

A regular meeting of the Hampshire County Commission was held on Wednesday, January 2, 2019 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 Christian Ministerial Association offered prayer. President Hott then called the meeting to order.

Commissioner Parker nominated Robert Hott to serve as President for the year of 2019. Commissioner Eglinger seconded the motion and the motion passed. Commissioner Parker then nominated Brian Eglinger to serve as President Pro-Tem of the Commission in the President's absence for 2019 and President Hott seconded the motion. The motion passed.

The minutes of the Commission meeting held on December 18, 2018 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.

Sheriff Alkire sent notice, by way of letter, that several Sheriff Deputies recently completed service milestones as Hampshire County Deputies and are due a corresponding salary increase under the Civil Service salary scale. Deputy Zachary Godlove and Deputy I Nicholas Shallcross have completed one (1) year of service. Deputy II Trevor Eckerson and Deputy II John D Smith have completed two (2) years of service. Corporal Travis Dolly has completed four (4) years of service. Corporal Joshua M. Kesner has completed eight (8) years of service and Sergeant Stuart Davis and Chief Deputy Nathan J. Sions have both completed eleven (11) years of service. Commissioner Parker moved to approve the salary adjustments under the Civil Service parameters and Commissioner Eglinger seconded the motion. The motion passed.

The Town of Romney sent the annual invoice for the renewal of the five (5) parking spaces on Rt 28 North for which the County pays \$1200 / year to allow free parking for Courthouse business. Mayor Keadle had called the Clerk and stated that if the County chose not to pay for the free spaces, the Town would treat those spaces the same as other on street parking spaces in that they would all have two free hours with a \$10 fine for violations. Commissioner Eglinger moved to let the Town of Romney manage the spaces for two-hour parking and fine violators. Commissioner Parker seconded the motion and the motion passed.

The Clerk presented a suggested list of regular meeting dates for the Hampshire County Commission for 2019. The Commission reviewed the list and Commissioner Parker moved to approve that the regular meeting dates will be the second and fourth Tuesdays in January, February, March, May, June, July, August, September, and October, with the exceptions in April, November and December. April meetings will be the 2<sup>nd</sup> and 3<sup>rd</sup> Tuesdays, (April 9 and 16), the November meeting will be on the 19<sup>th</sup>. The December meeting will occur on the 17<sup>th</sup>, with the Christmas luncheon planned for the 11<sup>th</sup> of December. Commissioner Eglinger seconded the motion and the motion passed.

Commissioner Parker agreed to represent the County Commission on the Commission on Aging in place of President Hott.

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.

Brian Malcolm, Acting Director of the Hampshire County Emergency Medical Service (HCEMS), presented several options for replacement ambulances with a wide range of prices. After review and discussion, the Commission agreed on the unit which they felt had the best value for the cost and Commissioner Eglinger moved to authorize Mr. Malcolm to inspect and road test the vehicle and purchase a 2012 Dodge ambulance for \$36,000 if he felt it met expectations. Commissioner Parker seconded the motion and the motion passed.

Commissioner Parker moved to accept the resignation letter from Lee Fuell as Director of the HCEMS. 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 9:56 am.

Respectfully submitted, Eric W. Strite, Hampshire County Clerk.

A regular meeting of the Hampshire County Commission was held on Tuesday, January 8, 2019 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 Christian Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on January 2, 2019 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.

The annual renewal of the memorandum of understanding (MOU) 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 an idea in regard to purchasing the wrecked ambulance from the Risk Pool for the average salvage value, which is \$2,750. The management of the ambulance service would like to get several light bars off the ambulance body. The truck cab and chassis are known to be in very good shape and could be converted in to a dump and, or snow plow truck for use by the maintenance department. Commissioner Eglinger moved that the Clerk make sure that liability insurance coverage could be obtained on the vehicle and that the Clerk pursue purchasing the truck. Commissioner Parker seconded the motion and the motion passed.

Compliance Officer Mike Ketterman brought cell tower permit applications for three sites. The first antenna and radio unit addition on the tower on Cher-Bet Drive in Augusta, is complete and ready for approval. Commissioner Parker moved to approve this permit and Commissioner Eglinger seconded the motion. The motion passed.

Mr. Ketterman then discussed a permit application for an overhaul of the T-Mobile tower on Cold Stream Road, which will require a new pad, generator and eight new antennae with related equipment. The contractor has not been finalized for this project and that information is needed to determine the permit fee cost. When that information is provided and the fee paid, the application will be complete. Ketterman recommended approval on that basis. Commissioner Eglinger moved to authorize Mr. Ketterman to approve the permit application upon receipt of the permit fee and contractor. Commissioner Parker seconded the motion and the motion passed.

The third application is for a new tower on Milleson Stock Farm near Springfield and will be constructed by US Cellular. This application is also awaiting the finalization of the contractor's information and permit fee amount, but the engineering is complete and the application ready in all other regards. Commissioner Eglinger moved to authorize Mr. Ketterman to sign the permit with the contingency that all conditions are met as required. Commissioner Parker seconded the motion and the motion passed.

The Broadband grant needs funds transferred to that account in order to pay bills prior to reimbursement, including the attorney bill to Mr. Walters. Commissioner Parker moved to approve \$10,000 to be placed in the Broadband account. 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.

Brian Malcolm and Erin Timbrook, acting directors of the Hampshire County Emergency Management Service (HCEMS) presented information regarding insurance for the ambulances. The insurance which had been purchased through the Risk Pool has not been adequate to replace or adequately repair the vehicles. The Board had been presented with information regarding Volunteer Fireman's Insurance Service (VFIS) through agent Bill Bailey. The County already pays vehicle insurance for the volunteer squads through this carrier. Expanded coverage which will allow wrecked or damaged ambulances to be replaced or repaired and returned to service and will provide significantly greater liability coverage. The cost will be \$30,000 annually, based on the projected activity of the service and the current vehicles.

Commissioner Parker moved to approve insuring the ambulance service with the VFIS package and Commissioner Eglinger seconded the motion which then passed.

Mr. Malcolm reported that he and the fleet manager had inspected and tested the 2012 Dodge ambulance that was approved for purchase at the last meeting. The vehicle was judged to be a good value and was purchased and will be inspected and placed in service as soon as possible.

The Board requested the Commission approve the purchase of four (4) recliners for the Capon Bridge Station to allow comfortable seating during slow times. Commissioner Eglinger moved to approve the purchase of the chairs and Commissioner Parker seconded the motion. The motion passed.

When asked if the Commission felt it necessary to approve all purchases, Commissioner Parker moved that the Commission continue reviewing and approving expenditures at least until the Board gets better established. Commissioner Eglinger seconded the motion which passed on a voice vote.

Mr. Malcolm stated that he intends to only ask the Commission for expenditures that have been approved by the Ambulance Board. He went on to say that the new ambulance is equipped with straight tread tires and he recommended that a four-wheel drive unit have mud/snow tires for safest and most effective operation. The EMS Board has not had a chance to consider the tires, but they do need to be replaced immediately. Commissioner Parker moved to approve the purchase of new tires for the vehicle from EMS funds and that the amount not exceed \$2,000. 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 10:05 am.

Respectfully submitted, Eric W. Strite, Hampshire County Clerk

A regular meeting of the Hampshire County Commission was held on Tuesday, January 22, 2019 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 Christian Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on January 8, 2019 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.

The Commission discussed some matters that have been introduced in this West Virginia State Legislative Session and agreed to continue to monitor the issues.

Hampshire County Sheriff John Alkire sent a letter stating that he has designated the Sheriff, the Deputies of his office and Animal Control Officer, Col. David Gee to be Humane Officers. West Virginia State Law §7-10-1 requires the Sheriff to designate the Humane Officers for the County and the Commission to make this a matter of record. Commissioner Eglinger moved to have the Clerk to make the list of designated Humane Officers a matter of public record by including with the minutes. Commissioner Parker seconded the motion and the motion passed.

The pest control service which has been spraying the Courthouse and other County buildings, has gone out of business and prices were provided by Gary Davis of Eco-Home Solutions of Capon Bridge. The cost of services will be well below competitive bidding requirements. The Commission asked that the 4-H Camp and Romney Senior Center be included in a pest control program. Commissioner Parker moved to authorize the President to sign the offered contracts. Commissioner Eglinger seconded the motion which passed.

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 2019 event.

Aaron Cox presented an update on the progress of various broadband efforts that are underway through the Hampshire County Broadband Council. No actions were taken, but the Commission asked that Mr. Cox plan to present monthly updates in the future.

Brian Malcolm and Erin Timbrook presented an update on the operations of the Hampshire County Emergency Medical Service (HCEMS).

Mr. Malcolm presented a lease that had been recommended for approval by the HCEMS Board between the Commission and the Board of Education to allow the use of rooms in the old Capon Bridge School as an eastern outpost for the ambulance crew. Commissioner Eglinger moved to approve the lease as presented and Commissioner Parker seconded the motion. The motion passed.

Cary Ours, Director of the South Branch Valley Day Report (SBVDR) Center discussed the upcoming Community Corrections grant application and the supporting memorandum of understanding (MOU) between the participating counties. The SBVDR Board had voted to make some changes and the Commission requested more information before addressing the MOU in a future 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.

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 Justice Assistance Grant (JAG) for the Police Resource Officer (PRO) was awarded in the amount of \$15,000 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.

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

A regular meeting of the Hampshire County Commission was held on Tuesday, February 12, 2019 at 10:00 a.m. in the courtroom of the Hampshire County Courthouse. (Hampshire County Government opened on a two hour delay this morning and all parties including the press were notified that the scheduled meeting would commence at the open of business.) 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 Christian Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on January 22, 2019 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.

Clerk Strite reported that a letter had been received, giving notice of the pending sale of the Springfield, West Virginia cable system by Comcast to Atlantic Broadband. The letter further stated that no action by the Commission is necessary at this point. Atlantic Broadband expects to complete the transaction in February.

Sheriff John Alkire sent a letter advising that Sr. Deputy Jacob W. Crites was to begin employment on January 25, 2019. Commissioner Parker moved to approve the Sheriff's personnel action and Commissioner Eglinger seconded the motion. The motion passed.

Assessor 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.

Deputy Clerk Lillian Largent prepared and presented official budget revision # 3 to the General Fund (#1). Commissioner Eglinger moved to approve the third official budget revision to the General Fund and Commissioner Parker seconded the motion. The motion passed.

The Springfield Volunteer Fire Department, represented by Chief Jerry Loudin, and Romney Volunteer Fire Department, represented by Chief G. T. Parsons, presented a request for assistance to purchase new swift water rescue gear. The two Chiefs reported that each of the two squads maintain about \$30,000 of equipment and have invested significant training to be certified in swift water rescues. They further stated that they have been instrumental in helping about 30 people escape from crisis situations over the past year. Both squads help support water rescue operations in surrounding counties and have been on standby for at least two national emergencies. The Hampshire County Fire Association consistently commits funding for the water rescue training and equipment, however additional people need to be trained and equipped with personal protection gear in order to be certified to safely operate in these conditions. The two fire squads asked the Commission to provide \$8,500 to purchase the necessary equipment. Commissioner Parker moved that the Commission provide funds from the General Fund, not to exceed \$8,600 to purchase the requested gear. Commissioner Eglinger seconded the motion and the motion passed.

Donna Stewart and Donnie Smith of the Hampshire Emergency Medical Association (HEMSA) came with Carter Wagoner of Shaffer Funeral Home to discuss issues arising from the need to transport and store bodies which may have been discovered more than 48 hours after the decedent's passing. President Hott reminded the HEMSAs that this had been addressed by the Commission in 2013, but the HEMSAs leadership did not wish to utilize the vehicle that had been provided at that time. The Commission offered a surplus van which should be suitable for the purpose. Brian Malcolm of the Hampshire County Emergency Medical Services (HCEMS) stated that HCEMS would be capable of handling these specific transports and this is consistent with the HCEMS goal for providing support for the local squads. Malcolm will present this at the next Board meeting for report back to the Commission and will coordinate with the HEMSAs representatives.

The discussion continued regarding the storage of an aging corpse. Mr. Wagoner stated that there is no morgue in the county where a decomposing corpse can be stored while medical and law enforcement analysis can be accomplished. There needs to be an outside structure at a professional medical facility. While several county funeral homes have cooler units, they are not designed for this type of use and this places an unfair burden on these businesses. Mr. Malcolm agreed to take the lead and work with the interested parties.

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.

Sheriff John Alkire told the Commission that his department is struggling with a shortage of vehicles because two cruisers have blown engines and are not cost effective to repair. The State Police have reduced local staffing, resulting in greater call load on the Sheriff's staff. The Department is currently running two units which had been previously been relegated to backup status. Sheriff Alkire requested approval to order a cruiser now and stated it would be very helpful if two could be approved in the budget for next year. Commissioner Eglinger moved to grant approval to purchase a new cruiser in this fiscal year. Commissioner Parker seconded the motion and the motion passed.

The Sheriff went on to discuss the level of overtime required to provide adequate coverage of the County and stated that the Department needs an additional Deputy in order to reduce the overtime coverage being paid to senior officers. Sheriff Alkire said an additional deputy would result in a net reduction of overall salary cost. Commissioner Parker moved to allow the Sheriff to begin the process of hiring a new deputy. Commissioner Eglinger seconded the motion and the motion passed.

Eva Ansel, Chair of the Peach Festival Committee presented a report on last year's Festival and asked the Commission for support in the amount of \$2,000 to be included in the 2019-20 budget.

Cary Ours, Director of the South Branch Valley Day Report (SBVDR) came to continue discussion of the memorandum of understanding (MOU) between the counties in the SBVDR and to answer any questions the Commission might have regarding the operations of the agency. President Hott asked that equal representation by the participating counties be included in the MOU and the Commissioners agreed that at least quarterly reporting to the counties would be beneficial. Commissioner Parker moved that Hampshire County continue to participate in the SBVDR at the current level of financial support. 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 11:40 am.

Respectfully submitted, Eric W. Strite, Hampshire County Clerk

A regular meeting of the Hampshire County Commission was held on Tuesday, February 26, 2019 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 Christian Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on January 22, 2019 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.

Clerk Strite presented the minutes of the 2019 Board of Equalization and Review for signature. Commissioner Parker moved to approve the minutes and to sign them. Commissioner Eglinger seconded the motion and the motion passed.

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

The Commission discussed possible dates for budgetary discussions with the various department heads and agreed on Friday, March 8, 2019 at 9:00 am for the work session.

The Clerk reported that the West Virginia State Auditor has certified the apportion values of public utilities located within Hampshire County.

Michael Ketterman, Hampshire County Compliance Officer, brought applications for cell tower permits. One is for a new construction on Old Pine Church Road near Purgitsville and the other is for an antenna upgrade on the tower on Cooper Mountain. Commissioner Parker moved to approve the cell tower permit applications and Commissioner Eglinger seconded the motion. The motion passed.

Mayor Beverly Keadle of the Town of Romney came with Becky Johnson to request funding support for the Romney municipal swimming pool on behalf of the Romney Parks and Recreation Department. The Mayor gave the Commission a summary of the pool operations for last year and stated that most pool users are from outside of town limits and therefore the Romney Parks and Rec Department is requesting \$20,000 from the Commission for operating expenses and debt service. The request will be considered with upcoming budget matters.

Steve Swingle, Census Bureau Partnership Specialist, presented information regarding the importance of the upcoming decennial census in 2020 and how the information impacts local communities.

A Homeland Security grant was obtained for camera systems in several county schools and the request for proposal opening had been scheduled for this point in the meeting. Denise Hott and Alfred Foster of the Hampshire County Schools had received three RFPs which were opened. President Hott suggested appointing a committee consisting of Ms. Hott, Mr. Foster, Brian Malcolm of Hampshire County Emergency Management and Lt. Jamie Carter of the Hampshire County Sheriff's Department to review the RFPs and to make a recommendation to the Commission at the next meeting on March 12, 2019. Commissioner Eglinger moved that the Commission approve the committee suggested by President Hott and Commissioner Parker seconded the motion. The motion passed.

The Clerk reviewed the Policy to Resolve Insolvent Estates as adopted June 26, 2018. The Mary E. Arnold Estate was opened in 1996, the appraisal reported that it was insolvent at that time but three claims were filed. The original administratrix died in 2010 and the subsequent personal representative has asked that the Commission hold a hearing for claimants to see if the estate might be settled. Notice of the hearing time and date were sent to the creditors and documentation of the notifications were presented to the Commission. At 10 am, President Hott convened a hearing for claimants to defend their claims against the Mary E. Arnold Estate. After 5 minutes, President Hott stated that no one had appeared in the interest of the claims against the estate and Commissioner Parker moved to close the hearing. Commissioner Eglinger seconded the motion and President Hott declared the hearing adjourned and the claims released unless future assets in the estate are discovered, as per the adopted policy. The Clerk is to prepare documentation of the hearing for any future action in regard to the estate.



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 in the next fiscal year. Mr. Carter stated that he will be retiring in the near future, after forty-one (41) years of service of as director of the PVTA.

Cary Ours of the South Branch Valley Day Report (SBVDR) discussed some pending developments regarding the possibility that Grant County might become a participant in the operation, which will impact the grant and memorandum of understanding (MOU). Ms. Ours had prepared two MOUs, which include the changes which the Commission asked for in the last meeting, one included Grant County as a participant and one in case they do not. Commissioner Eglinger moved to authorize the President to sign which ever MOU becomes applicable Based on Grant County's decision. Commissioner Parker seconded the motion and the motion passed.

Homeland Security and Office of Emergency Services Director Brian Malcolm reported on electrical and telephone outages in the County after very high winds over the weekend.

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 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 11:04 am.

Respectfully submitted, Eric W. Strite, Hampshire County Clerk

A regular meeting of the Hampshire County Commission was held on Tuesday, March 12, 2019 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 Christian Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on February 26, 2019 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 budget work session.

Greg Rinker and Larry See, representing the Parks and Recreation Board came with Kelly Hicks, WVU 4-H Extension Agent, to discuss the need to construct a new dining hall at the 4-H Camp in Hampshire Park. The Parks and Rec Board has done some investigation and is ready for more detailed drawings and specifications. It was noted that Kirk Wilson is an engineer from Petersburg who prepared drawings of the Animal Control Building and Courtroom # 2 within the last two years. Commissioner Eglinger moved to authorize Parks and Rec to contact Engineer Wilson regarding the layout of the inside of the building in regard to utilizing existing mechanical fixtures and general design. Commissioner Parker seconded the motion and the motion passed.

Chief Deputy Nathan Sions asked the Commission for approval to apply for a Court Security Grant to upgrade the camera and security systems in the Judicial Center. The current system was original with the building and is now obsolete and the software is no longer supported. The expected cost to replace and install the necessary equipment will be about \$55,000 with a match of twenty 20%, or \$11,000 expected. Commissioner Parker moved to authorize President Hott to sign two grant resolutions for the grant funding for court security equipment, including a commitment for the match requirement. Commissioner Eglinger seconded the motion and the motion passed.

Mr. Sions also reported, as 911 Director, on the complaint he had filed with the West Virginia Public Service Commission (WVPSD) concerning the serious service interruptions that Frontier had allowed to the emergency communications system in our county and several others in the area. Director Sions stated that the WVPSD had addressed the situation in a swift manner and that a positive resolution was accomplished.

During the February 26 meeting, the Commission appointed a committee to review the request for proposals submitted for installation of cameras in several local schools. Denise Hott Financial Director of the Hampshire County Board of Education and Brian Malcolm, Homeland Security Agency Director, presented the committee's recommendation. Ms. Hott had prepared a spread sheet comparing the various strengths of each of the three submissions. Hott and Malcolm reported that the prices were very close but that the proposal from Gano Enterprises of Augusta, WV, included the most cameras with the highest resolution, resulting in the greatest value for the grant moneys. Commissioner Eglinger moved to accept the recommendation of the committee and select Gano Enterprises as the vendor to install the camera and security system in the schools using the Homeland Security grant funds. Commissioner Parker seconded the motion and the motion passed.

At 9:48, Commissioner Parker moved to recess until 10 am. Commissioner Eglinger seconded the motion and the motion passed.

President Hott called the meeting back in session at 10am.

Brian Malcolm presented a job description for the new, Hampshire County Emergency Services Agency (HCESA) Chief of Operations position. The new position will manage day to day matters and will be under the supervision of the Hampshire County Homeland Security team. Upon approval of the job description, Mr. Malcolm would like to advertise for two weeks and begin interviews to fill the position. Commissioner Eglinger moved to authorize HCESA to proceed with the job description and hiring process. Commissioner Parker seconded the motion and the motion passed.

The Commission discussed the need to review the Employee Handbook in the November meeting and President Hott suggested the reappointment of the Wage and Review Board in order to begin the process. President Hott nominated Himself as the Commission

representative, Eric Strite, County Clerk, Sonja Embrey, Circuit Clerk, John Alkire, Sheriff, Norma Wagoner Assessor, Betsy Plumer, Prosecuting Attorney, Lillian Largent, Employee Representative, and Nathan Sions, Civil Service Employee Representative. Commissioners Parker and Eglinger will serve in an ex-officio role. Commissioner Parker moved to approve those nominated to the Wage and Review Board 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.

Commissioner Eglinger announced that the Hampshire County Emergency Ambulance Service Fee Ordinance revisions are nearing finalization after discussions and input from those parties who administer the fee assessment and collection. It is believed that the proposed revisions will allow for adjustments which will smooth some processes in billing and collection and make the ordinance more concise and better. Commissioner Eglinger moved to advertise a notice of hearing and schedule the hearing for the April 9 Commission meeting. Commissioner Parker seconded the motion and the motion passed.

Aaron Cox came to offer a Broadband update. HardyNet has finished the engineering portion of the fiberoptic line from Rio to the Hampshire Gas plant and the right of ways are almost all completed.

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 10:43 am.

Respectfully submitted, Eric W. Strite, Hampshire County Clerk

A regular meeting of the Hampshire County Commission was held on Tuesday, March 26, 2019 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 Christian Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on March 12, 2019 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 came with County Surveyor Richard Moreland and Global Information Systems (GIS) coordinator Aaron Cox to discuss inconsistencies in the understood location of the county line between Hampshire and Hardy as well as Hampshire and Mineral Counties. Properties have been identified as being located in the wrong county, due to confusion regarding the exact location of this boundary, resulting in problems with taxation, voting and other administrative functions. Commissioner Eglinger moved that the Commission send a letter to both Hardy and Mineral Counties suggesting a meeting to establish a basis with which to reach agreement on the location of the county lines and then correct the land records accordingly. Commissioner Parker seconded the motion and the motion passed.

Deputy Clerk Lillian Largent presented a balanced budget, (levy estimate), based on earlier direction from the Commission. Commissioner Parker moved to approve the 2019-2020 Levy Estimate as presented by Deputy Clerk Largent and Commissioner Eglinger seconded the motion. The proposed budget was approved by a unanimous voice vote. The 2019-2020 Levy Estimate will be submitted for review by the West Virginia State Auditor's Office - Local Governments Division, published as a Class II legal advertisement in the local newspaper and the Commission will hold an official hearing in order to lay the levy on April 16, 2019.

Compliance Officer Michael Ketterman presented cell tower permit applications. US Cellular applied for a permit to perform tower maintenance, (upgrade of antennas to 5G capability), on the Cold Stream tower. Commissioner Parker moved to approve the permit application for the upgrades and Commissioner Eglinger seconded the motion. The motion passed.

Mr. Ketterman was also scheduled to speak concerning the Civil War Trails subscription for which the County pays \$200 per sign or \$1800 per year, in order to be part of the Civil War Trails program, which is a multi-state system of maps and signage at historically relevant locations. Mike's investigation revealed that there has been no significant marketing on the program for about five (5) years. The Commission asked that pictures of the local signs be gathered and that a representative of the program be contacted to come speak to the Commission.

E911 Director Nathan Sions presented a request for approval to purchase a new 911 radio console. The current unit is outdated and parts are not available any longer. The replacement will cost \$189,838.02 total purchase price with \$119,838.02 to be paid from the 911 Operating Account balance of \$311,134.45 and \$70,000 to be financed by Government Capital for five (5) more years with annual payments of \$16,025.73. The first payment will be due in one year. The 911 Operating Fund balance will be \$191,296.43 after the purchase. This unit has been approved by the National and State Purchasing Agents and will not require the bid process. Commissioner Parker moved to approve the request to purchase the radio console as specified and Commissioner Eglinger seconded the motion. The motion passed.

The Clerk presented a request to have security cameras and an alarm system installed at the Animal Control facility. Ganoë Enterprises presented an estimate of \$2,186.24 to install the alarm system and \$3,887.16 to install the camera system. The total improvement will cost \$6,073.40. Commissioner Parker moved to approve the installation of the cameras and alarms by Ganoë Enterprises and that the cost should be paid from the Animal Control Fund. Commissioner Eglinger seconded the motion and the motion passed.

Assessor 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.

Fiduciary Commissioner Jonathan Brill presented and explained a recommended order in regard to the Helen McCracken Estate. Mr. Brill stated that an heir disagreed with the strict interpretation of the will and he recommended that the Commission stay any action for 60 days in order to allow additional filings after which the Circuit Court may be best qualified to make a final determination. Commissioner Eglinger moved to approve the recommended order in the Helen McCracken Estate, 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. 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.

Region 8 Planning and Development Council sent a request asking that the Commission designate April as fair housing month. Commissioner Parker moved to approve the resolution that April be designated Fair Housing Month and Commissioner Eglinger seconded the motion. The motion passed.

Cary Ours, Director of the South Branch Valley Day Report brought the final grant application for signature by President Hott. The grant application had been approved by the Commission in the meeting of February 12, 2019, so no action was needed today.

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 10:38 am.

Respectfully submitted, Eric W. Strite, Hampshire County Clerk

A regular meeting of the Hampshire County Commission was held on Tuesday, April 9, 2019 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 Christian Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on March 26, 2019 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 budget work session.

Reverends Jim Mou and Gary Smith 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 Thursday, May 2, 2019. Rev. Mou also requested the use of the Courthouse porch and front steps from noon to 12:30 for the local observation. The Proclamation will be printed in the Hampshire Review. Commissioner Parker moved to approve the Proclamation for the Day of Prayer and to authorize the use of the Courthouse porch and steps. Commissioner Eglinger seconded the motion and the motion passed on a unanimous voice vote.

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.

President Hott asked for a motion to appoint Allen D Hott to the Hampshire County Board of Health to fill the unexpired term from which William Lipps recently resigned. That term will expire June 30, 2021. Commissioner Eglinger moved to approve the appointment of Allen D Hott to the Hampshire County Board of Health and Commissioner Parker seconded the motion. The motion passed on a unanimous voice vote.

President Hott announced that the public hearing regarding the proposed changes to the Emergency Ambulance Service Fee Ordinance would begin a few minutes early as the meeting was running a little ahead of the agenda schedule and there seemed to be several people intending to offer comments. The public hearing was opened at 9:18 am and several members of the community offered concerns until no one else wished to speak at 9:55 am. Commissioner Eglinger spoke to address some of the concerns that had been brought up and stated that the concerns expressed would be given additional consideration before the Commission acts on the proposed changes at a future meeting (likely on April 16, 2019). Commissioner Parker moved to close the public hearing at 10:02 am and Commissioner Eglinger seconded the motion. The motion passed on a unanimous voice vote.

Assessor Wagoner discussed the need for an automatic teller machine (ATM) in the Annex building. The Bank of Romney is willing to place a portable ATM in the Annex and the only expense to the County will be installing a dedicated telephone line. There is a room which is locked after hours which will provide adequate security. Commissioner Parker moved to approve the installation of a portable ATM device in the Annex for convenience to the public and Commissioner Eglinger seconded the motion. The motion passed on a unanimous voice vote.

Assessor Wagoner presented a single, personal property exoneration for review and consideration. Commissioner Parker moved to approve the exoneration and Commissioner Eglinger seconded the motion. The motion passed on a unanimous voice vote.

Steve Swingle, Census Bureau Partnership Specialist, presented the Census Partnership Proclamation so the Commission might endorse the census efforts in Hampshire County. Commissioner Parker moved to approve the proclamation and authorize the President to sign the document. Commissioner Eglinger seconded the motion and the motion passed.

Mr. Kenny Voit who owns the land that the County leases for parking across from the Old Jail Building, had been invited to the meeting by Commissioner Parker to discuss some concerns including a renegotiation of rent for the parking lot. The Commission has leased part of Mr. Voit's land for \$450 per month for over 10 years. Since this was not an agenda item, no action was taken, but the Commission agreed to take his concerns under consideration.

Compliance Officer Michael Ketterman presented permit applications for cell tower antenna replacements on the tower at 256 Bald Hill. Commissioner Eglinger moved to approve the permit application and Commissioner Parker seconded the motion which passed on a unanimous voice vote.

Commissioner Parker moved to take a 10-minute recess until 10:30 am. Commissioner Eglinger seconded the motion which passed and the President declared the meeting in recess.

President Hott declared the meeting back in session at 10:30 am.

Aaron Cox, Global Information Systems (GIS) / Broadband Coordinator, presented a memorandum of understanding (MOU) between the Commission, Hardy Telecommunications and the Committee on Aging to establish a Community Center for broadband access in an area which is underserved for internet access as part of the Community Connect Grant. Commissioner Eglinger moved to authorize the President to sign the MOU and Commissioner Parker seconded the motion. The motion passed.

Coordinator Cox negotiated an agreement with Thrasher Engineering to complete the engineering on the Community Development Block Grant (CDBG) project in Capon Bridge. Commissioner Parker moved to approve the agreement with Thrasher Engineering and Commissioner Eglinger seconded the motion. The motion passed.

Mr. Cox gave an update on the fiber project in the Kirby area that is in the final stages of obtaining right of ways.

Brian Malcolm and Erin Timbrook of the Hampshire County Emergency Services Agency (HCESA) asked approval (after HCESA Board recommendation) to purchase a hot water power washer for washing and disinfecting ambulances. A portion (\$1100) of the \$3800 cost will be allocated from grant funds remaining after the purchase of the livestock trailer last year. The balance of the purchase cost will come from ambulance service fees. Approval was obtained from the livestock trailer grant source and the dual funding sources will allow the unit to be used for both purposes. Commissioner Eglinger moved to approve the purchase and expenditure of ambulance service fees for the steam capable pressure washer. Commissioner Parker seconded the motion and the motion passed on a unanimous voice vote.

The HCESA management asked for approval to hire three people for the ambulance crews pending the agreement of the HCESA Board in tomorrow night's meeting. Commissioner Eglinger moved to approve the hires with the HCESA Board's consensus and Commissioner Parker seconded the motion. The motion passed on a unanimous voice vote.

Mr. Malcolm presented statistics for the operations of the ambulances service for the month of March and month to date in April.

Mr. Malcolm also updated the Commission on Federal Emergency Management Agency (FEMA) Grants which have been obtained for stream and fence repair and remediation at the Health Department and also the road to the cell tower on the Johnson property.

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 10:52 am.

Respectfully submitted, Eric W. Strite, Hampshire County Clerk

A regular meeting of the Hampshire County Commission was held on Tuesday, April 16, 2019 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott 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 Christian Ministerial Association offered prayer. President Hott then called the meeting to order and stated that Commissioner Parker would arrive shortly but that a quorum was present and the meeting could start on time. The President also stated that this meeting would normally be held on the fourth Tuesday, however West Virginia Code requires that all County Commissions meet on the third Tuesday in April to lay the levy for the upcoming fiscal year and this date was established as a regular meeting when the calendar for 2019 was set in January.

The minutes of the Commission meeting held on April 9, 2019 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.

Since it was well before the time for the first agenda item, the President decided to review the matter of probate.

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.

Commissioner Parker arrived at 9:11 am and gave a brief report of his activities as they pertain to Commission business.

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 Clerk had previously received notice of approval of the Levy Estimate for Hampshire County for the Fiscal Year July 1, 2019-June 30, 2020 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.

President Hott asked Commissioner Parker if he would be willing to approach Mr. Kenny Voit regarding the parking lot that discussed at the last meeting. Commissioner Parker agreed to meet with Mr. Voit to see what he might have in mind. Commissioner Parker said he would like to have something for the Commission's consideration by the next meeting.

President Hott reminded the Commissioners of a meeting for members of the Department of Highways District 5 on Tuesday, April 23, 2019 at 9 am in Burlington.

The President invited Commissioner Eglinger to make comments regarding the Emergency Ambulance Service Fee Ordinance revisions. The Commissioner said that besides clarification of definitions and procedures, some modifications were made after consideration of comments and concerns brought up during the hearing held on April 9, 2019. Commissioner Eglinger then made a motion to approve and adopt the revised Emergency Ambulance Service Fee Ordinance which would incorporate changes to some the definitions and new language concerning campers. Commissioner Parker seconded the motion and the motion passed on a unanimous voice vote. The revised ordinance was signed at this point.



Commissioner Parker moved to recess the meeting until 9:45 am and Commissioner Eglinger seconded the motion. The motion passed.

President Hott called the meeting back into session at 9:45 am.

Hampshire County Emergency Services Agency (HCRSA) Co-Directors Brian Malcolm and Erin Timbrook presented a recommendation from the HCESA Board to hire Mr. Terry Puffinburger to fill the new Chief of Operations position for the ambulance service. The candidate was present and introduced to the Commissioners. Commissioner Eglinger moved to approve the recommendation of the HCESA Board to hire Terry Puffinburger to fill the Chief of Operations role for the HCESA. Commissioner Parker seconded the motion and the motion passed.

Mr. Malcolm stated the Ms. Timbrook has been named to sit on the West Virginia Homeland Security Training Committee where she will have input on future training activities and directions. Ms. Timbrook will also become Deputy Director of HCESA in May.

Ms. Timbrook went on to discuss and present a uniform service contract with Unifirst of Winchester, VA. This company has been working with the Board under an informal arrangement to provide the ambulance staff with uniforms and have promised to update to job specific apparel. Commissioner Parker moved to approve the contract with Unifirst and Commissioner Eglinger seconded the motion. The motion passed on a voice vote.

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 10:05 am.

Respectfully submitted, Eric W. Strite, Hampshire County Clerk

A regular meeting of the Hampshire County Commission was held on Tuesday, May 14, 2019 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 Christian Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on April 16, 2019 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 Wagoner had sent tax exonerations and a split ticket request for consideration and Commissioner Eglinger moved to approve the exonerations as requested as well as the request for a split ticket. Commissioner Parker seconded the motion and the motion passed.

Compliance Officer Mike Ketterman presented a new contract for building code inspections with Middle Department Inspection Agency (MDIA) as recommended by the Planning Commission. Mr. Ketterman stated that the contract is unchanged from recent years. Commissioner Parker moved to authorize the President to sign the contract for the new term and Commissioner Eglinger seconded the motion. The motion passed.

Compliance Officer Ketterman presented two permit requests for cell tower upgrades, both of which would allow the carriers to upgrade to 5G coverage on those towers. The first permit request was for US Cellular to upgrade their equipment on the Bald Hill tower and the second was for a similar upgrade by AT&T on their tower on Cher-Bet Drive in Augusta. The AT&T permit is still waiting for payment of the fee and the letter showing compliance of 911 requirements.

Commissioner Eglinger moved to grant approval of the permit for the AT&T request contingent on the Planning Office receiving the needed letter and payment. Commissioner Parker seconded the motion and the motion passed.

Commissioner Eglinger moved to grant approval of the permit for the US Cellular request on Bald Hill and Commissioner Parker seconded the motion and the motion passed.

Mr. Ketterman advised the Commission that the proposed update of the Comprehensive Plan has been approved by the Planning Commission, but will require a Public Hearing which will need to be advertised at least 15 days prior to the hearing. Commissioner Parker moved to advertise the public hearing for June 11, 2019 during the Commission meeting. Commissioner Eglinger seconded the motion and the motion passed. President Hott asked Mr. Ketterman to request the President of the Planning Commission and other members of that board to be present for the hearing to field possible concerns from the public.

Parks and Recreation Department Director Larry See asked to have the maintenance crew to help with the preparations for the South Branch Valley Bluegrass Festival on Thursday, June 27 and half a day on the 28<sup>th</sup>. Commissioner Eglinger moved to approve the request and Commissioner Parker seconded the motion which then passed.

Sheriff Alkire sent notice, by way of letter, that several Sheriff Deputies recently completed service milestones as Hampshire County Deputies and are due a corresponding salary increase under the Civil Service salary scale. Deputy First Class Steven Haines has completed eight (8) years of service. Corporal Phobe Lahman has completed five (5) years. Corporal Dave Feather has completed fifteen (15) years. Sergeant Norman Launi has completed seventeen (17) years and Lieutenant Jamie Carter has completed fifteen (15) years of service. Commissioner Parker moved to approve the salary adjustments under the Civil Service parameters and Commissioner Eglinger seconded the motion. The motion passed.

Hampshire County Emergency Services (HCESA) Co-Director Brian Malcolm and Chief of Operations Terry Puffinburger presented an update on the activities of the ambulance service.

A franchise agreement for Atlantic Broadband to operate in the Springfield area had been received and Commissioner Eglinger moved to table this consideration until the next meeting. Commissioner Parker seconded the motion and them 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 10:15 am.

Respectfully submitted, Eric W. Strite, Hampshire County Clerk

A regular meeting of the Hampshire County Commission was held on Tuesday, May 28, 2019 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 Christian Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on May 14, 2019 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.

County resident and landowner, Larry Carrol, spoke regarding a concern about hazardous materials, including agricultural chemicals and old fuel which may be either abandoned or disposed of improperly. Commissioner Parker offered some options available through the state and local Farm Bureau cooperating with the West Virginia Department of Agriculture and Department of Environmental Protection. Mr. Carrol asked the Commission to consider some type of local ordinance, but the Commission agreed that the state wide agencies are already offering practical assistance in disposing hazardous materials.

Commissioner Hott recommended Mary Sas of Hampshire Memorial Hospital to be appointed to the Hampshire County Board of Health (HCBH), for the term to begin on July 1, 2019 – June 30, 2024. Commissioner Eglinger moved to approve the appointment of Ms. Sas to the HCBH and Commissioner Parker 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.

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 purchased preservation easement on 158.203 acres along Route 127 in Bloomery, WV. The property includes active farmland and woodland and is owned by Harold and Shirley Omps. Commissioner Parker moved to approve the Omps Easement for the HCFPB and Commissioner Eglinger seconded the motion. The motion passed and the Commission complimented Ms. Jewell on her work.

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 parking lot agreement renewal with Mr. Kenny Voit had been placed on the agenda for consideration. The lot in question has been rented by the Commission for more than ten years and includes part of lot #64 and part of lot #74 as located on the Plat of Romney. The new rental agreement will include monthly rent at \$750 per month on a month to month basis with either party able to terminate the agreement with a 30-day written notice. Commissioner Eglinger moved to approve the updated rental agreement and Commissioner Parker seconded the motion. The motion passed.

Commissioner Eglinger moved to remove the Atlantic Broadband Franchise Agreement from the table where it was placed during the last meeting. Commissioner Parker seconded the motion and the motion passed.

Commissioner Eglinger moved that the Commission approve and authorize President Hott to sign the Franchise Agreement between Atlantic Broadband and the Hampshire County Commission. Commissioner Parker seconded the motion and the motion passed.

Compliance Officer Mike Ketterman discussed some Census reporting information, but no action was needed.

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 10:38 am.

Respectfully submitted, Eric W. Strite, Hampshire County Clerk

A regular meeting of the Hampshire County Commission was held on Tuesday, June 11, 2019 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 Christian Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on May 28, 2019 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.

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. They have raised their rate to \$992/ 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 an annual renewal of the memorandum of understanding (MOU) from the Supreme Court of Appeals of West Virginia regarding the space in the Judicial Center utilized by the Family Court. The original lease was signed in 2008 and updated last year. No changes were made this year. Commissioner Eglinger moved to authorize the President to sign the MOU renewal and Commissioner Parker seconded the motion. The motion passed.

President Hott opened the Public Hearing for the update of the Comprehensive Plan at 9:15 am as advertised. Mr. Robin Mills was the only member of the public who asked to speak and he asked for a few minor corrections regarding recycling. President Hott also noted a few points that could be adjusted for the sake of accuracy. President Hott closed the Public Hearing at 9:32 and Commissioner Parker moved to approve the Comprehensive Plan with the corrections as discussed and Commissioner Eglinger seconded the motion. The motion passed and the Planning Commission will finalize and approve the Comprehensive Plan at their next meeting.

Central Hampshire Public Service District (CHPSD) sent a letter requesting \$5,000 from the Commission for the purchase of a used water leak correlator, (detector), from another municipality in West Virginia. A new unit would cost about \$20,000 according to the letter. Commissioner Parker moved to help the CHPSD to purchase the leak detector for an amount not to exceed \$5,000, and Commissioner Eglinger asked if the motion could include that the CHPSD would provide periodic reports on the leak detection process. Commissioner Parker agreed with the addition to the motion and Commissioner Eglinger seconded the motion. The motion passed.

Terry Puffinburger, Chief of Operations of Hampshire County Emergency Services Agency (HCESA) began a report on the operation of the ambulance service and was joined by HCESA Director Brian Malcolm after a few minutes.

Parks and Recreation, represented by President Greg Rinker, Director Larry See and Treasurer Tom Stump, presented a design and expected costs of the new building that is being pursued for at Hampshire Park. The building is to be a multipurpose facility which will replace the current dining hall used by the 4-H Camp. Funding and fund raising was also discussed.

Chief Deputy Nathan Sions presented a grant award from the Division of Justice and Community Services for upgrades to security systems in the Judicial Center. The grant number is 19-CSF-08 and the amount is \$6,254.00. Commissioner Parker moved to accept the grant, approve the resolution and authorize the President to sign the contract and certifications. Commissioner Eglinger seconded the motion and the motion passed.

Commissioner Eglinger moved to reappoint David R. Parker to the Board of the Potomac Valley Transit Authority for the new term starting July 1, 2019 through June 30, 2022. President Hott 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 2018 as of May 1, 2019. Commissioner David Parker moved to approve the May Delinquent Tax List and Commissioner Eglinger seconded the motion. The motion passed.

Official Budget Revision #4 to the General Fund (#1), was prepared by Deputy Clerk Lillian Largent and presented for review. Commissioner Parker moved to approve Official Revision #4 to the General Fund as presented. 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.

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 10:33 am.

Respectfully submitted, Eric W. Strite, Hampshire County Clerk

A regular meeting of the Hampshire County Commission was held on Tuesday, June 25, 2019 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 Kenneth Lake of the Romney Christian Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on June 11, 2019 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's office had prepared tax exonerations and corrections of erroneous assessments for consideration by the Commission. These corrections included assessments for both 2018 and 2019. Commissioner Eglinger moved to approve the requested exonerations as presented and Commissioner Parker seconded the motion. The motion passed.

Ms. Pearl Downing had requested the opportunity to speak regarding the ambulance service fee and President Hott invited her to do so. She stated her opposition to the fee and left a folder with petition signatures indicating support for her position with the Commission. Commissioner Eglinger pointed out some errors that had been stated and the Commission assured those concerned that the process of establishing the ordinance was done legally and according to Chapter 7, Section 15 of the West Virginia Code.

Col David Gee along with Chief Deputy Nathan Sions presented the need for a new pickup truck for the Animal Control Department. Several options were discussed based on available vehicles and specifications on the state bid. Commissioner Parker moved to authorize Col. Gee and Chief Sions to determine the best available vehicle on the state bid list and proceed. Commissioner Eglinger seconded the motion and the motion passed.

Beth Jacobson, Board Chair of A New Beginning, Inc. introduced Chris Shuck the Program Director of the new women's recovery home they are establishing on 42 acres near Green Spring. Ms. Jacobson presented their website and gave an overview of their goals to help women seeking recovery from substance abuse disorder.

Donald Judy came with Tom High and another resident of the Purgitsville area to give an update on what they have learned from water tests of that area. They have been advised that there was apparently a geologic event in that area that introduced elements normally only found deep in the Earth to the surface level. These elements seem to be causing problems with the water in that area, including anecdotal evidence of increased incidences of various cancers that are occurring to residents of that area. Mr. Judy stated that they need about 145 households to sign up for public water to be able to get funding to have the Central Hampshire Public Service District to install a water line with water to be purchased from Hardy County. Over 100 households have signed up to this point. An engineer's estimate of \$4.2 million is the projected cost of construction. Mr. Judy credited the community for coming together in making the progress to this point.

Hampshire County Emergency Services Agency (HCESA) Director Brian Malcolm and Co-Director Erin Timbrook presented requests to purchase software and a vehicle.

The HCESA Board has recommended that new operational software be purchased which will allow the ambulance service to have more compatible interactions with the other area (volunteer) ambulance services in our County and those adjoining. The annual cost will be \$2640 plus one-time training costs at start up. Commissioner Parker moved to allow HCESA to enter a contract with the software vendor for Emergency Medical Service (EMS) reporting. Commissioner Eglinger seconded the motion and the motion passed.

The primary Advanced Life Support (ALS) chase unit is a 2006 Dodge Durango which has over 155,000 miles and has become more suited to use as a backup unit. The approved state bid for this type vehicle is a 2019 Durango for \$30,250 or a Ford Interceptor for over \$38,000 and the Ford will not be available until August. The cost of installing the light package will be about \$8,000. Commissioner Eglinger moved to approve the HCEMS Board recommendation to purchase the Durango on the state bid. Commissioner Parker seconded the motion and the motion passed.

Mr. Malcolm continued as Hampshire County Homeland Security and Emergency Management (HCHSEM) Director and presented the preliminary version of the Emergency Operation Plan (EOP) which is being updated. The Commission will review the EOP for future action.

Mr. Malcolm then discussed the needed repairs to the Cacapon Tower access road which was severely damaged in the flooding last summer. Grant money has been awarded for the repairs but the county will need to pay the first 25% with reimbursement to the county upon completion. The total estimated cost is well under the state competitive bid requirement of \$25,000 for capital improvements, but estimates were obtained. Commissioner Parker moved to approve the repairs under the FEMA guidelines and approvals 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.

Board appointments were addressed with all appointees having been contacted and agreed to serve.

Commissioner Parker moved to reappoint Leonard McMaster, Jason Hicks and Rebecca Hott and appoint Mark Landis as a new member of the Hampshire County Development Authority. Commissioner Eglinger seconded the motion and the motion passed.

Commissioner Eglinger moved to reappoint Jean Shoemaker and Jane McBride to the Hampshire County Historic Landmarks Committee. Commissioner Parker seconded the motion and the motion passed.

Commissioner Parker moved to reappoint Donald Peters to the Hampshire County Building Commission. Commissioner Eglinger seconded the motion which then passed.

Commissioner Parker moved to reappoint Megan Fuller, Jim Alkire and Brian Brill to the Hampshire County Parks and Recreation Board for another term and Commissioner Eglinger seconded the motion. The motion passed.

Commissioner Parker moved to reappoint John Hicks, Matthew Hott and Gregory Ladd to the Hampshire County Planning Commission. Commissioner Eglinger seconded the motion and the motion passed.

The expiration date of the terms for the Hampshire County Board of Appeals is scheduled for December 30 of each three-year term. Commissioner Eglinger moved to revise the expiration of the terms of all board members to coincide with the other county boards in order to help the Commission to stay current with the appointments to this board and to reappoint those members currently serving. Thus, Brian Buckler and Jack Poore are reappointed to terms expiring 6/30/2022. Chad Longo and Steven Oates are retroactively reappointed to terms to expire 6/30/2021 and Tim Bennett will continue in his current term which will expire 6/30/2020. Commissioner Parker seconded the motion and the motion passed.

The Commissioners signed each individual departmental budget for Fiscal Year 2019-2020 as approved on March 26, 2019 as part of the levy estimate for Hampshire County. The levy estimate was reviewed by the State Auditor's Office and the levy was laid on April 16, 2019.

The Extension Office requested to move \$800 from 412-211 (phone) to 412-341 (materials and supplies), and \$600 from 412-218 (postage) to a check payable to WVU to add postage to the machine. Commissioner Parker moved to approve the requested moves within the Extension (412) budget 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 10:40 am.

Respectfully submitted, Eric W. Strite, Hampshire County Clerk



A regular meeting of the Hampshire County Commission was held on Tuesday, July 9, 2019 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 Christian Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on June 25, 2019 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.

The President reported that the Central Hampshire Public Service District will return the check for \$5,000, which was approved in the June 11 meeting for the purchase of a used leak detection apparatus. They are pursuing an alternate means of acquiring the diagnostic tools.

A copy of a letter from Governor Justice commending Animal Control Officer Col. David Gee was circulated.

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

The Clerk presented the security pledge agreement with the Bank of Romney securing the deposits of County in that institution, covering the period of July 1, 2019 through June 30, 2020. The Bank of Romney assigned bonds to secure Five Million Two Hundred Six Thousand Thirty-Five Dollars and Twenty-Seven Cents (\$5,205,035.27) of taxpayer funds on deposit. Commissioner Eglinger moved to approve the Pledge Agreement for recording in the Clerk's office. Commissioner Parker seconded the motion and the motion passed.

Eileen Johnson, Executive Director of the Hampshire County Development Authority, presented an amendment to the resolution of support, signed August 1, 2018 to pursue a grant to build an industrial access road in the Tech Park. Commissioner Parker moved to allow the President to sign the resolution amendment and Commissioner Eglinger seconded the motion. The motion passed.

Assessor Wagoner informed the Commission of her intention to fill a vacant position in her office and to hire a part-time person as she has done for several summers. The Commission reminded Ms. Wagoner that her approved budget has funding for these positions and thanked her for the courtesy of notifying them of her intentions.

Commissioner Parker moved to reappoint Steve Moreland and Tom Williams to the Hampshire County Library Board. Mr. Moreland's term will run from July 1, 2018 to June 30, 2023 and Mr. William's term will be from July 1, 2019 to June 30, 2024. Commissioner Eglinger seconded the motion and the motion passed.

Official Budget Revision #1 to the Coal Severance Fund (#2) for FY 2019-2020 was presented and Commissioner Parker moved to approve the Budget Revision. Commissioner Eglinger 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.

Maintenance Supervisor Kenny McBride brought estimates for the installation of a dump bed on the former ambulance and Commissioner Eglinger moved to approve the low estimate provided by Hampshire Metal Industries in the amount of \$9,230. Commissioner Parker seconded the motion and the motion passed.

The Clerk reminded the Commission of the previous discussion regarding trimming or removing the trees on the Courthouse grounds along Rt. 28. The Potomac Edison Forester agreed to have a crew cut the trees since they have grown into the wires again and will be a recurring problem. He will suggest alternative species that will avoid recurrence of the problem. The Commissioners agreed to proceed at Potomac Edison's convenience.

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 9:50 am.

Respectfully submitted, Eric W. Strite, Hampshire County Clerk.

A regular meeting of the Hampshire County Commission was held on Tuesday, July 23, 2019 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 Christian Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on July 9, 2019 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.

Sheriff John Alkire sent a letter advising that Timothy Veach was hired as a Deputy Sheriff and began his career with Hampshire County on June 26, 2019, and will be paid in accordance with the current deputy sheriff salary scale. Commissioner Eglinger moved to approve the hiring of Deputy Veach and Commissioner Parker seconded the motion. The motion passed.

Assessor Norma Wagoner's office had prepared tax exonerations and corrections of erroneous assessments for consideration by the Commission. Commissioner Parker moved to approve the requested exonerations as presented and Commissioner Eglinger seconded the motion. The motion passed.

Mr. Greg Rinker, Chair of the Hampshire County Parks and Recreation Board presented a contract with Pioneer Pole Buildings to build a shell structure in Hampshire Park which will replace the current building used as the dining hall for the 4-H Camp. Mr. Rinker stated that the Parks and Rec Board has voted to commit \$50,000 from their budgeted funds. The Board paid \$37,000 as a deposit and will pay the \$10,500 cost of demolition, which will use most of their available funds. Commissioner Eglinger moved to authorize President Hott to sign the contract with Pioneer Pole Buildings and Commissioner Parker seconded the motion. The motion passed.

Grant Writer Erin Timbrook presented the Police Resource Officer (PRO) grant application which is in the amount of \$20,000 for the upcoming school year. Commissioner Parker moved to allow the President to sign the grant application and Commissioner Eglinger seconded the motion. The motion passed.

Grant Writer Timbrook also presented a budget adjustment page for the Court Security grant to install new cameras in the Circuit Courtroom. The grant request was for \$7,800 and the approved amount is \$6,250. Commissioner Eglinger moved to allow President Hott to sign the budget adjustment for the Court Security grant and Commissioner Parker seconded the motion. The motion passed.

Region VII WorkForce West Virginia requested a letter of support for a grant application for funding to help combat the opioid crisis in our area. Commissioner Parker moved that the Commission provide a letter of support for the Region VIII grant effort. Commissioner Eglinger seconded the motion and the motion passed. President Hott signed the letter.

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 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.

Deputy Clerk Lillian Largent prepared and presented official budget revision # 1 to the General Fund (#1). Commissioner Eglinger moved to approve the first official budget revision to the General Fund and Commissioner Parker seconded the motion. 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 10:40 am.

Respectfully submitted, Eric W. Strite, Hampshire County Clerk

A regular meeting of the Hampshire County Commission was held on Tuesday, August 13, 2019 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 Christian Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on July 23, 2019 had been previously emailed to the Commissioners, however a physical copy was temporarily unavailable and the meeting continued until the paper copy could be obtained.

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 Commission considered the minutes of the July 23, 2019 meeting and Commissioner Parker moved to approve the minutes as presented and Commissioner Eglinger seconded the motion. The motion to approve the minutes of July 23, 2019 passed.

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

The first appointment was running late and the Commission considered personnel action requests from department heads

E911 Director Nathan Sions sent resignation letters from Gerald Loudin, Chief of Operations for Hampshire County 911 and dispatcher January Dillinger. Commissioner Eglinger moved to accept the resignations and Commissioner Parker seconded the motion which passed on a voice vote.

The Sheriff's Settlement FYE June 30, 2019 was presented for approval. Commissioner Parker made a motion to approve the settlement, Commissioner Eglinger seconded the motion and the motion passed.

Friend Products sent a bid to supply coal for the Hampshire County Courthouse at the rate of \$150 per ton delivered. Commissioner Eglinger moved to approve the purchase of coal from Friend Products for the 2019-2020 winter at the rate of \$150 per ton delivered. Commissioner Parker seconded the motion and the motion passed.

Commissioner Parker moved to take a ten-minute recess. Commissioner Eglinger seconded the motion and the motion passed.

President Hott called the meeting back to order from the short recess.

Eileen Johnson, Executive Director of the Hampshire County Development Authority, presented a request that the Commission pay to have County Surveyor Rick Moreland to survey the hospital grounds in order to separate the Romney Rescue buildings from the hospital at a cost of \$1,500. Commissioner Parker moved to approve the survey and Commissioner Eglinger seconded the motion. The motion passed.

Director Brian Malcolm and Chief Terry Puffinburger presented a report on operations and updates on the progress of the ambulance service.

Chief Puffinburger discussed a proposal to upgrade the large garage type building, which has been used for storage, to allow for housing the squad vehicles and a headquarters for the ambulance management and staff. A request for proposal will be prepared before further consideration.

The Chief also asked for permission to purchase five med vaults, units which will allow security and accountability for the narcotics which are critical to the operation for the emergency ambulance squads, for a total cost of \$9200. Commissioner Eglinger moved to approve the purchase of the med vaults and Commissioner Parker seconded the motion.

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 9:50 am.

Respectfully submitted, Eric W. Strite, Hampshire County Clerk, (from notes taken by Tina W Ladd, Deputy Clerk).

A regular meeting of the Hampshire County Commission was held on Tuesday, August 27, 2019 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 Steven Wilson of the Romney Christian Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on August 13, 2019 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.

The Treasurer's office requested signatures in order to set up online banking for County accounts with the Bank of Romney. The three signatures required are the Sheriff (and Treasurer), the Clerk and President of the Commission. Commissioner Parker moved to authorize the President to sign the online enrollment form for the Commission accounts at Bank of Romney. Commissioner Eglinger seconded the motion and the motion passed.

Stephanie Shoemaker, Director of the Hampshire County Health Department, explained the need for a Continuity of Operations site, in case of a catastrophic disruption to the physical health department building. They had worked with the West Virginia Schools for the Deaf and Blind, but that is no longer working out. The need may never develop, but she needs to have a plan established to have a space for as many as four administrative people to have communication ability including internet, phone and fax. The Commissioners suggested several sites including the Romney Senior Center and the 911 Center as a second. Commissioner Parker agreed to make contact to get Ms. Shoemaker on the next Committee on Aging agenda.

Nathan Sions, E911 Director sent a letter advising that the following Dispatchers are due for pay increases in accordance with the E911 employee pay scale; Mallory Lupton, Teresa Sorrell, Jenifer Swisher and Rachael Timbrook. Commissioner Eglinger moved to approve the recommendation of Director Sions and Commissioner Parker seconded the motion. The motion passed on a voice vote.

Denise Hott of the Hampshire County Board of Education (HCBOE), sent a request for an updated memorandum of understanding (MOU) with the HCBOE in regard to the Police Resource Officer (PRO). This was requested by the people with grant source. The Commissioners had some questions and wanted to get input from the Sheriff before proceeding.

Cary Ours, Director of the South Branch Valley Day Report Center, presented the acceptance paperwork for the grant of \$190,000 which has already been approved. Commissioner Parker moved to allow the President to sign the necessary agreements and certifications. Commissioner Eglinger seconded the motion and the motion passed.

Ms. Ours stated that funds had just been made available for a new grant to pay and supply a recovery coach for the day report center. The salary cap is \$30,000, but funding includes travel, training and supplies and there is no match requirement. Commissioner Parker moved to allow President Hott to sign the grant application forms and Commissioner Eglinger seconded the motion. The motion passed.

Romney Mayor Beverly Keadle presented information about the sidewalk improvement that Romney is currently working on. The Mayor asked the Commission to sign a right of way agreement to allow the replacement of the sidewalk in front of the parking lot across from the Courthouse. Other County owned properties which are affected by the project are under the control of the Building Commission which has already signed the agreement. Commissioner Eglinger moved that the Commission approve the requested right of way agreement and Commissioner Parker 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.

Assessor Norma Wagoner's office had prepared tax exonerations and corrections of erroneous assessments for consideration by the Commission. Commissioner Parker moved to approve the requested exonerations as presented and Commissioner Eglinger seconded the motion. The motion passed.

A taxpayer requested a variance and reduction in his tax bill because notification had not been received and farm and timber exemptions had been removed causing a large increase in his real estate tax bill. The Commission was sympathetic to the situation but explained that this situation can only be addressed while the Commission sits as Board of Equalization and review in February and that nothing can be done without proof of an error on the part of the Assessor's office or the State Tax Department.

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.

Sheriff Alkire was able to review the MOU between the Commission and the HCBOE regarding the PRO and he stated that he had no problem with the wording of the document and recommended adoption. The Sheriff thanked the Commission for considering his concerns. Commissioner Parker moved to authorize the President to sign the MOU and Commissioner Eglinger seconded the motion. 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 10:40 am.

Respectfully submitted, Eric W. Strite, Hampshire County Clerk

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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.

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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's office had prepared tax exonerations and corrections of erroneous assessments for consideration by the Commission. Commissioner Parker moved to approve the requested exonerations as presented and Commissioner Eglinger seconded the motion. The motion passed.

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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.

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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 10:40 am.

Respectfully submitted, Eric W. Strite, Hampshire County Clerk

A regular meeting of the Hampshire County Commission was held on Tuesday, September 10, 2019 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 Christian Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on August 27, 2019 were presented. Commissioner Brian Eglinger moved to approve the minutes as presented and Commissioner Parker seconded the motion. 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 Wagoner had sent tax exonerations for consideration and Commissioner Eglinger moved to approve the exonerations as requested. Commissioner Parker seconded the motion and the motion passed.

Convention and Visitor's Bureau (CVB) President, Ms. Peg LeMaster came with member, Ken Caldwell and was joined by member Jonathan Bellingham and CVB Treasurer Eileen Johnson to present a report on the operations, progress and financial situation of the Hampshire County CVB.

Larry See, Director of the Hampshire County Parks and Recreation (HCP&R) Department came with Greg Rinker, President of the Board. Rinker and See gave an update on the progress of the new building at the Hampshire Park. Demolition of the former dining hall has been completed; however, mandatory asbestos testing revealed that asbestos remediation was required at an additional expense. Observation of the remediation crew in operation raised questions whether proper protocols were observed and if the material was disposed of properly. Commissioner Eglinger moved that the Commission partner with the HCP&R in order to investigate the cost and propriety of the removal operation before paying the bill. Commissioner Parker seconded the motion and the motion passed.

Rinker and See reported that the construction of the new building will begin on October 2, with the delivery of materials by Pioneer Pole Buildings. A check for \$80,230 will be required at that time in order to proceed and actual construction will begin on October 7, 2019. An additional \$1,000 will be payable when final inspections are completed, (about a week after completion). Commissioner Eglinger moved that the Commission approve the payment of the \$80,230 and that the check be available before the October 2 delivery date. Commissioner Parker seconded the motion and the motion passed. Mr. Rinker thanked the Commission for their partnership on this project.

It was necessary to make a significant plumbing repair to the Capon Bridge School building which is under lease from the Board of Education. The cost of the repair was \$4,625 payable to D & D Plumbing of Romney. The Commission agreed that the bill should be split three ways, between the three principle tenants of the building, namely Parks and Recreation, the Sheriff's office and the Hampshire County Emergency Services Agency (HCESA) for ambulance service in the Capon Bridge area.

Aaron Cox had been presented with a webpage for the County Recycling site which can be linked to Hampshirewv.com. Mr. Cox had printed the page which had been developed by Mr. Charles Hall. The Commissioners can place the decision on a future agenda for action.

Mr. Cox requested approval to post a Class II legal notice in the Hampshire Review stating that the Hampshire County Commission in its efforts to continue telecommunications growth in Hampshire County has acquired the necessary permits and permissions from Potomac Edison to attach telecommunications cables and equipment to utility pole infrastructure in and around the town of Capon Bridge. The Commission will utilize existing rights of way and cable pole positions that were left abandoned by prior cable service operators in that area. Commissioner Eglinger moved to approve the request to post notice regarding the pole positions in Capon Bridge and Commissioner Parker seconded the motion. The motion passed.

Mr. Cox reported that the new fiber installation in the Kirby area is being tested this week and will likely be in service by the end of the week.

Chief Terry Puffinburger reported on the activities of HCESA ambulance operations over the month of August. Chief Puffinburger stated that the medication vaults that were approved



last month will go into operation today in all ambulances. In addition, the new chase unit is on the road and 24-hour operations have been started in Capon Bridge for a few days a week.

Brian Malcolm, Director of Hampshire County Homeland Security and Emergency Services requested approval to run a request for proposals (RFP) to learn the cost of a storage building to house the emergency response truck and other equipment. Commissioner Parker gave some background on the development of the project. Mr. Malcolm also presented an invoice from L&W Engineering of Petersburg for the drawings and scope of work which would be part of the RFP. The Commissioners discussed this idea and the other projects, (expenditures), which have been completed recently as well as several projects to which the Commission has committed matching funds or more. The Commissioners agreed that they recognize the need for the building and stated they are not opposed but would prefer to wait at least until spring before committing to another major capital expenditure. Commissioner Parker moved to approve the payment of the invoice from L&W Engineering for their design work. 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.

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 10:51 am.

Respectfully submitted, Eric W. Strite, Hampshire County Clerk.

A regular meeting of the Hampshire County Commission was held on Tuesday, September 24, 2019 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 Christian Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on September 10, 2019 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.

The Commission asked Parks and Recreation Director Larry See to report on his investigation of the concerns expressed during the last meeting regarding the removal and disposition of the asbestos material from the demolished building in the Hampshire Park. Mr. See explained that the contractor had provided a receipt from an approved landfill where the materials were taken. The Commissioners agreed that they were satisfied with the effort and that the bill should be paid.

Brian Malcolm, Director of the Office of Emergency Services and Homeland Security discussed the fact that the radio system used by the County's first responders has undergone an update which is causing problems with critical communications. Mr. Malcolm stated that the most likely solution is to have a certified technician to reprogram and update the County's tower sites and then the individual radios. Gano Electronics has prepared an estimate of \$7460 to begin the solution. There may be some opportunity for help through a grant which has been applied for but the awards have not been announced to date. The County's first responders are the most impacted due to the age of their radios, but the Sheriff's department is probably not affected since they have a newer system. Commissioner Parker suggested the fire departments may be able to help with the expense for their units. Commissioner Eglinger moved that the proposal be approved to start the process on the towers while payment sources to reprogram the individual units develop. Commissioner Parker seconded the motion and the motion passed.

Erin Timbrook came to discuss and present grants. Ms. Timbrook presented the request for reimbursement for the Emergency Management Preparedness Grant (EMPG), (which provides significant reimbursement for the budget of the Emergency Services and Homeland Security office on an annual basis), in the amount of \$80,041.03 for the 2017-18 budget year. This is almost half of the annual operating budget. Commissioner Parker moved to authorize the President to sign the request for reimbursement and Commissioner Eglinger seconded the motion. The motion passed.

Ms. Timbrook presented documents accepting an award as part of the Animals in Disasters plan. This would provide equipment to secure small animals in the event of an emergency. A situation recently occurred when elderly citizens had to be relocated from their apartments to emergency shelter during a winter power failure. Commissioner Parker moved to allow President Hott to sign the grant award documents to get the emergency pet equipment. Commissioner Eglinger seconded the motion which then passed.

Ms. Timbrook then presented the Courthouse Facilities Improvement Grant application to install new entry doors on the Courthouse building and to install new, electronic lock mechanisms throughout the building. The estimate of cost for the improvements totals \$90,145 and the match requirement is 20 % with a cost to the Commission of about \$18,000. Commissioner Parker moved to approve the grant application and authorize the President to sign the necessary documents. Commissioner Eglinger seconded the motion and the motion passed.

Cary Ours, Director of the South Branch Day Report Center (SBVDRC), presented a grant application for a grant from the Comprehensive Opioid Abuse Program in the amount of \$125,073 to provide staffing and equipment to access psychiatric evaluations for clients of the Day Report Center. There is no match requirement for this grant. Commissioner Eglinger moved to approve the grant application and authorize the President to sign. Commissioner Parker seconded the motion and the motion passed.

Ms. Ours presented an agreement form changing the reimbursement schedule on the main grant for the SBVDRC and Commissioner Parker moved to approve this change and sign the agreement. Commissioner Eglinger seconded the motion and the motion passed.

Aaron Cox presented an update on broadband activities including a public notice to be run in the newspaper regarding permission obtained from Potomac Edison (PE) for the use of right of ways to attach to PE poles.

Mr. Cox stated that the agenda item of broadband memorandum of understanding (MOU) would be beneficial to improving broadband access to the county, but it is of a sensitive and competitive nature and would need to be approved by both parties before announcement. Commissioner Parker moved the Commission go into executive session under WV Code § 6-9A-4(9) to discuss contractual matters of a competitive nature, which if made public might adversely affect the financial or other interest of the County. Commissioner Eglinger seconded the motion and the motion passed. President Hott stated the meeting was in executive session at 10 am.

At 10:28am President Hott called the meeting back into regular session and stated that no decisions were made and no actions taken during executive session.

Commissioner Eglinger moved that President Hott be authorized to sign the MOU pending legal review and that the MOU be held in confidence until finalization and completion of the contract as per WV Code § 6-9A-4(9). Commissioner Parker seconded the motion and the motion passed on a unanimous voice vote.

Assessor Norma Wagoner's office had prepared tax exonerations and corrections of erroneous assessments for consideration by the Commission. Commissioner Eglinger moved to approve the requested exonerations as presented and Commissioner Parker 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.

Hampshire County Prosecuting Attorney Betsy Plumer had forwarded a letter from Assistant Prosecuting Attorney Charlie Johnson announcing his resignation to accept a similar position in Hardy County. Commissioner Parker moved to accept Mr. Johnson's resignation and Commissioner Eglinger seconded the motion. The motion passed.

E911 Director Nathan Sions sent a letter notifying the Commission that Samantha Smith has been appointed to a Dispatcher Position with Hampshire County E911, effective September 13, 2019. Commissioner Parker moved to approve the hiring of Ms. Smith as Dispatcher. Commissioner Eglinger seconded the motion and the motion passed.

Deputy Clerk Lillian Largent presented Official Budget Revision #2 to the General Budget (#1). Commissioner Eglinger moved to approve the Official Budget Revision #2 as presented. 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 Parker moved to adjourn the meeting. Commissioner Eglinger seconded the motion, the motion passed and President Hott declared the meeting adjourned at 10:40 am.

Respectfully submitted, Eric W. Strite, Hampshire County Clerk

A regular meeting of the Hampshire County Commission was held on Tuesday, October 8, 2019 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott 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 Christian Ministerial Association offered prayer. President Hott then called the meeting to order and stated that Commissioner Parker would not be in attendance because of duties at the State Farm Bureau meeting, but that a quorum was present and the meeting could proceed.

The minutes of the Commission meeting held on September 24, 2019 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.

Since it was well before the time for the first agenda item, the President asked for routine matters that might be considered as housekeeping.

A property owner had filed an appeal with the Board of Assessment Appeals regarding the valuation of that real estate known as Muirwood Greene Limited Partnership. The hearing by the Board of Appeals was scheduled for October 24 at 9 am and the property owner was notified in August. The property owner sent a letter stating that they have chosen to dismiss their appeal in the matter.

E911 Director, Nathan Sions sent a letter stating that Celesta A. Shillingburg and Kiaira C. Iser have been appointed to full-time Dispatcher Positions. Commissioner Eglinger moved to approve these appointments as presented and President Hott seconded the motion and the motion passed.

Hampshire County Prosecuting Attorney, Betsy Plumer sent a letter stating that Janette Saville is no longer employed by her office as a legal assistant and Ms. Plumer notified the Commission of unused personal leave/vacation days for which she should be compensated. Commissioner Eglinger moved to approve Ms. Saville's final pay check and to approve payment of accrued hours of leave. President Hott seconded the motion and the motion passed.

Assessor Norma Wagoner's office had prepared tax exonerations and corrections of erroneous assessments for consideration by the Commission. Commissioner Eglinger moved to approve the requested exonerations as presented and President Hott seconded the motion. The motion passed.

Aaron Cox gave the Commission a report on developments in regard to broadband service acquisition in the County. Mr. Cox reported that there was a bid opening yesterday pertaining to the installation of fiber in Capon Bridge. The initial indication is that the single bid is above the budgeted amount of the grant, but Thrasher Engineering, (Project Manager), is reviewing the bid document and working with the State Development Authority for a more precise analysis of the situation.

The City of Romney voted in their meeting last evening to install conduit for future installation of fiber under the new sidewalks being constructed from Endler Avenue to the Bank of Romney. The County has been given permission to also place conduit under the sidewalk for the cost of the material, which is about \$5,600. Mr. Cox stated these funds can be taken from his budget. Construction of the sidewalks is underway. The Commission agreed to take advantage of this opportunity.

Region 8 Development Authority sent request for reimbursement forms to be signed, allowing the Commission to recoup \$6,000 of expenditures to Thrasher Engineering on the Capon Bridge fiber project from the Community Development Block Grant (CDBG) funds. Commissioner Eglinger moved to authorize the President to sign the documents and President Hott seconded the motion. The motion passed.

Brian Malcolm and Terry Puffinburger of the Hampshire County Emergency Services Agency (HCESA) brought a recommendation from the HCESA Board to purchase Microsoft Surface Pro units for each of the three ambulances. The handheld computers will facilitate the reporting that is required by improving accuracy and efficiency. Commissioner Eglinger moved to approve the recommended purchase of the three handheld computers as requested by the HCESA Board. President Hott seconded the motion and the motion passed.

Mr. Puffinburger presented a request for proposal (RFP) for renovations to the shell building at 1160 Jersey Mountain Road to provide secure housing for the ambulances and office space for staff and management. The Commission had been introduced to the idea of renovating the building at the meeting on August 13, 2019 and the RFP had since been recommended by the HCESA Board. Commissioner Eglinger moved to approve the advertisement for the RFP and President Hott seconded the motion. The motion passed.

Activities of the HCESA were discussed and the need for housing for an ambulance when on station in Capon Bridge brought up questions as to the activity and performance of the Capon Bridge Volunteer Rescue Squad. Commissioner Eglinger moved to direct a letter to the Capon Bridge Rescue Squad and request a response as the Commission considers how best to use County resources to provide ambulance service to the Capon Bridge community. President Hott seconded the motion and the motion passed. The Clerk will draft a letter for Commission approval.

Treasurer's office staff have discovered some errors in the ambulance service fee billings that need to be corrected and have prepared a list of exemptions that they are recommending. The Commissioners reviewed the recommendations and Commissioner Eglinger moved to approve the exemptions as presented. President Hott seconded the motion and the motion passed.

During the August 27 Commission meeting, the Board of Health had requested approval for a Continuity of Operations site, in case of a catastrophic disruption to the physical health department building. At that time the Commission asked Ms. Shoemaker to investigate the possibility of working with the Committee on Aging to use the Romney Senior Center. Ms. Shoemaker sent an agreement to this meeting, between the Commission and the Board of Health to use the Senior Center. Commission on Aging Chairman, Steve Moreland was present and confirmed the approval of his board. Commissioner Eglinger moved to approve the agreement as requested by the Hampshire County Board of Health. President Hott seconded the motion and the motion passed.

Steve Moreland as President of the Hampshire County Library Board requested permission for sidewalk repair/replacement in front of the Davis House and the Library. He will prepare a document for the Commission by the end of the week. Similar agreements were recently approved by the Commission and the Building Authority for areas adjacent to other Courthouse properties. Commissioner Eglinger moved to authorize the President to sign the permission document when it is completed. President Hott seconded the motion and the motion passed.

Commissioner Eglinger moved to appoint Stephanie Shoemaker, Director of the Hampshire County Health Department to the Hampshire County Development Authority for a term to begin immediately and to expire on June 30, 2022. President Hott seconded the motion for appointment and the motion passed.

Hampshire County resident and landowner Gary Edwards asked the Commission for clarification regarding a subdivision regulation for the recordation of a plat. The Commission recommended that he continue to work with the Planning Commission, which he agreed to do.

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.

All scheduled business having been addressed. Commissioner Eglinger moved to adjourn the meeting. President Hott seconded the motion, the motion passed and President Hott declared the meeting adjourned at 10:21 am.

Respectfully submitted, Eric W. Strite, Hampshire County Clerk

A regular meeting of the Hampshire County Commission was held on Tuesday, November 19, 2019 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 Christian Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on October 22, 2019 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.

Prosecuting Attorney Betsy Plumer had made arrangements for new employees in her office to come and be introduced to the Commission. The newest member of the Prosecutor's office staff is Pamela Loughran who has worked for the County for about two years in other capacities. The new Assistant Prosecutor is Andrew Bobowski who is originally from Michigan and graduated from Ohio State.

Assessor Norma Wagoner's office had prepared a single tax exoneration and correction of erroneous assessment for consideration by the Commission. Commissioner Eglinger moved to approve the requested exoneration as presented and Commissioner Parker seconded the motion. The motion passed.

Sheriff Alkire sent notice, by way of letter, that three Sheriff Deputies recently completed service milestones as Hampshire County Deputies and are due a corresponding salary increase under the Civil Service salary scale. Corporal Travis Dolly has completed five (5) years of service. Senior Deputy John Smith has completed three (3) years and Deputy II Nicholas Shallcross has completed his second year of service in the Department. Commissioner Eglinger moved to approve the salary adjustments under the Civil Service parameters and Commissioner Parker seconded the motion. The motion passed.

E911 Director, Nathan Sions sent a letter stating that Ethan Glaze has completed three (3) years of satisfactory or better performance with Hampshire County 911 and is due a pay increase under the Civil Service guidelines. Commissioner Parker moved to approve this recommendation. Commissioner Eglinger seconded the motion and the motion passed.

Vivian Parsons, Public Entity Specialist for the West Virginia Counties Risk Pool (WVCoRP) came with Steve Rawlings, Director of Operations, to update the Commission on new coverages and training opportunities offered by the Risk Pool.

Hampshire County Parks and Recreation (P&R) Director, Larry See gave the Commissioners a report on the progress of the building at Hampshire Park. The shell is nearly complete with the final payment of \$1,000 is about to be released to Pioneer Pole Buildings. The Parks and Rec Board recently requested bids for a loan to complete the interior of the building and three lenders responded. FNB Bank offered the most favorable loan of up to \$175,000, unsecured for a fixed interest rate of 3.25% and an annual payment with the condition that the Parks and Recreation Program Account Fund be transferred to FNB. The next best rate offered was 3.95%. The Commission agreed that the P & R Commission has the authority to negotiate and borrow money under WV Code §7-11-2.

Eileen Johnson, Executive Director of the Hampshire County Development Authority (HCDA), sent two resolutions for presentation. These resolutions are presented/renewed annually. The first resolution is whereby the Commission pledges funding support of the local development organization in the amount of \$125,000 with \$25,000 of that to be designated for the installation of fiber optic lines into the Romney Business Park with the caveat "subject to the availability of funds". Commissioner Parker moved to approve the Commitment of Funds Resolution for 2020 and Commissioner Eglinger seconded the motion. The motion in support of the resolution passed.

The second resolution from the HCDA was a resolution of participation in the Certified Development Community program. Commissioner Eglinger moved to authorize the signature of this resolution and Commissioner Parker seconded this motion. The motion passed.

The Justice Assistance Grant (JAG) for the Police Resource Officer (PRO) was awarded in the amount of \$15,000 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.

The Treasurer's office had prepared the Final Disposition Report of the Hampshire County Sheriff's Tax Lien Sale which was held on November 13, 2019. Commissioner Eglinger moved to approve the final dispositions as reported by Sheriff Alkire. 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. 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.

Terry Puffinburger, Hampshire County Emergency Services (HCESA) Chief, told the Commission that the bid process for the renovation of the interior of the storage building for ambulance storage and administration, resulted in one bid. The HCESA board recommended rejecting the single bid, as it was much higher than expected, and to pursue requests for bids at a later date. Commissioner Eglinger moved to approve the recommendation of the Board and reject the submitted bid and to rebid the project at a later date. Commissioner Parker seconded the motion and the motion passed.

Mr. Puffinburger continued with his report and explained that the HCESA Board also requested authorization to solicit for bids for a new ambulance. Commissioner Eglinger moved to approve the bid process in order to provide research into the cost this new piece of equipment. Commissioner Parker seconded the motion. It was restated that this is not approval to purchase a new vehicle but to gather information. The motion passed.

Terry presented analysis of the budget and call response performance for the agency.

Hampshire County Homeland Security and Emergency Management (HCHSEM) Director Brian Malcolm was unable to attend due to training commitments so Mr. Puffinburger presented information regarding a cost estimate of reprogramming the current bases, towers and portable radios versus a cost estimate of new units. Commissioner Parker moved to proceed with the reprogramming of the radios, bases and towers that we have at this time. Commissioner Eglinger seconded the motion and the motion passed.

Commissioner Parker asked that the HCESA Board reconsider a procedure used by the Treasurer's office to refuse payment by check of delinquent fees that have entered the collection phase.

Dates for the Board of Review and Equalization for 2020 were considered and set in accord with WV Code §11-3-24. It was agreed that the Commission will begin sitting as the Board of Review and Equalization on January 31, 2020, then continuing on February 6, February 12 and February 18, at which point the Board may adjourn sine die if the work is completed.

Fifty-nine (59) HCEAS fee exemption recommendations were presented from the Treasurer's office. These recommendations were detected by the tax deputies while processing payment transactions. These were typically a seasonal hunting or camping property owned by a county resident, who was already paying the fee for their residence, or an erroneous billing. Commissioner Eglinger moved to approve the exemption recommendations from the Treasurer's office. Commissioner Parker seconded the motion and the motion passed.

Long-time maintenance employee Charlie Corbin asked to discuss a change in his employment status with the Commission with Supervisor Kenny McBride in attendance. Commissioner Eglinger moved that the Commission go into executive session to discuss personnel matters as allowed under WV Code §6-9A-4. Commissioner Parker seconded the motion which passed and President Hott declared the meeting in executive session at 10:35am.

President Hott declared the Commission meeting back in regular session at 10:49 am 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 Parker moved to adjourn the meeting. Commissioner Eglinger seconded the motion, the motion passed and President Hott declared the meeting adjourned at 11:04 am.

Respectfully submitted, Eric W. Strite, Hampshire County Clerk

A regular meeting of the Hampshire County Commission was held on Tuesday, December 17, 2019 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 Christian Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on November 19, 2019 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.

Reimbursement request #4, in the amount of \$3,150, for the Community Development Block Grant project # 17SCBG0009 was presented. This is the Broadband Expansion Project grant through the Region 8 Development Authority. Commissioner Parker moved to authorize the President to sign the documents and Commissioner Eglinger seconded the motion, which passed on a voice vote.

The Hampshire County Parks and Recreation (P & R) Board had voted to move their project fund to the FNB Bank as part of a loan package for the new building at Hampshire Park. The Clerk presented an order authorizing the move from Bank of Romney. Commissioner Parker moved to approve the order for all three Commissioners to sign. Commissioner Eglinger seconded the motion and the motion passed.

The FNB Bank account agreement was presented for the Parks and Recreation account to be signed by the President of the Commission, the Sheriff and the Clerk. Commissioner Parker moved to approve the account agreement and Commissioner Eglinger seconded the motion and this motion passed.

The last matter to address regarding the transition of the P & R account was an order to cancel the outstanding checks on the P & R Fund at the Bank of Romney account # 6101595. Commissioner Parker moved to approve the order to cancel the seven remaining outstanding checks which were written on the old account. Commissioner Eglinger seconded the motion and the motion passed.

A local group has been raising support for the upgrade of the high school football field and track and they requested that the Commission help with this effort. Commissioner Eglinger introduced the representatives and Mr. Trey Stewart spoke in regard to the progress so far and the benefits to the community. Commissioner Eglinger moved that the Commission support the effort to replace the track and install synthetic turf on the athletic field with an annual contribution of \$5,000. Commissioner Parker seconded the motion and discussion continued. The motion was defeated with Commissioner Eglinger voting in the affirmative and Commissioners Hott and Parker voting no.

The Hampshire County Emergency Services Agency (HCESA) representatives Terry Puffinburger and Brian Malcolm presented a report on call and transport activity.

Mr. Puffinburger presented information and a request approved by the HCESA Advisory Board to purchase a new Lucas cardiac resuscitation device for the cost of \$13,740.90 with the trade in of an older inoperable unit. Commissioner Parker moved to approve the purchase and Commissioner Eglinger seconded the motion. The motion passed.

Mr. Malcolm presented information on new ambulances that had been gathered on several similar 2019 models. The cost of a new unit will be a little more than \$210,000. There is an opportunity to pay about half of the cost and use a governmental financing (lease) arrangement over 3 years for the balance. The HCESA Board requested approval for the purchase of a new ambulance unit. After several questions, Commissioner Eglinger moved to authorize the HCESA to proceed with the purchase of a new ambulance. Commissioner Parker seconded the motion and the motion passed.

An order was presented to establish the Hampshire County Emergency Ambulance Service Non-Ordinance Fee Fund. The source of revenue for this fund will be transport fees, bank interest and possible budgetary appropriations by the county commission. This fund will pay certain expenditures deemed necessary and appropriate by the ambulance advisory committee with the advice and consent of the Hampshire County Commission. The fund will be on deposit with the FNB Bank to further avoid confusion with the ordinance fee fund.



Commissioner Parker moved to approve the order establishing this fund 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.

E911 Director Nathan Sions sent a letter requesting the final approval for pay raises of six (6) % for Jennifer Bishoff and Edward Heavener who have assumed new duties as team supervisors in place of the former Chief of Operations position. Director Sions also stated that Jeffery Wilkins did not receive the pay raise approved for county employees on July 1, 2019 and he requested that his salary be adjusted immediately to reflect that raise and that he be paid for the wages not received since July 1. Commissioner Parker moved to approve the 911 Director's request including the pay raises for all three individuals listed. Commissioner Eglinger seconded the motion and the motion passed.

At 10 am President Hott announced that the public hearing regarding the annexation by minor boundary adjustment would commence as advertised. The President read the petition which was presented by the municipality of Romney on October 22, 2019. After several minutes, no one spoke in either support or opposition and the President stated that the public hearing was closed at 10:07am. Commissioner Eglinger moved to approve the order confirming the annexation of that subdivision known as Rannells Acres to the municipality of Romney. Commissioner Parker seconded the motion and the motion passed. The order was signed at this point.

Assessor Norma Wagoner introduced Matthew Trimble, a recently hired field assessor, and requested permission to hire Katherine Sions as a full-time employee of the Assessor's office starting January 2, 2020. Ms. Sions had recently worked in the Assessor's office on a part-time basis. Commissioner Eglinger moved to give consent and approval for the hiring of Ms. Sions. Commissioner Parker seconded the motion and the motion passed.

The elected officials and department heads had been in the process of reviewing and updating the Hampshire County Employee Handbook and had Michael W Taylor, Esquire, an attorney with Baily & Wyant, PLLC of Charleston, to review the handbook and offer suggestions and guidance. The Committee had reviewed the suggested revisions and recommended approval of the document to the Commission. Commissioner Parker moved to approve the revisions as recommended by the Hampshire County Wage and Review Board. Commissioner Eglinger seconded the motion and the motion passed.

Charlie Corbin of the maintenance department would like to discuss adjustments to his employment arrangements but asked to postpone the meeting.

Insurance premiums for the Slanesville and Capon Bridge ambulances are coming due at the end of December and the Commission had voted to suspend financial support for squads that did not meet minimum performance levels starting January 1, 2020. Commissioner Parker moved to pay a proration of the premiums to provide coverage until the mid-January meeting when action can be taken. Commissioner Eglinger 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.

Deputy Clerk Lillian Largent presented Official Budget Revision #3 to the General Budget (#1). Commissioner Eglinger moved to approve the Official Budget Revision #3 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 10:41 am.

Respectfully submitted, Eric W. Strite, Hampshire County Clerk

A regular meeting of the Hampshire County Commission was held on Tuesday, August 27, 2019 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 Steven Wilson of the Romney Christian Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on August 13, 2019 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.

The Treasurer's office requested signatures in order to set up online banking for County accounts with the Bank of Romney. The three signatures required are the Sheriff (and Treasurer), the Clerk and President of the Commission. Commissioner Parker moved to authorize the President to sign the online enrollment form for the Commission accounts at Bank of Romney. Commissioner Eglinger seconded the motion and the motion passed.

Stephanie Shoemaker, Director of the Hampshire County Health Department, explained the need for a Continuity of Operations site, in case of a catastrophic disruption to the physical health department building. They had worked with the West Virginia Schools for the Deaf and Blind, but that is no longer working out. The need may never develop, but she needs to have a plan established to have a space for as many as four administrative people to have communication ability including internet, phone and fax. The Commissioners suggested several sites including the Romney Senior Center and the 911 Center as a second. Commissioner Parker agreed to make contact to get Ms. Shoemaker on the next Committee on Aging agenda.

Nathan Sions, E911 Director sent a letter advising that the following Dispatchers are due for pay increases in accordance with the E911 employee pay scale; Mallory Lupton, Teresa Sorrell, Jenifer Swisher and Rachael Timbrook. Commissioner Eglinger moved to approve the recommendation of Director Sions and Commissioner Parker seconded the motion. The motion passed on a voice vote.

Denise Hott of the Hampshire County Board of Education (HCBOE), sent a request for an updated memorandum of understanding (MOU) with the HCBOE in regard to the Police Resource Officer (PRO). This was requested by the people with grant source. The Commissioners had some questions and wanted to get input from the Sheriff before proceeding.

Cary Ours, Director of the South Branch Valley Day Report Center, presented the acceptance paperwork for the grant of \$190,000 which has already been approved. Commissioner Parker moved to allow the President to sign the necessary agreements and certifications. Commissioner Eglinger seconded the motion and the motion passed.

Ms. Ours stated that funds had just been made available for a new grant to pay and supply a recovery coach for the day report center. The salary cap is \$30,000, but funding includes travel, training and supplies and there is no match requirement. Commissioner Parker moved to allow President Hott to sign the grant application forms and Commissioner Eglinger seconded the motion. The motion passed.

Romney Mayor Beverly Keadle presented information about the sidewalk improvement that Romney is currently working on. The Mayor asked the Commission to sign a right of way agreement to allow the replacement of the sidewalk in front of the parking lot across from the Courthouse. Other County owned properties which are affected by the project are under the control of the Building Commission which has already signed the agreement. Commissioner Eglinger moved that the Commission approve the requested right of way agreement and Commissioner Parker 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.

Assessor Norma Wagoner's office had prepared tax exonerations and corrections of erroneous assessments for consideration by the Commission. Commissioner Parker moved to approve the requested exonerations as presented and Commissioner Eglinger seconded the motion. The motion passed.

A taxpayer requested a variance and reduction in his tax bill because notification had not been received and farm and timber exemptions had been removed causing a large increase in his real estate tax bill. The Commission was sympathetic to the situation but explained that this situation can only be addressed while the Commission sits as Board of Equalization and review in February and that nothing can be done without proof of an error on the part of the Assessor's office or the State Tax Department.

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.

Sheriff Alkire was able to review the MOU between the Commission and the HCBOE regarding the PRO and he stated that he had no problem with the wording of the document and recommended adoption. The Sheriff thanked the Commission for considering his concerns. Commissioner Parker moved to authorize the President to sign the MOU and Commissioner Eglinger seconded the motion. 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 10:40 am.

Respectfully submitted, Eric W. Strite, Hampshire County Clerk

A regular meeting of the Hampshire County Commission was held on Tuesday, September 10, 2019 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 Christian Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on August 27, 2019 were presented. Commissioner Brian Eglinger moved to approve the minutes as presented and Commissioner Parker seconded the motion. 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 Wagoner had sent tax exonerations for consideration and Commissioner Eglinger moved to approve the exonerations as requested. Commissioner Parker seconded the motion and the motion passed.

Convention and Visitor's Bureau (CVB) President, Ms. Peg LeMaster came with member, Ken Caldwell and was joined by member Jonathan Bellingham and CVB Treasurer Eileen Johnson to present a report on the operations, progress and financial situation of the Hampshire County CVB.

Larry See, Director of the Hampshire County Parks and Recreation (HCP&R) Department came with Greg Rinker, President of the Board. Rinker and See gave an update on the progress of the new building at the Hampshire Park. Demolition of the former dining hall has been completed; however, mandatory asbestos testing revealed that asbestos remediation was required at an additional expense. Observation of the remediation crew in operation raised questions whether proper protocols were observed and if the material was disposed of properly. Commissioner Eglinger moved that the Commission partner with the HCP&R in order to investigate the cost and propriety of the removal operation before paying the bill. Commissioner Parker seconded the motion and the motion passed.

Rinker and See reported that the construction of the new building will begin on October 2, with the delivery of materials by Pioneer Pole Buildings. A check for \$80,230 will be required at that time in order to proceed and actual construction will begin on October 7, 2019. An additional \$1,000 will be payable when final inspections are completed, (about a week after completion). Commissioner Eglinger moved that the Commission approve the payment of the \$80,230 and that the check be available before the October 2 delivery date. Commissioner Parker seconded the motion and the motion passed. Mr. Rinker thanked the Commission for their partnership on this project.

It was necessary to make a significant plumbing repair to the Capon Bridge School building which is under lease from the Board of Education. The cost of the repair was \$4,625 payable to D & D Plumbing of Romney. The Commission agreed that the bill should be split three ways, between the three principle tenants of the building, namely Parks and Recreation, the Sheriff's office and the Hampshire County Emergency Services Agency (HCESA) for ambulance service in the Capon Bridge area.

Aaron Cox had been presented with a webpage for the County Recycling site which can be linked to Hampshirewv.com. Mr. Cox had printed the page which had been developed by Mr. Charles Hall. The Commissioners can place the decision on a future agenda for action.

Mr. Cox requested approval to post a Class II legal notice in the Hampshire Review stating that the Hampshire County Commission in its efforts to continue telecommunications growth in Hampshire County has acquired the necessary permits and permissions from Potomac Edison to attach telecommunications cables and equipment to utility pole infrastructure in and around the town of Capon Bridge. The Commission will utilize existing rights of way and cable pole positions that were left abandoned by prior cable service operators in that area. Commissioner Eglinger moved to approve the request to post notice regarding the pole positions in Capon Bridge and Commissioner Parker seconded the motion. The motion passed.

Mr. Cox reported that the new fiber installation in the Kirby area is being tested this week and will likely be in service by the end of the week.

Chief Terry Puffinburger reported on the activities of HCESA ambulance operations over the month of August. Chief Puffinburger stated that the medication vaults that were approved

last month will go into operation today in all ambulances. In addition, the new chase unit is on the road and 24-hour operations have been started in Capon Bridge for a few days a week.

Brian Malcolm, Director of Hampshire County Homeland Security and Emergency Services requested approval to run a request for proposals (RFP) to learn the cost of a storage building to house the emergency response truck and other equipment. Commissioner Parker gave some background on the development of the project. Mr. Malcolm also presented an invoice from L&W Engineering of Petersburg for the drawings and scope of work which would be part of the RFP. The Commissioners discussed this idea and the other projects, (expenditures), which have been completed recently as well as several projects to which the Commission has committed matching funds or more. The Commissioners agreed that they recognize the need for the building and stated they are not opposed but would prefer to wait at least until spring before committing to another major capital expenditure. Commissioner Parker moved to approve the payment of the invoice from L&W Engineering for their design work. 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.

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 10:51 am.

Respectfully submitted, Eric W. Strite, Hampshire County Clerk.

A regular meeting of the Hampshire County Commission was held on Tuesday, September 24, 2019 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 Christian Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on September 10, 2019 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.

The Commission asked Parks and Recreation Director Larry See to report on his investigation of the concerns expressed during the last meeting regarding the removal and disposition of the asbestos material from the demolished building in the Hampshire Park. Mr. See explained that the contractor had provided a receipt from an approved landfill where the materials were taken. The Commissioners agreed that they were satisfied with the effort and that the bill should be paid.

Brian Malcolm, Director of the Office of Emergency Services and Homeland Security discussed the fact that the radio system used by the County's first responders has undergone an update which is causing problems with critical communications. Mr. Malcolm stated that the most likely solution is to have a certified technician to reprogram and update the County's tower sites and then the individual radios. Gano Electronics has prepared an estimate of \$7460 to begin the solution. There may be some opportunity for help through a grant which has been applied for but the awards have not been announced to date. The County's first responders are the most impacted due to the age of their radios, but the Sheriff's department is probably not affected since they have a newer system. Commissioner Parker suggested the fire departments may be able to help with the expense for their units. Commissioner Eglinger moved that the proposal be approved to start the process on the towers while payment sources to reprogram the individual units develop. Commissioner Parker seconded the motion and the motion passed.

Erin Timbrook came to discuss and present grants. Ms. Timbrook presented the request for reimbursement for the Emergency Management Preparedness Grant (EMPG), (which provides significant reimbursement for the budget of the Emergency Services and Homeland Security office on an annual basis), in the amount of \$80,041.03 for the 2017-18 budget year. This is almost half of the annual operating budget. Commissioner Parker moved to authorize the President to sign the request for reimbursement and Commissioner Eglinger seconded the motion. The motion passed.

Ms. Timbrook presented documents accepting an award as part of the Animals in Disasters plan. This would provide equipment to secure small animals in the event of an emergency. A situation recently occurred when elderly citizens had to be relocated from their apartments to emergency shelter during a winter power failure. Commissioner Parker moved to allow President Hott to sign the grant award documents to get the emergency pet equipment. Commissioner Eglinger seconded the motion which then passed.

Ms. Timbrook then presented the Courthouse Facilities Improvement Grant application to install new entry doors on the Courthouse building and to install new, electronic lock mechanisms throughout the building. The estimate of cost for the improvements totals \$90,145 and the match requirement is 20 % with a cost to the Commission of about \$18,000. Commissioner Parker moved to approve the grant application and authorize the President to sign the necessary documents. Commissioner Eglinger seconded the motion and the motion passed.

Cary Ours, Director of the South Branch Day Report Center (SBVDRC), presented a grant application for a grant from the Comprehensive Opioid Abuse Program in the amount of \$125,073 to provide staffing and equipment to access psychiatric evaluations for clients of the Day Report Center. There is no match requirement for this grant. Commissioner Eglinger moved to approve the grant application and authorize the President to sign. Commissioner Parker seconded the motion and the motion passed.

Ms. Ours presented an agreement form changing the reimbursement schedule on the main grant for the SBVDRC and Commissioner Parker moved to approve this change and sign the agreement. Commissioner Eglinger seconded the motion and the motion passed.

Aaron Cox presented an update on broadband activities including a public notice to be run in the newspaper regarding permission obtained from Potomac Edison (PE) for the use of right of ways to attach to PE poles.

Mr. Cox stated that the agenda item of broadband memorandum of understanding (MOU) would be beneficial to improving broadband access to the county, but it is of a sensitive and competitive nature and would need to be approved by both parties before announcement. Commissioner Parker moved the Commission go into executive session under WV Code § 6-9A-4(9) to discuss contractual matters of a competitive nature, which if made public might adversely affect the financial or other interest of the County. Commissioner Eglinger seconded the motion and the motion passed. President Hott stated the meeting was in executive session at 10 am.

At 10:28am President Hott called the meeting back into regular session and stated that no decisions were made and no actions taken during executive session.

Commissioner Eglinger moved that President Hott be authorized to sign the MOU pending legal review and that the MOU be held in confidence until finalization and completion of the contract as per WV Code § 6-9A-4(9). Commissioner Parker seconded the motion and the motion passed on a unanimous voice vote.

Assessor Norma Wagoner's office had prepared tax exonerations and corrections of erroneous assessments for consideration by the Commission. Commissioner Eglinger moved to approve the requested exonerations as presented and Commissioner Parker 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.

Hampshire County Prosecuting Attorney Betsy Plumer had forwarded a letter from Assistant Prosecuting Attorney Charlie Johnson announcing his resignation to accept a similar position in Hardy County. Commissioner Parker moved to accept Mr. Johnson's resignation and Commissioner Eglinger seconded the motion. The motion passed.

E911 Director Nathan Sions sent a letter notifying the Commission that Samantha Smith has been appointed to a Dispatcher Position with Hampshire County E911, effective September 13, 2019. Commissioner Parker moved to approve the hiring of Ms. Smith as Dispatcher. Commissioner Eglinger seconded the motion and the motion passed.

Deputy Clerk Lillian Largent presented Official Budget Revision #2 to the General Budget (#1). Commissioner Eglinger moved to approve the Official Budget Revision #2 as presented. 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 Parker moved to adjourn the meeting. Commissioner Eglinger seconded the motion, the motion passed and President Hott declared the meeting adjourned at 10:40 am.

Respectfully submitted, Eric W. Strite, Hampshire County Clerk

A regular meeting of the Hampshire County Commission was held on Tuesday, October 8, 2019 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott 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 Christian Ministerial Association offered prayer. President Hott then called the meeting to order and stated that Commissioner Parker would not be in attendance because of duties at the State Farm Bureau meeting, but that a quorum was present and the meeting could proceed.

The minutes of the Commission meeting held on September 24, 2019 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.

Since it was well before the time for the first agenda item, the President asked for routine matters that might be considered as housekeeping.

A property owner had filed an appeal with the Board of Assessment Appeals regarding the valuation of that real estate known as Muirwood Greene Limited Partnership. The hearing by the Board of Appeals was scheduled for October 24 at 9 am and the property owner was notified in August. The property owner sent a letter stating that they have chosen to dismiss their appeal in the matter.

E911 Director, Nathan Sions sent a letter stating that Celesta A. Shillingburg and Kiaira C. Iser have been appointed to full-time Dispatcher Positions. Commissioner Eglinger moved to approve these appointments as presented and President Hott seconded the motion and the motion passed.

Hampshire County Prosecuting Attorney, Betsy Plumer sent a letter stating that Janette Saville is no longer employed by her office as a legal assistant and Ms. Plumer notified the Commission of unused personal leave/vacation days for which she should be compensated. Commissioner Eglinger moved to approve Ms. Saville's final pay check and to approve payment of accrued hours of leave. President Hott seconded the motion and the motion passed.

Assessor Norma Wagoner's office had prepared tax exonerations and corrections of erroneous assessments for consideration by the Commission. Commissioner Eglinger moved to approve the requested exonerations as presented and President Hott seconded the motion. The motion passed.

Aaron Cox gave the Commission a report on developments in regard to broadband service acquisition in the County. Mr. Cox reported that there was a bid opening yesterday pertaining to the installation of fiber in Capon Bridge. The initial indication is that the single bid is above the budgeted amount of the grant, but Thrasher Engineering, (Project Manager), is reviewing the bid document and working with the State Development Authority for a more precise analysis of the situation.

The City of Romney voted in their meeting last evening to install conduit for future installation of fiber under the new sidewalks being constructed from Endler Avenue to the Bank of Romney. The County has been given permission to also place conduit under the sidewalk for the cost of the material, which is about \$5,600. Mr. Cox stated these funds can be taken from his budget. Construction of the sidewalks is underway. The Commission agreed to take advantage of this opportunity.

Region 8 Development Authority sent request for reimbursement forms to be signed, allowing the Commission to recoup \$6,000 of expenditures to Thrasher Engineering on the Capon Bridge fiber project from the Community Development Block Grant (CDBG) funds. Commissioner Eglinger moved to authorize the President to sign the documents and President Hott seconded the motion. The motion passed.

Brian Malcolm and Terry Puffinburger of the Hampshire County Emergency Services Agency (HCESA) brought a recommendation from the HCESA Board to purchase Microsoft Surface Pro units for each of the three ambulances. The handheld computers will facilitate the reporting that is required by improving accuracy and efficiency. Commissioner Eglinger moved to approve the recommended purchase of the three handheld computers as requested by the HCESA Board. President Hott seconded the motion and the motion passed.



Mr. Puffinburger presented a request for proposal (RFP) for renovations to the shell building at 1160 Jersey Mountain Road to provide secure housing for the ambulances and office space for staff and management. The Commission had been introduced to the idea of renovating the building at the meeting on August 13, 2019 and the RFP had since been recommended by the HCESA Board. Commissioner Eglinger moved to approve the advertisement for the RFP and President Hott seconded the motion. The motion passed.

Activities of the HCESA were discussed and the need for housing for an ambulance when on station in Capon Bridge brought up questions as to the activity and performance of the Capon Bridge Volunteer Rescue Squad. Commissioner Eglinger moved to direct a letter to the Capon Bridge Rescue Squad and request a response as the Commission considers how best to use County resources to provide ambulance service to the Capon Bridge community. President Hott seconded the motion and the motion passed. The Clerk will draft a letter for Commission approval.

Treasurer's office staff have discovered some errors in the ambulance service fee billings that need to be corrected and have prepared a list of exemptions that they are recommending. The Commissioners reviewed the recommendations and Commissioner Eglinger moved to approve the exemptions as presented. President Hott seconded the motion and the motion passed.

During the August 27 Commission meeting, the Board of Health had requested approval for a Continuity of Operations site, in case of a catastrophic disruption to the physical health department building. At that time the Commission asked Ms. Shoemaker to investigate the possibility of working with the Committee on Aging to use the Romney Senior Center. Ms. Shoemaker sent an agreement to this meeting, between the Commission and the Board of Health to use the Senior Center. Commission on Aging Chairman, Steve Moreland was present and confirmed the approval of his board. Commissioner Eglinger moved to approve the agreement as requested by the Hampshire County Board of Health. President Hott seconded the motion and the motion passed.

Steve Moreland as President of the Hampshire County Library Board requested permission for sidewalk repair/replacement in front of the Davis House and the Library. He will prepare a document for the Commission by the end of the week. Similar agreements were recently approved by the Commission and the Building Authority for areas adjacent to other Courthouse properties. Commissioner Eglinger moved to authorize the President to sign the permission document when it is completed. President Hott seconded the motion and the motion passed.

Commissioner Eglinger moved to appoint Stephanie Shoemaker, Director of the Hampshire County Health Department to the Hampshire County Development Authority for a term to begin immediately and to expire on June 30, 2022. President Hott seconded the motion for appointment and the motion passed.

Hampshire County resident and landowner Gary Edwards asked the Commission for clarification regarding a subdivision regulation for the recordation of a plat. The Commission recommended that he continue to work with the Planning Commission, which he agreed to do.

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.

All scheduled business having been addressed. Commissioner Eglinger moved to adjourn the meeting. President Hott seconded the motion, the motion passed and President Hott declared the meeting adjourned at 10:21 am.

Respectfully submitted, Eric W. Strite, Hampshire County Clerk

A regular meeting of the Hampshire County Commission was held on Tuesday, November 19, 2019 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 Christian Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on October 22, 2019 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.

Prosecuting Attorney Betsy Plumer had made arrangements for new employees in her office to come and be introduced to the Commission. The newest member of the Prosecutor's office staff is Pamela Loughran who has worked for the County for about two years in other capacities. The new Assistant Prosecutor is Andrew Bobowski who is originally from Michigan and graduated from Ohio State.

Assessor Norma Wagoner's office had prepared a single tax exoneration and correction of erroneous assessment for consideration by the Commission. Commissioner Eglinger moved to approve the requested exoneration as presented and Commissioner Parker seconded the motion. The motion passed.

Sheriff Alkire sent notice, by way of letter, that three Sheriff Deputies recently completed service milestones as Hampshire County Deputies and are due a corresponding salary increase under the Civil Service salary scale. Corporal Travis Dolly has completed five (5) years of service. Senior Deputy John Smith has completed three (3) years and Deputy II Nicholas Shallcross has completed his second year of service in the Department. Commissioner Eglinger moved to approve the salary adjustments under the Civil Service parameters and Commissioner Parker seconded the motion. The motion passed.

E911 Director, Nathan Sions sent a letter stating that Ethan Glaze has completed three (3) years of satisfactory or better performance with Hampshire County 911 and is due a pay increase under the Civil Service guidelines. Commissioner Parker moved to approve this recommendation. Commissioner Eglinger seconded the motion and the motion passed.

Vivian Parsons, Public Entity Specialist for the West Virginia Counties Risk Pool (WVCoRP) came with Steve Rawlings, Director of Operations, to update the Commission on new coverages and training opportunities offered by the Risk Pool.

Hampshire County Parks and Recreation (P&R) Director, Larry See gave the Commissioners a report on the progress of the building at Hampshire Park. The shell is nearly complete with the final payment of \$1,000 is about to be released to Pioneer Pole Buildings. The Parks and Rec Board recently requested bids for a loan to complete the interior of the building and three lenders responded. FNB Bank offered the most favorable loan of up to \$175,000, unsecured for a fixed interest rate of 3.25% and an annual payment with the condition that the Parks and Recreation Program Account Fund be transferred to FNB. The next best rate offered was 3.95%. The Commission agreed that the P & R Commission has the authority to negotiate and borrow money under WV Code §7-11-2.

Eileen Johnson, Executive Director of the Hampshire County Development Authority (HCDA), sent two resolutions for presentation. These resolutions are presented/renewed annually. The first resolution is whereby the Commission pledges funding support of the local development organization in the amount of \$125,000 with \$25,000 of that to be designated for the installation of fiber optic lines into the Romney Business Park with the caveat "subject to the availability of funds". Commissioner Parker moved to approve the Commitment of Funds Resolution for 2020 and Commissioner Eglinger seconded the motion. The motion in support of the resolution passed.

The second resolution from the HCDA was a resolution of participation in the Certified Development Community program. Commissioner Eglinger moved to authorize the signature of this resolution and Commissioner Parker seconded this motion. The motion passed.

The Justice Assistance Grant (JAG) for the Police Resource Officer (PRO) was awarded in the amount of \$15,000 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.

The Treasurer's office had prepared the Final Disposition Report of the Hampshire County Sheriff's Tax Lien Sale which was held on November 13, 2019. Commissioner Eglinger moved to approve the final dispositions as reported by Sheriff Alkire. 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. 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.

Terry Puffinburger, Hampshire County Emergency Services (HCESA) Chief, told the Commission that the bid process for the renovation of the interior of the storage building for ambulance storage and administration, resulted in one bid. The HCESA board recommended rejecting the single bid, as it was much higher than expected, and to pursue requests for bids at a later date. Commissioner Eglinger moved to approve the recommendation of the Board and reject the submitted bid and to rebid the project at a later date. Commissioner Parker seconded the motion and the motion passed.

Mr. Puffinburger continued with his report and explained that the HCESA Board also requested authorization to solicit for bids for a new ambulance. Commissioner Eglinger moved to approve the bid process in order to provide research into the cost this new piece of equipment. Commissioner Parker seconded the motion. It was restated that this is not approval to purchase a new vehicle but to gather information. The motion passed.

Terry presented analysis of the budget and call response performance for the agency.

Hampshire County Homeland Security and Emergency Management (HCHSEM) Director Brian Malcolm was unable to attend due to training commitments so Mr. Puffinburger presented information regarding a cost estimate of reprogramming the current bases, towers and portable radios versus a cost estimate of new units. Commissioner Parker moved to proceed with the reprogramming of the radios, bases and towers that we have at this time. Commissioner Eglinger seconded the motion and the motion passed.

Commissioner Parker asked that the HCESA Board reconsider a procedure used by the Treasurer's office to refuse payment by check of delinquent fees that have entered the collection phase.

Dates for the Board of Review and Equalization for 2020 were considered and set in accord with WV Code §11-3-24. It was agreed that the Commission will begin sitting as the Board of Review and Equalization on January 31, 2020, then continuing on February 6, February 12 and February 18, at which point the Board may adjourn sine die if the work is completed.

Fifty-nine (59) HCEAS fee exemption recommendations were presented from the Treasurer's office. These recommendations were detected by the tax deputies while processing payment transactions. These were typically a seasonal hunting or camping property owned by a county resident, who was already paying the fee for their residence, or an erroneous billing. Commissioner Eglinger moved to approve the exemption recommendations from the Treasurer's office. Commissioner Parker seconded the motion and the motion passed.

Long-time maintenance employee Charlie Corbin asked to discuss a change in his employment status with the Commission with Supervisor Kenny McBride in attendance. Commissioner Eglinger moved that the Commission go into executive session to discuss personnel matters as allowed under WV Code §6-9A-4. Commissioner Parker seconded the motion which passed and President Hott declared the meeting in executive session at 10:35am.

President Hott declared the Commission meeting back in regular session at 10:49 am 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 Parker moved to adjourn the meeting. Commissioner Eglinger seconded the motion, the motion passed and President Hott declared the meeting adjourned at 11:04 am.

Respectfully submitted, Eric W. Strite, Hampshire County Clerk

A regular meeting of the Hampshire County Commission was held on Tuesday, December 17, 2019 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 Christian Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on November 19, 2019 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.

Reimbursement request #4, in the amount of \$3,150, for the Community Development Block Grant project # 17SCBG0009 was presented. This is the Broadband Expansion Project grant through the Region 8 Development Authority. Commissioner Parker moved to authorize the President to sign the documents and Commissioner Eglinger seconded the motion, which passed on a voice vote.

The Hampshire County Parks and Recreation (P & R) Board had voted to move their project fund to the FNB Bank as part of a loan package for the new building at Hampshire Park. The Clerk presented an order authorizing the move from Bank of Romney. Commissioner Parker moved to approve the order for all three Commissioners to sign. Commissioner Eglinger seconded the motion and the motion passed.

The FNB Bank account agreement was presented for the Parks and Recreation account to be signed by the President of the Commission, the Sheriff and the Clerk. Commissioner Parker moved to approve the account agreement and Commissioner Eglinger seconded the motion and this motion passed.

The last matter to address regarding the transition of the P & R account was an order to cancel the outstanding checks on the P & R Fund at the Bank of Romney account # 6101595. Commissioner Parker moved to approve the order to cancel the seven remaining outstanding checks which were written on the old account. Commissioner Eglinger seconded the motion and the motion passed.

A local group has been raising support for the upgrade of the high school football field and track and they requested that the Commission help with this effort. Commissioner Eglinger introduced the representatives and Mr. Trey Stewart spoke in regard to the progress so far and the benefits to the community. Commissioner Eglinger moved that the Commission support the effort to replace the track and install synthetic turf on the athletic field with an annual contribution of \$5,000. Commissioner Parker seconded the motion and discussion continued. The motion was defeated with Commissioner Eglinger voting in the affirmative and Commissioners Hott and Parker voting no.

The Hampshire County Emergency Services Agency (HCESA) representatives Terry Puffinburger and Brian Malcolm presented a report on call and transport activity.

Mr. Puffinburger presented information and a request approved by the HCESA Advisory Board to purchase a new Lucas cardiac resuscitation device for the cost of \$13,740.90 with the trade in of an older inoperable unit. Commissioner Parker moved to approve the purchase and Commissioner Eglinger seconded the motion. The motion passed.

Mr. Malcolm presented information on new ambulances that had been gathered on several similar 2019 models. The cost of a new unit will be a little more than \$210,000. There is an opportunity to pay about half of the cost and use a governmental financing (lease) arrangement over 3 years for the balance. The HCESA Board requested approval for the purchase of a new ambulance unit. After several questions, Commissioner Eglinger moved to authorize the HCESA to proceed with the purchase of a new ambulance. Commissioner Parker seconded the motion and the motion passed.

An order was presented to establish the Hampshire County Emergency Ambulance Service Non-Ordinance Fee Fund. The source of revenue for this fund will be transport fees, bank interest and possible budgetary appropriations by the county commission. This fund will pay certain expenditures deemed necessary and appropriate by the ambulance advisory committee with the advice and consent of the Hampshire County Commission. The fund will be on deposit with the FNB Bank to further avoid confusion with the ordinance fee fund.

Commissioner Parker moved to approve the order establishing this fund 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.

E911 Director Nathan Sions sent a letter requesting the final approval for pay raises of six (6) % for Jennifer Bishoff and Edward Heavener who have assumed new duties as team supervisors in place of the former Chief of Operations position. Director Sions also stated that Jeffery Wilkins did not receive the pay raise approved for county employees on July 1, 2019 and he requested that his salary be adjusted immediately to reflect that raise and that he be paid for the wages not received since July 1. Commissioner Parker moved to approve the 911 Director's request including the pay raises for all three individuals listed. Commissioner Eglinger seconded the motion and the motion passed.

At 10 am President Hott announced that the public hearing regarding the annexation by minor boundary adjustment would commence as advertised. The President read the petition which was presented by the municipality of Romney on October 22, 2019. After several minutes, no one spoke in either support or opposition and the President stated that the public hearing was closed at 10:07am. Commissioner Eglinger moved to approve the order confirming the annexation of that subdivision known as Rannells Acres to the municipality of Romney. Commissioner Parker seconded the motion and the motion passed. The order was signed at this point.

Assessor Norma Wagoner introduced Matthew Trimble, a recently hired field assessor, and requested permission to hire Katherine Sions as a full-time employee of the Assessor's office starting January 2, 2020. Ms. Sions had recently worked in the Assessor's office on a part-time basis. Commissioner Eglinger moved to give consent and approval for the hiring of Ms. Sions. Commissioner Parker seconded the motion and the motion passed.

The elected officials and department heads had been in the process of reviewing and updating the Hampshire County Employee Handbook and had Michael W Taylor, Esquire, an attorney with Baily & Wyant, PLLC of Charleston, to review the handbook and offer suggestions and guidance. The Committee had reviewed the suggested revisions and recommended approval of the document to the Commission. Commissioner Parker moved to approve the revisions as recommended by the Hampshire County Wage and Review Board. Commissioner Eglinger seconded the motion and the motion passed.

Charlie Corbin of the maintenance department would like to discuss adjustments to his employment arrangements but asked to postpone the meeting.

Insurance premiums for the Slanesville and Capon Bridge ambulances are coming due at the end of December and the Commission had voted to suspend financial support for squads that did not meet minimum performance levels starting January 1, 2020. Commissioner Parker moved to pay a proration of the premiums to provide coverage until the mid-January meeting when action can be taken. Commissioner Eglinger 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.

Deputy Clerk Lillian Largent presented Official Budget Revision #3 to the General Budget (#1). Commissioner Eglinger moved to approve the Official Budget Revision #3 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 10:41 am.

Respectfully submitted, Eric W. Strite, Hampshire County Clerk