for men which they are starting in the Augusta area. No funding was requested.

Thomas Butcher, Potomac Edison Community Relations Manager introduced himself and discussed matters of local interest with the Commission.

Compliance Officer Mike Ketterman presented a cell tower collocation permit application from AT&T to “swap out” three antennae and radio heads on a tower on Cooper Mountain. Mr. Ketterman reported that all permit applications, deposits and fees have been submitted properly and are in order. Commissioner Parker moved to approve the AT&T permit request. Commissioner Eglinger seconded the motion and the motion passed.

Hampshire County Grant Writer Erin Timbrook presented grant award/acceptance documents for the Emergency Center upgrade and the emergency animal trailer. These applications were approved at the last meeting. Ms. Timbrook also presented the annual Emergency Management Preparedness Grant (EMPG) through the West Virginia Department of Homeland Security. Commissioner Parker moved that the Commission approve and the President be authorized to sign the necessary documents for these three grants. Commissioner Eglinger seconded the motion and the motion passed.

Ms. Timbrook presented a document amending the Rural Broadband Development Grant as the request has increased from \$35,550 to \$36,155. Commissioner Eglinger moved that the Commission authorize the President to sign the necessary document. Commissioner Parker seconded the motion and the motion passed.

The Housing and Urban Development (HUD) grant for broadband expansion is being prepared with the assistance to the Region 8 Planning and Development Council and will have the final public hearing tomorrow at 10 am. Ms. Timbrook requested the Commission consider authorizing the President to sign the completed grant documents after the public meeting, as the application deadline will be prior to the next Commission meeting. The grant request will be about \$400,000. Commissioner Eglinger moved that the Commission authorize the President to sign the grant application after the public hearing. Commissioner Parker seconded the motion and the motion passed.

Official budget revision #2 to the General Fund (#1) was presented as prepared by Deputy Clerk Largent. This revision primarily restores reimbursed funds to the proper lines in the General Fund. Commissioner Parker moved to approve official budget revision #2 to the General Fund and Commissioner Eglinger seconded the motion. The motion was passed.

The expense invoices of the County were presented for review by the Commissioners. Commissioner Eglinger moved the invoices be paid as presented. Commissioner Parker seconded the motion and the motion passed.

Clerk Strite referred to the minutes of January 3, 2017 when the meeting calendar was set by the Commission. The third Tuesday, (11/21), was selected for the only meeting in November when the calendar was approved. Thanksgiving will occur on November 23 causing the third Tuesday to fall during Thanksgiving Week, and deer season. The Commissioners agreed to move the regular meeting date to the second Tuesday, November 14, and to stay with the third Tuesday in December for the remaining regular meeting of 2017.

All scheduled business having been addressed, Commissioner Parker moved to adjourn the meeting. Commissioner Eglinger seconded the motion, the motion passed and President Hott declared the meeting adjourned at 11:20 am.

Respectfully Submitted,  
Eric W. Strite, Hampshire County Clerk

A regular meeting of the Hampshire County Commission was held on Tuesday, November 14, 2017 at 9:00 a.m. in the old jury room of the Hampshire County Courthouse. President Robert Q. Hott, Commissioner David R. Parker and Commissioner Brian W. Eglinger were present. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend James Mou of the Romney Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on October 24, 2017 were presented. Commissioner Brian Eglinger moved to approve the minutes as presented. Commissioner David Parker seconded the motion and the motion passed.

President Hott and Commissioners Parker and Eglinger reported on the various meetings and events in which they have attended, participated and represented the Commission since the last meeting of the Commission.

Assessor Norma Wagoner prepared tax exonerations for consideration by the Commission. Commissioner Parker moved to approve the requested exonerations as presented and Commissioner Eglinger seconded the motion. The motion passed.

The Assessor had sent a list of suggested dates for the Board of Equalization and Review to convene and consider concerns regarding taxation issues in regard to those bills to be issued on July 1, 2018 for taxation on the value of real estate and personal property owned July 1, 2017. Ms. Wagoner pointed out that WV Code § 11-3-24 states that the Board convene no later than February 1 and can sine die no earlier than the 15<sup>th</sup>, and the Board cannot adjourn for more than three business days not including Saturday, Sunday and holidays. The suggested dates for the Board to meet include February 1, 2018, February 7, 2018, February 13, 2018 and February 16, 2018 as the likely date to sine die. Commissioner Eglinger moved to adopt the Assessor's suggested dates for the Board of Equalization and Review for 2018. Commissioner Parker seconded the motion and the motion passed.

Compliance Officer Mike Ketterman reported on an audit of the Community Rating System (CRS) which is being conducted by the Federal Emergency Management Agency (FEMA) to determine Hampshire County's rating in regard to flood insurance costs. The Commission will be advised of any findings upon the completion of the audit.

A dispatcher at the 911 Center had made application for excused time off under the Family Medical Leave Act (FMLA), due to the need to provide care for a spouse recovering from spinal cord surgery. Commissioner Eglinger moved to consent to the leave of absence as long as it conforms to county policy and adheres to the federal guidelines. Commissioner Parker seconded the motion and the motion passed.

Sheriff Alkire sent notice that deputies John D. Smith and Trevor J. Eckerson recently completed one year of service as Hampshire County Deputies and are due a salary increase under the Civil Service salary scale. Commissioner Eglinger moved to approve the salary adjustments under the Civil Service parameters and Commissioner Parker seconded the motion. The motion passed.

Sheriff Alkire sent notice of several promotions of officers in the Sheriff's Department which will also entail salary increases. Deputy Sheriff II Travis Dolly was promoted to Corporal. Sr. Deputy Phobe Lahman was promoted to Corporal. Corporal Stuart Davis was promoted to Sergeant. Deputy Dave Feather was promoted to Corporal. Corporal Greg Kesner was promoted to Sergeant and Sergeants Jamie Carter and Brian Hinger were promoted to the rank of Lieutenant. Commissioner Parker moved to approve the promotions and Commissioner Eglinger seconded the motion. The motion was passed.

Hampshire County Development Authority Executive Director Eileen Johnson presented an update on the reuse and redevelopment grant to bring the old hospital into a productive state. This grant has been referred to as the Brownfields grant. Ms. Johnson stated that the county was not able to meet the grant requirements for this year's application deadline, but the project is still competitive on a national basis and she requested the Commission to be prepared to take actions in March which will allow the project to be prepared to qualify for the next grant cycle. Commissioner Eglinger moved that the Commission authorize the Development Authority to proceed with the Brownfields project. Commissioner Parker seconded the motion and the motion passed.

Clerk Strite presented those estates that had applied for final settlement by Report of Receipts and Disbursements or Affidavit & Waiver of Final Settlement and included a recommended order from Fiduciary Commissioner William Judy pertaining to the estate of

Kenneth N. Poteete. Commissioner Parker moved to approve those estates that applied for Final Settlement, and all probate orders, fiduciary appointments, orders and qualifications and all fiduciary bonds which have come before the Clerk in the vacation of the Commission since its last regular meeting. Commissioner Eglinger seconded the motion and the motion passed.

Commissioner Parker, on behalf of the Hampshire County Historic Landmarks Commission, (HCHLC), requested that a discussion of the transfer of some burial plots at the Indian Mound Cemetery be placed on the agenda. Commissioner Parker introduced the matter and asked Mr. Charles Hall who serves on both the Hampshire County and Romney Historic Landmark Commissions to continue the discussion. Mr. Hall stated that he has a motion before the Circuit Court which will be heard on December 21 of this year. The question at this point is to seek clarification as to whether the County Landmarks Commission would have authority to send a letter asking the Town of Romney to consider the importance of the historic site and to consider, (or reconsider), actions that might reduce the long-term preservation of both the monument and soldier's grave sites, some of which are unknown. The Commission agreed that the HCHLC would have the authority to send a letter and make a recommendation, whereas it would be inappropriate for the County Commission to take a position in Town business.

Joe Milleson and Jonathan Brill of the Hampshire County Building Commission, came to discuss a request from the Judges to create a multipurpose room in one of the unfinished areas of the Judicial Center. President Hott stated that he had met with Judges Carl and Williams and they presented a need to alleviate overcrowding situations which have been occurring with increasing frequency and causing significant problems. Mr. Milleson stated that an architect would not be required but may be helpful in making sure that all legal bidding requirements are observed. Commissioner Eglinger moved to authorize the Building Commission to work with the Judges and Jim Champ, (who was hired as Project Manager for the Animal Control Facility), to develop a plan, including a drawing and general cost estimates, to finish necessary space to provide a multipurpose room in the Judicial Center, and that the expenditure of County funds be approved to develop the information necessary for the Commission to make a decision. Commissioner Parker seconded the motion and the motion passed.

Mr. Champ reported on the progress to date on the Animal Control building and offered color options for the metal roofing material and paint.

The expense invoices of the County were presented for review by the Commissioners. Commissioner Parker moved the invoices be paid as presented. Commissioner Eglinger seconded the motion and the motion passed.

All scheduled business having been addressed, Commissioner Parker moved to adjourn the meeting. Commissioner Eglinger seconded the motion, the motion passed and President Hott declared the meeting adjourned at 10:53 am.

Respectfully Submitted,  
Eric W. Strite, Hampshire County Clerk



A regular meeting of the Hampshire County Commission was held on Tuesday, December 19, 2017 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott, Commissioner David R. Parker and Commissioner Brian W. Eglinger were present. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend James Mou of the Romney Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on November 14, 2017 were presented. Commissioner Brian Eglinger moved to approve the minutes as presented. Commissioner David Parker seconded the motion and the motion passed.

President Hott and Commissioners Parker and Eglinger reported on the various meetings and events in which they have attended, participated and represented the Commission since the last meeting of the Commission.

Prosecutor Betsy Plumer asked that Dianna Lucas be introduced as a new employee in the Prosecutor's office. Ms. Lucas was present and the Commissioners welcomed her to the staff of Hampshire County government. Prosecutor Plumer was in training and unavailable.

Farmland Preservation Board Chairman Dave Coyle, sent a letter requesting approval of a pay raise for Allison Jewell, Executive Director of that board. A salary increase after a year of service was discussed at the time of her hiring. Commissioner Eglinger moved to approve the requested pay raise for The Farmland Preservation Board Executive Director and Commissioner Parker seconded the motion. The motion passed.

Sheriff John Alkire sent a letter requesting approval of a pay increase for Corporal T. M. Dolly upon the completion of his third year of service, as stipulated under the Deputy Sheriff Civil Service guidelines. Commissioner Eglinger moved to approve the requested pay increase for Corporal Dolly and Commissioner Parker seconded the motion. The motion passed.

Commissioner Eglinger introduced the topic of an ordinance to support Emergency Medical Services (EMS), as posted on the agenda. The Commissioner stated that he has been working with EMS volunteers from several units, personnel in E911 and the Office of Emergency Services to analyze the levels of performance of Hampshire County's volunteer rescue squads. The conclusion drawn from this review is that response times have not improved since earlier consideration of County paid EMS support. Commissioner Eglinger presented a draft EMS ordinance and summarized it by stating that the goal is to provide two ambulance units with paid, full time staff, providing coverage on the eastern side of Hampshire County in Capon Bridge and also a location further west. The cost of this proposal is projected to be supported by a \$100 annual fee to be paid by owners of residential structures and campsites in the County. Business' would be exempt from the fee. After some discussion and questions, Commissioner Eglinger moved that the Commission post the proposed ordinance on the Commission website along with some informational numbers regarding general squad performance and that the proposed ordinance be placed on the agenda for the January 23, 2017 meeting. Commissioner Parker seconded the motion and the motion passed with all Commissioners voting in the affirmative.

Dorothy Kengla reported on the volunteer efforts to collect aluminum and steel cans at the recycling center. The group has collected a total of 1500 pounds of cans and have covered their costs during the first six months of the trial. Ms. Kengla asked to continue the volunteer efforts and President Hott stated that would be acceptable as long as the County's arrangement with United Disposal remains unchanged. The other Commissioners agreed.

The Clerk presented letters from the State Tax Department regarding the Assessor's Valuation Fund and timberland management. Both letters were informational and stated that both processes were being administered properly by Hampshire County Assessor Wagoner.

Assessor Norma Wagoner prepared tax exonerations for consideration by the Commission. Commissioner Eglinger moved to approve the requested exonerations as presented and Commissioner Parker seconded the motion. The motion passed.

Mr. Jerry Loudin presented a request on behalf of the Hampshire County Fire Association, asking for a contribution of \$5,000 to help fund expenses as they host the State Fire Convention along with the Hardy and Mineral County Associations at Canaan Valley State Park. Commissioner Eglinger moved to allocate \$5,000 to be paid in \$2,500 increments in both this and the next fiscal year. Commissioner Parker seconded the motion and the motion passed.

Compliance Officer Mike Ketterman presented cell tower antennae upgrade permit applications for upgrades on Delray and Coldstream Road towers. Commissioner Parker moved to approve the applications and Commissioner Eglinger seconded the motion. The motion passed.

Clerk Strite presented those estates that had applied for final settlement by Report of Receipts and Disbursements or Affidavit & Waiver of Final Settlement. Commissioner Eglinger moved to approve those estates that applied for Final Settlement, and all probate orders, fiduciary appointments, orders and qualifications and all fiduciary bonds which have come before the Clerk in the vacation of the Commission since its last regular meeting. Commissioner Parker seconded the motion and the motion passed.

The need to repair or replace the heat, ventilation and air conditioning (HVAC) system in the Old Jail building was presented by Maintenance Supervisor Kenny McBride. The two compressors on the main unit have failed and an estimate was received indicating that replacement of the two compressors will cost more than a new unit. The HVAC contractor who provided the estimate stated that the best option may be to change the system to another brand, (with a better track record of reliability), if the piping in the walls is compatible with a new system. The Commission agreed by consensus to authorize Mr. McBride to publish a request for proposal (RFP) to replace the system.

The expense invoices of the County were presented for review by the Commissioners. Commissioner Parker moved the invoices be paid as presented. Commissioner Eglinger seconded the motion and the motion passed.

Mr. Joe Milleson, Chair of the Hampshire County Building Commission, came as scheduled to discuss plans for the possible completion of the northwest corner of the second floor of the Judicial Center. Plans have been drawn up and will be submitted to the West Virginia Supreme Court for approval. Mr. Milleson reminded the Commission that he had always worked with an architect in regard to bid advertisement and selection, but would be willing to work with the Clerk when and if the opportunity arises to finish the space.

Salli Martin, Auditor with the West Virginia State Auditor's Office (WVSAO), Chief Inspector Division, presented the exit interview of the audit report of the Hampshire County Commission for the fiscal year ended June 30, 2016. Auditor Martin noted three internal control weaknesses including segregation of duties, reconciliation of trial balances between the Clerk and Treasurer accounts and a technical error in reporting on the financial statement. Ms. Martin stated, segregation of duties is a common challenge for small offices and the other two weaknesses seem to be in process of being corrected for the benefit of future audits.

All scheduled business having been addressed, Commissioner Parker moved to adjourn the meeting. Commissioner Eglinger seconded the motion, the motion passed and President Hott declared the meeting adjourned at 10:58 am.

Respectfully Submitted,  
Eric W. Strite, Hampshire County Clerk