

A meeting of the Hampshire County Commission was held on Tuesday, January 2, 2018 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. This meeting was scheduled during the December 19, 2017 meeting, as the Commission has traditionally met on the first business day of each new year for the purpose of setting a calendar for the new year, to select a President for the upcoming year and to consider any business that might be scheduled and posted as an agenda item. President Robert Q. Hott, Commissioner David R. Parker and Commissioner Brian W. Eglinger were present. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend James Mou of the Romney Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on December 19, 2017 were presented. Commissioner Parker moved to approve the minutes as presented. Commissioner Eglinger seconded the motion and the motion passed.

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

The Clerk presented options for meeting dates for the upcoming year and the Commissioners reviewed and discussed the options. Commissioner Eglinger moved to approve the following dates as regular meetings and to make allowance for special meetings as needed. The regular meeting dates for the Hampshire County Commission for 2018 will be the second and fourth Tuesdays in January, February, March, June, July, August, September, and October, with the exceptions in April, May, November and December. April meetings will be the 2nd and 3rd Tuesdays, (April 10 and 17), May 1 and 22, (to accommodate the Primary Election on May 8), the November meeting will be on the 20th. The December meeting will occur on the 18th, with the Christmas luncheon planned for the 12th of December. Commissioner Parker seconded the motion and the motion passed.

Commissioner Parker nominated Robert Hott to serve as President for the year of 2018. Commissioner Eglinger seconded the motion and the motion passed. Commissioner Eglinger then nominated David Parker to serve as President Pro-Tem of the Commission in the President's absence for 2018 and President Hott seconded the motion. The motion passed.

The Commissioners agreed to continue with the existing Committee assignments.

Eileen Johnson was unavailable for her appointment and will reschedule.

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

The topic of the heat, ventilation, air conditioning (HVAC) system in the Old Jail building was brought up by the Clerk as an item of old business from the last meeting. The Clerk reported that he and Mr. McBride had been advised that the cost of replacing the existing system with another brand would be prohibitive, therefore the request for proposal authorized at the last meeting would be unnecessary. The recommendation from Russell at Royal Aire is to replace the complete outside unit with the same brand, (Diakin), rather than to replace the compressors at a higher cost. Commissioner Parker moved to authorize Maintenance Supervisor McBride to proceed with replacing the unit as recommended due to the fact that the heat system is critical to support the operation of the offices in the building and the cost is estimated to be below the \$25,000 threshold requiring advertisements for sealed bids. Commissioner Eglinger seconded the motion and the motion passed.

Romney Mayor Beverly Keadle presented information regarding a grant for restoration of the Doughboy statue standing in front of the Courthouse and offered to submit an application if the Commission would be agreeable. It was noted that this matter had been discussed earlier in the year and that the Hampshire County Historic Landmarks Commission had been tasked with researching possible restoration avenues and grants. Commissioner Parker agreed to get this information to the county grant writer with the goal of having an application ready at the next meeting on the 9th.

Jim Champ, project manager reported that construction progress on the animal control building is proceeding well.

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, January 9, 2018 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott, Commissioner David R. Parker and Commissioner Brian W. Eglinger were present. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend James Tyree of the Romney Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on January 2, 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 that Sheriff Deputies Corporal Joshua M. Kesner, Sergeant Stuart Davis and Chief Deputy Nathan J. Sions recently completed service milestones as Hampshire County Deputies and are due a corresponding salary increase under the Civil Service salary scale. Commissioner Parker moved to approve the salary adjustments under the Civil Service parameters and Commissioner Eglinger seconded the motion. The motion passed.

The Clerk presented a request for a letter of support for Hampshire County Pathways as they apply for grant funding for a recovery coach program. Commissioner Eglinger moved to approve the signing of the letter of support for the Pathways grant application. Commissioner Parker seconded the motion and the motion passed.

Aaron Cox, Geographic Information System (GIS) Coordinator, along with Assessor Norma Wagoner requested authorization to post a request for proposal (RFP) for new aerial imagery to update and support a flight that was done three (3) years ago. Hampshire and Morgan counties plan to cooperate on the project and Hardy County may also participate. Commissioner Parker moved to authorize the GIS department to prepare and advertise a RFP for flight imaging for Hampshire County in cooperation with Morgan and possibly Hardy counties. Commissioner Eglinger seconded the motion and the motion passed.

Judy Merritt was placed on the agenda regarding a funding request for Green Spring Park. Ms. Merritt stated that the agenda was incorrect in that the Green Spring Park Association would not be requesting funds. Ms. Merritt then stated that since the County had taken over the operation and support of the park, as requested by the Association in 2013, that the Green Spring Park Association had decided to dissolve and would need to distribute the assets of the Association. Ms. Merritt presented a check in the amount of \$11,000 and requested that these funds be earmarked to the Green Spring Park. She identified several improvements and repairs she would like to see and suggested a small pavilion near the playground, a sign that has been damaged, a plaque listing former Park Association members and a possible program for the area kids in the summer. President Hott thanked Ms. Merritt and the Park Association members and asked that she present this check to the Hampshire County Parks and Recreation Board at their next meeting on the 18th of January.

Fiduciary Commissioner Johnathan Brill requested the Commission approve a Fiduciary Commissioner recommended order in the Estate of Merle Williams. The recommended order set deadlines for notifications and continued the matter to the next scheduled hearing. Commissioner Parker moved to approve the recommended order and Commissioner Eglinger seconded the motion. The motion passed.

Having some time before the next appointment, President Hott offered the audience an opportunity to ask questions regarding the Emergency Medical Services (EMS) ordinance which has been posted on the website and will be up for consideration during the next meeting. A polite and reasonable question and answer period followed.

County grant writer, Erin Timbrook, presented grant application documents regarding the restoration of the World War I Memorial "Doughboy" statue. Ms. Timbrook explained that she has not had time to gather the specific estimates of cost to repair and or preserve the statue, and the grant application may suffer for being less than complete. The Commission agreed that it would be good to proceed with the grant and that community support and donations may be an important avenue to help pay for the restoration, as the Hampshire County Historic Landmarks Commission continues to lead the effort. Commissioner Parker moved that the County Commission approve the grant application including authorization of

signatures on necessary letters and forms and commit to fund the maximum match requirement under this grant, which would be \$2000. 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.

Eileen Johnson, Executive Director of the Hampshire County Development Authority, presented a request for financial assistance from the Commission to offset an expense overrun in the completion of USDA RBEG Grant No. 10.769 which was for the Capon Bridge Tech Park – Fiber Build Project. The shortfall on the project was \$17,426.53 and the HCDA requested an additional \$3,500 which is the amount of two (2) months of network maintenance fees until the services of an internet service provider (ISP) can be contracted. The total request is for \$20,926.53. Commissioner Eglinger moved to grant the request for \$20,926.53 and authorize President Hott to sign the approval form. 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 10:56 am.

Respectfully Submitted,
Eric W. Strite, Hampshire County Clerk

A regular meeting of the Hampshire County Commission was held on Tuesday, January 23, 2018 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott, Commissioner David R. Parker and Commissioner Brian W. Eglinger were present. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend James Mou of the Romney Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on January 9, 2018 were presented. Commissioner David Parker moved to approve the minutes as presented. Commissioner Brian Eglinger seconded the motion and the motion passed.

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

President Hott asked the Clerk if there was any housekeeping business to address before the first agenda item.

The Clerk presented a letter from the West Virginia State Commander for the Military Order of the Purple Heart requesting that all 55 counties in West Virginia issue a proclamation declaring them to be Purple Heart Counties to raise awareness of the sons and daughters of the county who gave their lives or were wounded in combat defending the freedoms that all Americans enjoy. Commissioner Parker moved to approve and adopt the resolution as suggested by the State organization and Commissioner Eglinger seconded the motion. The motion passed and President Hott signed the document.

Potomac Edison sent a right of way agreement regarding the relocation and upgrade of service to the Springfield Rescue Squad building on Commission land in Springfield. Commissioner Parker moved to approve the right of way agreement and authorize the President to sign the document. Commissioner Eglinger seconded the motion and the motion passed.

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

The Clerk notified the Commission that the number of poll workers that will be needed for the upcoming Primary Election on May 8, 2018 will be 120 precinct workers. The county executive committees of the two parties who received the greatest and 2nd highest number of votes in the last gubernatorial election will be asked for nominations to be approved by the County Commission. The Republican party can nominate 72 poll workers and the Democrat party can nominate 48 workers for the 24 precincts.

At 9:15 am President Hott stated that the scheduled item of business regarding the Emergency Medical Service (EMS) ordinance was on the table and allowed Commissioner Eglinger to introduce the topic. The President then allowed orderly comment from the audience which included Hardy County Commissioner J. R. Keplinger. The public comment and discussion lasted until about 10:35 am when Commissioner Eglinger gave a short summarization stating that the effort is being made to help the volunteer rescue squads and to improve response times. Commissioner Eglinger then stated that the need for a few revisions and corrections had come to light and he moved that the Commission make the necessary changes and post the finalized ordinance on the website and bring it back for a vote at the next meeting. Commissioner Parker seconded the motion and the next meeting was identified as February 13, 2018. The motion then passed on a unanimous voice vote.

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

All scheduled business having been addressed, Commissioner Eglinger moved to adjourn the meeting. Commissioner Parker seconded the motion, the motion passed and President Hott declared the meeting adjourned at 10:49 am.

Respectfully Submitted,
Eric W. Strite, Hampshire County Clerk

A regular meeting of the Hampshire County Commission was held on Tuesday, February 13, 2018 at 9:03 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott, Commissioner David R. Parker and Commissioner Brian W. Eglinger were present. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend James Tyree of the Romney Ministerial Association offered prayer. President Hott then called the meeting to order. The Commission had convened as Board of Equalization and Review at 9:00 am as scheduled. There were no appointments and that meeting was adjourned prior to the start of this meeting.

The minutes of the Commission meeting held on January 23, 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.

The Clerk presented a request from the Assessor asking the Commission to send a letter to authorize the State Tax Department to adjust mineral values for a limited period in 2018. Commissioner Parker moved to authorize the State Tax Commission to make adjustments to Hampshire County's mineral values until February 15, 2018. Commissioner Eglinger seconded the motion which then passed. The Clerk will notify the State Tax Department of this action.

Sheriff Alkire sent notice that Zachary Godlove has been hired as a Hampshire County Deputy Sheriff. Commissioner Parker moved to approve the Sheriff's action and Commissioner Eglinger seconded the motion which passed.

E911 Director Nathan Sions requested approval for the appointment of Erin Timbrook as a part-time E911 Dispatcher. Director Sions further stated that Ms. Timbrook's duties as part-time dispatcher would be separate her full-time duties as Grants Administrator. Commissioner Eglinger moved to approve Director Sions action and Commissioner Parker seconded the motion. The motion passed.

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 Eglinger moved to authorize the President to sign the m. o. u. and Commissioner Parker seconded the motion. The motion passed.

At 9:15, the President asked Commissioner Eglinger to introduce the scheduled topic of consideration, which was to be the Emergency Ambulance Service Fee Ordinance. The audience was offered an opportunity to speak and several citizens brought concerns or questions which were answered in turn and good order was observed. Commissioner Eglinger moved that the Hampshire County Commission adopt the Emergency Ambulance Service Fee Ordinance as has been posted. Commissioner Parker seconded the motion and the motion passed by unanimous voice vote.

Joe Milleson and John Brill represented the Building Commission with regard to a request to advertise a request for proposed (RFP) to finish the space in room 214 of the Judicial Building with the intent of having a multipurpose room that may be completed as a second courtroom. The RFP will be separated to reflect the phase I completion of the space and the heat, ventilation and air conditioning (HVAC) to be bid separately but completed concurrently. Commissioner Parker moved to authorize the Building Commission to advertise the RFP with the help of the Clerk. Commissioner Eglinger seconded the motion and the motion passed.

Project manager Champ reported on the construction progress of the animal shelter.

Cary Ours, Executive Director of the South Branch Valley Day Report (SBVDR) reported on the activities of the report center and stated that she would be applying for \$250,000 in the upcoming grant cycle, which would require an increase in the match amount to be provided by each participating county. The Commission reminded Ms. Ours that they will not know how much revenue will be available until March and this is not a good time to commit to increases in next year's budget. Ms. Ours will return to the meeting on the 27th of February.

Emergency Management Director Brian Malcolm stated that he had been approached by two area ambulance service providers who have surplus ambulances to sell. Both units have been recently replaced, have reasonably low mileage and are in good operating condition. The two ambulances can be purchased for a total of \$13,000. Ambulances are inspected when equipped and licensed for service. Brian Eglinger moved to approve the purchase of the two ambulances for \$13,000 and Commissioner Parker seconded the motion. The motion passed.

Aaron Cox reported on progress and activities of the Broadband Initiative Council, including the completion of installation of fiber cable in Capon Bridge which resulted in Hampshire County being nominated for and winning the Patty Hamilton Imagine Award, yesterday, at the annual West Virginia Association of Counties meeting in Charleston, WV.

Along with Mr. Cox were Assessor Norma Wagoner and E911 Director Nathan Sions who had been asked by the Commission to suggest how Mr. Cox might be freed up from his mapping duties in order to focus more time on broadband development. Mr. Sions and Ms. Wagoner stated that they were unable to make a recommendation at this point, but with Commission input they would be willing to develop a job description and make a recommendation at the next meeting.

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

Commissioner Eglinger asked the President if he might nominate members of the Hampshire County Ambulance Advisory Committee. Commissioner Eglinger nominated James Blocker, Chief of the Capon Bridge EMS, Brent Swisher of the Slanesville EMS, Brian Malcolm, office of Emergency Services (OES), Steve Kimble, county resident and health care professional, Dr. Charles Bess Hampshire County Medical Director and Commissioner Eglinger to comprise the advisory committee. Commissioner Parker seconded the nomination and the motion passed.

Official budget revision #4 to the General Fund (#1) was presented as prepared by Deputy Clerk Largent. This revision primarily restores reimbursed funds to the proper lines in the General Fund, including the election expense reimbursement. Commissioner Eglinger moved to approve official budget revision #4 to the General Fund and Commissioner Parker seconded the motion. The motion was 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 11:01 am.

Respectfully Submitted,
Eric W. Strite, Hampshire County Clerk

A regular meeting of the Hampshire County Commission was held on Tuesday, February 27, 2018 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott, Commissioner David R. Parker and Commissioner Brian W. Eglinger were present. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend James Mou of the Romney Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on February 13, 2018 were presented. Commissioner Brian Eglinger moved to approve the minutes with two identified typos corrected. 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.

President Hott asked the Clerk if there was any housekeeping business to address before the first agenda item.

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

Mary Long, representing the Family Crisis Center, presented a report on the activities of the Crisis Center and submitted a request for support in the amount of \$5,000 for FY 2018-2019.

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

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 2018 event.

Dennis Morris of the Romney Parks and Recreation Department presented a request for support in regard to the Romney public swimming pool. Mr. Morris presented financial information and asked for \$4000 to be used for start-up chemicals this spring, (by May 1), and another \$4000 after the July 1 start of the new fiscal year. The Commission will consider the request and make a decision in a future meeting.

Jim Champ, project manager for the construction of the animal control building, stopped to invite the Commissioners to tour the facility on Friday, the 9th of March at 1 pm. The mandatory, pre-bid meeting regarding the completion of room 214 in the Judicial Center is scheduled to be held at 10 am on that day, but the Commission will not be in attendance.

E911 Director Nathan Sions, Assessor Norma Wagoner and Compliance Official Mike Ketterman appeared as members of the Geographical Information Systems (GIS) Committee, to bring recommendations regarding the staffing of that office. The Commission had previously requested this group to consider how Aaron Cox might be freed up to focus on the Broadband initiative that has realized early success. As consumers of GIS services, this group was recognized as having the greatest stake in the ongoing operation of the GIS office. Mr. Sions reported that the committee had four recommendations which they felt would better reflect the increasing role the office is playing throughout county government. The first would be to add a Commissioner and the Clerk to the committee, the second would be to have the contributions from E911 and the Assessor's budgets to remain at the current levels. The third recommendation from the committee would be to hire full time help for Aaron to advance the current roles of the office, with Mr. Cox supervising the operation and fourthly that the name of the office should be changed to Office of GIS and Technology. After some discussion the Commission agreed that the committee would be more effective without a Commissioner as a permanent member and Commissioner Eglinger moved to approve the addition of the Clerk, to maintain the current funding contributions from E911 and the Assessor, to seek to hire a full time GIS tech for a salary of \$25-30,000 and to change the name of the office to Office of GIS and Technology. Commissioner Parker seconded the motion, then asked when this would take effect and it was agreed to start immediately. The motion passed.

Mr. Cox asked to discuss a contract between Potomac Edison/First Energy and the Hampshire County Commission c/o Office of GIS and Technology for colocation of fiber optic wires on electric poles. Commissioner Eglinger moved that the President be authorized to sign the contract after review by the Prosecuting Attorney. Commissioner Parker seconded the

motion and the motion passed with the understanding that the President sign at his convenience.

Mr. Cox reported that the registration required by the Census Bureau under their LUCA program is on track and all information will be submitted by the appropriate date.

Director Cox also presented the formal contract for the Community Development Block Grant for the Broadband expansion. Commissioner Parker moved that the President be authorized to sign the grant contract documents. Commissioner Eglinger seconded the motion and the motion passed.

Cary Ours of the South Branch Valley Day Report Center (SBVDRC) revisited the topics from the last meeting regarding Hampshire County's continued participation in the SBVDR for the next fiscal year and grant cycle. Commissioner Parker moved to authorize President Hott to sign the memorandum of understanding (MOU) between the participating counties of Pendleton, Hardy and Hampshire. Commissioner Eglinger seconded the motion and the motion passed. Commissioner Parker moved that President Hott be authorized to sign the request for funding, also known as the grant application to the Department of Community Corrections. Commissioner Eglinger seconded the motion and the motion passed. Commissioner Parker then moved that Hampshire County continue the grant match funding at the present level of \$17,666 for the next fiscal year. Commissioner Eglinger seconded the motion and the motion passed.

Fiduciary Commissioner Jonathan Brill requested to update the Commission on the Merle Williams estate which he had been reviewing due to a motion to probate in solemn form, (WV Code §41-5-5), which sought to admit a copy of a will because the original had not been found. Mr. Brill asked to present a recommended order stating that since the original will had been found, that the Sheriff could be removed as Curator of the estate upon the application for qualification for administration by the named Executrix. The Commission thanked Mr. Brill for his input and Commissioner Eglinger moved to approve the recommended Fiduciary Commissioner Order and authorize the President to sign as needed. Commissioner Eglinger seconded the motion and the motion passed.

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

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

The Commission agreed to meet on March 9, 2018 for a budget work session.

All scheduled business having been addressed, Commissioner Eglinger moved to adjourn the meeting. Commissioner Parker seconded the motion, the motion passed and President Hott declared the meeting adjourned at 11:02 am.

Respectfully Submitted,
Eric W. Strite, Hampshire County Clerk

A regular meeting of the Hampshire County Commission was held on Tuesday, March 13, 2018 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott, Commissioner David R. Parker and Commissioner Brian W. Eglinger were present. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend James Tyree of the Romney Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on February 27, 2018 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 Clerk presented several letters which had been received in the recess of the Commission.

The Appalachian Forest Heritage Area requested a reaffirmation of support for their efforts to get 18 counties in West Virginia and western Maryland designated as a National Heritage Area through legislation currently in the U S Senate and House of Representatives. There were concerns expressed and the Commission agreed to take time to read the proposed bills before committing to an endorsement.

The Region 8 Development Council requested that a non-interest-bearing checking account be established to receive funds from the HUD block grant for the Broadband Development grant as reimbursements occur. The normal bank documents were presented to establish the three-signature account at FNB Bank. Commissioner Parker moved that the President be authorized to sign on the account on behalf of the Commission. Commissioner Eglinger 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.

Assessor Norma Wagoner and Aaron Cox presented the results of the request for proposal (RFP) that had been advertised for the cooperative effort between Hampshire, Hardy and Morgan Counties for new aerial photography. The Committee decided that Atlas will provide a significantly better (clearer) product even though they did not have the low bid. The flight will need to be accomplished before leaf cover develops and \$23,045 will need to be paid before they begin. Commissioner Eglinger moved to sign the contract with Atlas and proceed with the project. Commissioner Parker seconded the motion and the motion passed.

Compliance Officer Mike Ketterman brought representatives of the Middle Department Inspection Agency (MDIA) to present a contract for MDIA to provide oversight and training by a certified code official while Mr. Ketterman continues to pursue his certification. Commissioner Eglinger moved to approve the contract as presented and authorize the President to sign on behalf of the Commission. Commissioner Parker seconded the motion and the motion passed.

Commissioner Eglinger moved to have the Commission approve a contract with Global Science and Technology (GST) to purchase software which will assist the Treasurer's office in completing the billing of the ambulance fee. Commissioner Parker seconded the motion and the motion passed.

Pastor Dave Bradfield of the Augusta Church of Christ (ACOC) requested an opportunity to speak although he was not on the agenda. President Hott agreed and Pastor Bradfield asked the Commission to consider how his congregation, either individually or in cooperation with other church bodies, might be of assistance to the County in regard to the problems the Commission faces. All three Commissioners expressed concerns regarding the deterioration of family structures and a lack of understanding of individual responsibilities among children and young people. They agreed the resulting issues cost a lot of money but are not fixed by money. The Commission welcomed the interest from the faith community and agreed to continue to give thought to the matter.

Deputy Clerk Lillian Largent discussed a proposed budget based on the work session which was held on Friday, March 9. The Commission gave some direction and agreed to meet on Wednesday March 21, 2018 at 9:00 am to finalize the 2018-2019 budget for the County so that Deputy Clerk Largent will have time to submit the budget to the Auditor by the 28th.

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, March 27, 2018 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott and Commissioner David R. Parker were present. Commissioner Brian W. Eglinger was representing the Commission at a grant meeting which could not be rescheduled. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend James Mou of the Romney Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on March 13, 2018 were presented. Commissioner David Parker moved to approve the minutes as presented. President Hott seconded the motion and the motion passed.

The minutes of the Special meeting held on March 22, 2018, for the purpose of approving the budget for fiscal year 2018-2019, were presented. Commissioner Parker moved to approve those minutes as presented and President Hott seconded the motion, which passed.

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

President Hott asked the Clerk if there was any housekeeping business to address before the first agenda item.

The list of poll workers was presented as nominated by the Executive Committees of the Republican and Democratic Parties. The Commissioners reviewed those nominated and Commissioner Parker moved to approve the nominations as presented by the Executive Committees. President Hott seconded the motion and the motion passed.

Commissioner Parker added a thought in regard to the passing of Mr. Chester Wagoner at the age of 101. He was remembered as a fine individual.

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

Eileen Johnson, Executive Director of the Hampshire County Development Authority, presented a resolution for the consideration of the Commission, regarding the transfer of the old hospital property to the Building Commission, who will in turn transfer the property to the Development Authority. The Development Authority needs to hold the title to the property in order for them to continue with the Brownfields grant process, the objective of which is to restore the building or property to an economic benefit for the community. The Commission recognized some concerns regarding those portions of the 5.64 acres which are currently leased to the Romney Rescue Squad, the Potomac Center and the Potomac Highlands Guild, but agreed to proceed with the resolution and the transfer process while those concerns are resolved. Commissioner Parker moved to approve the resolution as presented and President Hott seconded the motion. The motion passed and the President signed the resolution.

Robin Mills of the Hampshire County Recycling Coalition presented suggestions regarding the future of Hampshire County's recycling initiative and encouraged the Commission to apply for the REAP (Rehabilitation Environmental Action Plan) grant which is due July 1 of this year. The Commission stated they would take his suggestions under consideration.

County grant writer, Erin Timbrook, sent documents relating to the Hampshire County Broadband Expansion Project, including a MOU (memorandum of understanding) between the Commission and the Region 8 Planning and Development Council, equal employment and environmental certifications and a financial procedures manual and resolution. Commissioner Parker moved to authorize President Hott to sign the necessary documents for the Broadband Grant. President Hott seconded the motion and the motion passed.

The opening of the bids on the completion of Room 214 in the Judicial Center was scheduled for 10 am for both the Phase I and the heat, ventilation and air conditioning, (HVAC) aspects of the construction. Two bids were received for the scope of work identified as Phase I. Harbel Construction of Cumberland, Maryland submitted a bid of \$97,700 to complete the work and Kline's Custom Homes of Augusta, WV bid \$119,830. For the HVAC aspect of the project, Royal Aire of Keyser, WV bid \$37,521 and Kline's Custom Homes of Augusta bid \$48,620. Commissioner Parker moved to accept the low bids on both parts of the project and to proceed

with getting contracts with the vendors in order to proceed. President Hott seconded the motion and the motion passed.

Brian Malcolm represented the Emergency Medical Services (EMS) Advisory Board to present several items they have developed. The job description for the Director position was reviewed and discussed. The Advisory Board would like to advertise in order to get the position filled as soon as possible because this individual will play a large role in developing other aspects of the operation. Commissioner Parker moved to authorize the Board to proceed with the advertisement and interviews for the Director's position. President Hott seconded the motion and the motion passed.

Mr. Malcolm continued with proposed by-laws for the Hampshire County EMS Advisory Board as they have been developed to this point. The proposed by-laws were discussed and will continue to be fine-tuned. Steve Kimble has been selected as Chair of the Board and Brent Swisher has been named as Vice-Chair.

Fiduciary Commissioner Jonathan Brill told the Commissioners that he is ready to issue an order in the Estate of Carol Bane, but Commissioner Parker stated that this is part of his extended family and that he would have to recuse himself. Since there would not be a quorum to consider the proposed order, Mr. Brill will present a draft of the order for consideration at a future meeting.

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

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

Respectfully Submitted,
Eric W. Strite, Hampshire County Clerk

A regular meeting of the Hampshire County Commission was held on Tuesday, April 10, 2018 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott, Commissioner David R. Parker and Commissioner Brian W. Eglinger were present. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend James Mou of the Romney Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on March 27, 2018 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.

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

The Clerk pointed out that the calendar of regular meetings that was set during the January 2, 2018 meeting includes a meeting on Tuesday, April 17, to "Lay the Levy", a meeting on Tuesday, May 1, due to the Primary Election on May 8 and the Canvas of the vote on Monday, May 14, then back on schedule with a meeting on May 22, 2018.

Rev. Jim Mou, Chair of the Romney Christian Ministerial Association presented a request that the Commission approve a Proclamation honoring a Day of Prayer in Hampshire County upon the occasion of the National Day of Prayer, on Thursday, May 3, 2018. Rev. Mou also requested the use of the Courthouse porch and front steps from noon to 12:30 for the local observation. This year's theme will be "Pray for American Unity". 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.

Assessor Wagoner updated the Commission on the aerial imagery project, which is underway, and stated that the Planning Commission will be contributing \$10,000, reducing the Commission's share of the total cost.

Official Budget Revision # 4 to the General Fund (#1) was prepared by Deputy Clerk Lillian Largent and presented for consideration. Commissioner Parker moved to approve Official Budget Revision # 4 as presented and Commissioner Eglinger seconded the motion. The motion to approve the budget revision was approved.

Eileen Johnson, Executive Director of the Hampshire County Development Authority (HCDA) presented a preliminary report of the environmental survey which has been done at the old hospital site. Ms. Johnson stated that several contaminants were identified and specifically located, but these findings were not unexpected and that the Brownfields Grant process includes the opportunity to remediate the hazardous environmental materials and repurpose the building for a beneficial and productive use.

The Commission passed a resolution in the last meeting to transfer the hospital building to the Building Commission and they in turn on to the Development Authority in order to proceed with the requirements of the Brownfields Grant. County Prosecutor Betsy Plumer and Building Commission member Jonathan Brill spoke to the Commission regarding the process of accomplishing the transfer. It was Ms. Plumer's opinion that this can be done legally and in good order. The deed will be available for signatures at the next meeting on the 17th.

The contracts with Harbel Construction and Royal Aire for the Phase I construction of Room 214 in the Judicial Center were presented after review by the County Attorney and members of the Building Commission. Commissioner Parker moved to approve the President to sign both contracts and Commissioner Eglinger 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 Parker moved to adjourn the meeting. Commissioner Eglinger seconded the motion, the motion passed and President Hott declared the meeting adjourned at 10:11 am.

Respectfully Submitted,
Eric W. Strite, Hampshire County Clerk

A regular meeting of the Hampshire County Commission was held on Tuesday, April 17, 2018 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott, Commissioner David R. Parker and Commissioner Brian W. Eglinger were present. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend James Tyree of the Romney Ministerial Association offered prayer and mentioned the sudden passing of Ray Stewart of the Springfield Rescue Squad. President Hott then called the meeting to order.

The minutes of the Commission meeting held on April 10, 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.

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

A resolution supporting the Appalachian Forest Heritage Area had been discussed at the March 13 meeting, with some concerns expressed. After some research, the Commission was satisfied that this is a beneficial program and the President read the resolution of support. Commissioner Parker moved to approve the resolution and authorize President Hott to sign the document. Commissioner Eglinger seconded the motion and the motion passed.

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

Animal Control Officer, Col. David Gee along with his Deputy Candy Fogle, discussed the transition from the current animal control facility on Twin Oaks Farm to the new structure on Dolan Drive. The facility will need a specific address in order to transfer the drug license. The move will commence within a few weeks of the installation of the water and sewer to the building.

The Clerk had previously received notice of approval of the Levy Estimate for Hampshire County for the Fiscal Year July 1, 2018-June 30, 2019 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.

Mr. Steve Holmes stated concerns as a Hampshire County home and property owner, in regard to the poor condition and appearance of properties which adjoin his tracts and are decreasing the value of his home and rental properties. Mr. Holmes supported his case with pictures of his properties and those which are causing the negative impact. The Commissioners suggested possible courses of action including consultation with an attorney and checking with the Planning Office regarding unpermitted mobile homes.

The Building Commission represented by President Joe Milleson and Jonathan Brill and County Attorney Betsy Plumer discussed the transfer of the old hospital building and grounds to the Development Authority in order to get grant funding for hazardous materials remediation and subsequent development of the property. Ms. Plumer presented a deed transferring the property from the County Commission to the Building Authority along with an agreement

regarding fair market value of the property. After considerable discussion, Commissioner Parker moved to authorize the President to sign an agreement stating that the fair market value of the hospital property is "appraised value less the cost of asbestos and contaminate abatement". Commissioner Eglinger seconded the motion and the motion passed. Commissioner Parker made a motion that the President be authorized to sign a deed transferring the property. Commissioner Eglinger seconded the motion and the motion passed. The members of the Building Commission stated they would hold a meeting and consider accepting the hospital property.

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

All scheduled business having been addressed, Commissioner Eglinger moved to adjourn the meeting. Commissioner Parker seconded the motion, the motion passed and President Hott declared the meeting adjourned at 10:55 am.

A regular meeting of the Hampshire County Commission was held on Tuesday, May 1, 2018 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott, Commissioner David R. Parker and Commissioner Brian W. Eglinger were present. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend James Mou of the Romney Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on April 17, 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 that Sheriff Deputies, Lieutenant Jamie Carter, Corporal Phoebe Lahman, Corporal Dave Feather, Deputy First Class Steven Haines and Deputy Austin Shockey recently completed service milestones as Hampshire County Deputies and are due a corresponding salary increase under the Civil Service salary scale. Commissioner Parker moved to approve the salary adjustments under the Civil Service parameters, based on the Sheriff's recommendation and Commissioner Eglinger seconded the motion. The motion passed.

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

Mike Ketterman, Compliance Officer, presented a cell tower permit application regarding an upgrade to the US Cellular tower on Bald Hill and two other sites. Mr. Ketterman stated that everything is in order with the application and recommended approval. Commissioner Parker moved to approve the US Cellular application to upgrade three cell towers. Commissioner Eglinger seconded the motion and the motion passed.

Mr. Ketterman also stated that the attorney from the WVU Law School will need to have a retainer signed in order to complete a review of the Telecommunications Ordinance revision. Commissioner Eglinger moved to have Prosecutor Plumer to review the document and Commissioner Parker seconded the motion. The motion passed.

Aaron Cox, GIS Director discussed two grants with the Commission, both relating to broadband development. The first is the Community Development Block Grant which has previously been approved by the Commission but will require more documentation for submission next week. Mr. Cox asked the Commission to authorize the President to sign the documentation upon completion in order to meet this deadline. Commissioner Parker moved to authorize the President to sign the Community Development Block Grant documents for submission. Commissioner Eglinger seconded the motion and the motion passed.

The Community Connect Grant is another matter and is in the amount of \$3,000,000, requiring a \$450,000 match from the County. Mr. Cox stated there is good news in that the Maryland Resource Education Network has offered to contribute \$150,000 toward the match requirement in order to have an alternate route to Ashburn, VA. That grant needs a letter from the Commission committing to the \$450,000 match. Commissioner Eglinger moved to authorize President Hott to sign the letter for the Community Connect Broadband Grant committing to the required \$450,000 match. Commissioner Parker seconded the motion and both Eglinger and Parker discussed the potential positive impact on the County that this level of broadband development could have. The motion passed by a unanimous voice vote.

Mr. Cox continued his discussion by noting that a right of way is being negotiated with a landowner in Capon Bridge in order to place a 60-foot-tall microwave antennae pole on the highest point in Capon Bridge in order to provide wireless access to the residents of the town. The cost of the lease is \$2,500/year for 10 years with two extension periods. This cost would be reimbursed through the agreement with HardyNet as the internet service provider (ISP). This lease will also need to be signed prior to another scheduled meeting. Commissioner Parker moved to authorize the President to sign the lease with the Capon Bridge landowner for placement of a microwave antennae to provide Capon Bridge with wireless access. Commissioner Eglinger seconded the motion and the motion passed.

The Commission will need to be able to contract for right of ways to allow internet service to homeowners, but Mr. Cox would like to find a more practical way to execute the

agreement than to bring each landowner to a commission meeting. This will be discussed with Prosecutor Plumer.

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

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

Recycling came up as a topic of old business and audience member Dorothy Kengla asked if a decision had been made regarding several ideas presented by Robin Mills on behalf of the Hampshire County Recycling Coalition in March. Commissioner Parker moved to allow the Coalition to place magnetic signs on the bins identifying the material and whether the bin is full or not. Commissioner Eglinger seconded the motion and the motion passed.

The possibility of applying for a REAP grant this year was discussed.

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 10:20 am.

Respectfully Submitted,

Eric W. Strite, Hampshire County Clerk

A regular meeting of the Hampshire County Commission was held on Tuesday, May 22, 2018 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 Mou of the Romney Ministerial Association offered prayer. President Hott stated that Commissioner Parker was recovering from surgery necessitated by a knee injury. The President then called the meeting to order.

The minutes of the Commission meeting held on May 1, 2018 were presented. Commissioner Brian Eglinger moved to approve the minutes as presented. President Hott seconded the motion and the motion passed.

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

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

The Clerk presented a letter from Rachael Long stating that she would be resigning from her position as the Hampshire County Floodplain Administrator and secretary for the Planning Commission, with the last day being May 18, 2018. Commissioner Eglinger move to accept the letter of resignation and President Hott seconded the motion. The motion passed.

President Hott stated that Lance Davis agreed to serve on the Planning Commission and Commissioner Eglinger moved to appoint Mr. Davis to the Planning Commission for term to begin July 1, 2018 through June 30, 2021. President Hott seconded the motion and the motion passed.

The Commission sat as Board of Canvas of the Primary Election held on May 8, 2018, on May 14, 2018. They reviewed the ballots and the tabulated results of the said Election and declared the results "Official" on the day of Canvas. State law requires a waiting period of forty-eight hours after the last County with a Statewide Election declares their results to be official in order to allow an opportunity for anyone to file for a recount. Hampshire was not able to Certify before 3:38 pm on May 21, 2018. Commissioner Eglinger moved to approve and sign the Certification of the results of the May 8, 2018 Primary Election. President Hott seconded the motion and the motion passed. The Commissioners then signed the Certification.

As the Commissioners started reviewing the applications for settlement of estates, Prosecutor Betsy Plumer arrived and asked the Commission if they would go into executive session due to a pressing personnel matter.

Commissioner Eglinger moved that the meeting go into executive session as allowed under WV Code §6-9A-4 to discuss personnel matters. President Hott seconded the motion and the motion passed. President Hott declared the meeting in executive session at 9:20 am and the room was cleared

President Hott declared the meeting back in session at 9:29 am and stated that no decisions were made and no actions taken.

The Commission continued with the consideration of 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.

Former Commissioner Steve Slonaker and Capon Springs resident Mike Rudolph had been scheduled to speak to the Commission regarding the shooting range and the automatic weapons event which recently occurred in the Yellow Springs area. These gentlemen had cancelled their appointment but the Commission took the opportunity to discuss what has been done and learned in regard to this situation and the regulation of shooting ranges in general. Sheriff Alkire and Prosecuting Attorney Plumer also participated in the discussion. It was agreed that the West Virginia Legislature had prevented any County Commission from regulating gun ranges in WV Code § 61-6-23, as amended in the 2017 Legislative session.

The Clerk presented a draft of a policy for the Commission to handle insolvent estates. This policy will be refined and returned for approval in June.

Compliance Officer Mike Ketterman discussed the plan for the operation of the Planning Office until a secretary can be hired. Commissioner Eglinger moved to appoint Mr. Ketterman

to the position of Hampshire County Floodplain Administrator effective immediately. President Hott 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. 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 10:15 am.

A regular meeting of the Hampshire County Commission was held on Tuesday, June 12, 2018 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott, Commissioner David R. Parker and Commissioner Brian W. Eglinger were present. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend James Tyree of the Romney Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on May 22, 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.

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

A letter from the West Virginia Solid Waste Management Board stated that David Parker's current four (4) year term on the Region VIII Solid Waste Authority Board will expire on June 30, 2018. Commissioner Eglinger moved to appoint David R. Parker to the Region VIII Solid Waste Authority for the next term to run from July 1, 2018 until June 30, 2022. President Hott seconded the motion and the motion passed.

Prosecutor Plumer did not need the appointment she had previously set.

Judge Carl had sent a list of minor repairs that are needed in the Judicial Center. It was agreed that several repairs would be most cost effective to be addressed while Harbel carpenters are still working on the building. The Commission agreed by consensus to have these items addressed.

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

Official Budget Revision #5 to the General Fund (#1) was prepared by Deputy Clerk Lillian Largent and presented for consideration. Commissioner Eglinger moved to approve Official Budget Revision #5 as presented and Commissioner Parker seconded the motion. The motion to approve the budget revision was approved.

Commissioner Parker moved to reappoint William J. Horn, Jr and John B. Smith, Jr to the Central Hampshire Public Service District for another six-year term, which will expire June 30, 2024. Commissioner Eglinger seconded the motion and the motion passed.

Compliance Officer Mike Ketterman appeared with Steve Hite of Middle Department Inspection Agency regarding the annual renewal of the building inspection contract. The Planning Commission recommended renewal with the current contractor since they are offering to continue to provide inspection services at the same fee schedule and no other applications were submitted. Commissioner Parker moved to authorize the President to sign the contract renewal with MDIA on the recommendation of the Planning Commission. 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.

Former County Commissioner Steve Slonaker, along with Mike Rudolph, John Hammond and Allan Gayle, from the Yellow Springs area, presented concerns regarding loud explosions which occurred during the automatic weapons shoot earlier this spring. The Commissioners explained that they have already done some investigation into the event and the noise levels and have learned that the WV Code has effectively eliminated any regulation of shooting ranges from a noise standpoint. It is understood that another shoot is scheduled for October with some modification of the location.

The Sheriff and Treasurer of Hampshire County requested approval of the Hampshire County Delinquent List for Tax Year 2017 as of May 1, 2018. Commissioner David Parker moved to approve the May Delinquent Tax List and Commissioner Eglinger seconded the motion. The motion passed. Robin Mills presented a petition of 17 names requesting more recycling and went on to explain the wish for a building to house balers and store materials in order to

expand Hampshire County's recycling effort to include 10 materials. Mills was thanked for his concern and input and was informed that the program is not likely to be expanded to the levels he would like to see in the foreseeable future, but a smaller grant application may be made.

Erin Timbrook, County Grant Writer, was scheduled to present documents related to the Community Development Broadband Grant (CBDG). The Region 8 Development Authority presented the names of two attorneys who are qualified to work on this grant and Commissioner Eglinger moved that Attorney Walters of Moorefield be selected as the attorney of record for broadband development and grant matters. Commissioner Parker seconded the motion and the motion passed.

Environmental impact reviews are part of the grant process for the broadband development. Commissioner Parker moved that President Hott be authorized to sign the environmental impact reviews. Commissioner Eglinger seconded the motion and the motion passed.

Ms. Timbrook stated she is working on a REAP grant application to purchase two new cardboard bins and to try to get some funding to expand hours of operation at the recycling center. This application will need to be completed by June 30, 2018.

The Clerk presented, (on behalf of Aaron Cox), a new contract with Frontier to expand internet service to the Courthouse complex and offices of Hampshire County government from 10mbs to 100mbs of bandwidth. Commissioner Parker moved to approve the new contract/package and Commissioner Eglinger seconded the motion. The motion passed.

Brian Malcolm, Director of the Office of Emergency Services and member of the EMS Advisory Board, introduced Donald L. Fuell and stated that the Advisory Board is recommending Mr. Fuell to be hired as Administrator of Hampshire County's new ambulance service at a salary of \$42,000 per year and he will not need health insurance benefits, but would accrue vacation leave and sick time. Mr. Fuell would be able to start on July 2, 2018. Commissioner Eglinger moved to approve the recommendation of the Advisory Board and to hire Donald Fuell for the position of Administrator of the ambulance service. Commissioner Parker seconded the motion and the motion passed.

Mr. Malcolm also presented a recommended policy from the Advisory Board regarding exonerations for camping structures in specific situations. Commissioner Eglinger moved to pass the recommended policy for exonerations and Commissioner Parker seconded the motion. The motion passed.

The Ambulance Advisory Board further recommended that Global Science and Technology (GST), be selected as the vendor to provide the software for billing the new ambulance service fee and that the Commission pay this cost the first year. Commissioner Parker moved to approve the recommendation of the use of GST as the vendor providing billing support for the ambulance fund. Commissioner Eglinger seconded the motion and the motion passed.

Emergency Management Director Malcolm advised the Commission of a situation that developed Sunday evening due to localized flooding on Little Cacapon Levels Road, where debris which had accumulated in a creek bed had caused severe damage to a box culvert closing the road. The West Virginia Conservation Agency is able to clear the stream bed of the drift wood but they need the WV Department of Highways (DOH) to open a private road, Heritage Sky Road, in order to get equipment to the creek site. Malcolm asked the Commission for a letter encouraging the DOH authorities to allow the work on the private road in order to get Little Cacapon Levels Road opened. Commissioner Eglinger moved that the President be authorized to sign a letter requesting the cooperation between agencies and approval of using State assets on private property. Commissioner Parker seconded the motion and the motion passed.

Commissioner Parker moved that the Maintenance Department personnel be authorized to work with the Parks and Recreation Department for a day and a half, while getting ready for the Bluegrass Festival. 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 11:34 am.

Respectfully Submitted,

Eric W. Strite, Hampshire County Clerk

A regular meeting of the Hampshire County Commission was held on Tuesday, June 26, 2018 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott, Commissioner David R. Parker and Commissioner Brian W. Eglinger were present. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend Gary Smith of the Romney Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on June 12, 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.

The Clerk presented a recommended policy for the Commission to use to settle insolvent estates. Commissioner Eglinger moved to approve the policy and authorize the President to sign it. Commissioner Parker seconded the motion and the motion passed.

Steve Moreland, Chair of the Hampshire County Library Board, made a recommendation that Michelle Kuykendall be appointed to the Library Board for a four-year term, replacing Priscilla Bohrer who recently stepped down. Commissioner Parker moved to appoint Ms. Kuykendall to the Library Board and Commissioner Eglinger seconded the motion. The motion passed.

Commissioner Parker moved to reappoint Wendell Moreland to another three-year term on the Historic Landmarks Commission. Commissioner Eglinger seconded the motion and the motion passed.

Commissioner Eglinger moved to reappoint Dave Coyle and Lance Davis to new three-year terms on the Farmland Preservation Board. Commissioner Parker seconded the motion and the motion passed.

Mr. Bryan Swisher has asked to not be reappointed to the Parks and Recreation Board. It was noted that Mr. Swisher was first appointed in 2005 and has consistently attended and served on the Board. Commissioner Eglinger moved to reappoint Allen Fields, Robert L. "Robbie" Hott and Marie Sowers to new three-year terms on the Parks and Recreation Board. Commissioner Parker seconded the motion and the motion passed.

Commissioner Parker moved to reappoint David Mayfield, Gregory Bohrer and Mark Gandolphi to new three-year terms on the Development Authority. Commissioner Eglinger seconded the motion and the motion passed.

Commissioner Parker moved to reappoint E. Alan Judy to a new five-year term on the Building Commission. Commissioner Eglinger seconded the motion and the motion passed.

All the newly appointed terms are to begin July 1, 2018.

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

Mr. Charles Snead and his wife Joanna Snead presented a request for support as they work with the Arts Council to establish an Arts and Music Festival to be held September 22 in Romney and Capon Bridge. The goal of the new festival is to celebrate artists and musicians of the County, to encourage tourism and to encourage youth to participate in music and artistic endeavors. Mr. Snead said that the Arts Council has pledged to match funding for the first \$2,500 contributed. The Commissioners suggested several entities that may provide support.

The Clerk presented a new 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 very little is to change with the new document, but the Supreme Court felt it important to begin a process of annual review and to modify the lease payment invoice. Commissioner Parker moved to authorize the President to sign the new MOU and Commissioner Eglinger seconded the motion. The motion passed.

E911 Director and cell phone coordinator Nathan Sions, sent an updated agreement with US Cellular, regarding the County cell phone plan. Commissioner Parker moved to authorize President Hott to sign the agreement. Commissioner Eglinger seconded the motion and the motion passed.

Clerk Strite presented a contract renewal with Global Science and Technology (GST) for computer networking and IT services. GST has provided trouble shooting, repair and

installation services for the Clerk's office and the Prosecutor's and Circuit Clerk's offices for \$700 per month. Commissioner Parker moved to authorize the President to sign the contract with GST and Commissioner Eglinger seconded the motion. The motion passed.

Mike Ketterman, Compliance Officer stated that the scheduled Flood Plain ordinance update would need to be rescheduled. He did advise the Commission of additional hours of operation by opening at 7 am in order to better serve the contractors who need to submit applications and get permits. Ms. Barnes will come in at 8 and keep the office open until 4 pm to observe Courthouse hours of operation.

Clerk Strite asked to Commission to authorize President Hott to sign the REAP grant application upon its completion by Thursday. The application will be in the amount of \$38,000 including \$14,000 to purchase two new cardboard bins and \$24,000 to use for labor to expand hours of operation. Commissioner Parker moved to authorize the President to sign the application upon completion and Commissioner Eglinger seconded the motion. The motion passed.

Deputy Clerk Largent prepared an Order establishing the Broadband Expansion Fund to allow the Commission to fulfill its plenary duties in regards to the Hampshire County Broadband Initiative Council. The source of revenue for the fund will be state and federal grants and possible budgetary appropriations by the County Commission. The fund may pay expenses deemed necessary and appropriate per grant guidelines with the advice and consent of the Hampshire County Commission. This fund shall become a fund on the County's financial statement, the Sheriff's settlement and the Sheriff's monthly financial statement. This fund requires three signatures: The President of the County Commission, the County Clerk and the Sheriff. Commissioner Eglinger moved to adopt the order as presented and Commissioner Parker seconded the motion. The motion passed.

Allison Jewell, Executive Director of the Hampshire County Farmland Preservation Board, requested approval of an easement on 515 acres currently owned by Roy Milleson of Springfield. Commissioner Eglinger moved to approve the easement 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.

Sheriff Alkire requested two-line item budget revisions in the Sheriff's budget for 2017-18. He requested to move \$504 from line item 700-217 (maintenance and repair autos) to 700-259 (capital outlay), and to move \$12,259 from line 700-217 (maintenance and repair autos) to 700-259 (capital outlay). Commissioner Parker moved to approve the Sheriff's requested budget transfers and Commissioner Eglinger seconded the motion. The motion passed.

The Extension Office requested to move \$780 from 412-216 (maintenance and repairs) to 412-341 (materials and supplies), \$400 from 412-214 (travel) to 412-341, and \$700 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.

Animal Control requested to move \$4000 from 716-103 (salaries) and to distribute evenly between 716-341 (supplies) and 716-343 (auto supplies), \$2000 to each. Commissioner Parker moved to approve the requested transfer of funds and Commissioner Eglinger seconded the motion. The motion passed.

The Sheriff requested to move funds with in the Treasurer's office budget. \$320 from line 404-221 (training) to 404-341 (material and supplies). Commissioner Parker moved to approve this request and Commissioner Eglinger seconded the motion. The motion passed.

Dorothy Kengla requested to speak regarding the topic of recycling and offered that the Recycling Coalition would place signage stating the hours of operation of the recycling center. The Commission stated they will get the signs made and hung, in order to maintain consistency with a new sign for the animal control facility. The Commissioners stated that they had received complaints that the Coalition volunteers were creating an unintended nuisance and interfering with the County employees, as they assist customers placing cardboard and paper into the bins. The Coalition volunteers were asked to remain in the area of the can trailer.

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, July 10, 2018 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 Roy Knight of the Romney Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on June 26, 2018 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.

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

The Clerk presented the security pledge agreements with the local banks holding Hampshire County deposits securing the deposits of County and other public funds covering the period of July 1, 2018 through June 30, 2019. FNB Bank pledged to secure Three Million Five Hundred Dollars (\$3,500,000) against Commission deposits and Five Hundred Thousand Dollars (\$500,000) to secure the Sheriff Hampshire County Assessor Valuation Fund. The Bank of Romney assigned bonds to secure Six Million Ninety-Six Thousand Five Hundred Eighty-Three Dollars and Fifty-Two Cents of taxpayer funds on deposit with that institution. Commissioner Parker moved to approve the Pledge Agreements and to authorize the President to sign as needed. Commissioner Eglinger seconded the motion and the motion passed.

Eva Ansel, representing the Peach Festival, requested \$2,000 support for expenses relating to this year's West Virginia Peach Festival which is to be held August 3, 4 and 5, 2018. Commissioner Parker moved to approve the donation of \$2,000 to support the Peach Festival this year and Commissioner Eglinger seconded the motion. The motion passed.

Deputy Clerk Largent prepared an Order establishing the Hampshire County Emergency Ambulance Fund to allow the Commission to fulfill its plenary duties in regards to an emergency ambulance service in Hampshire County. The source of revenue for the fund will be a yearly fee per ordinance, fees for service and possible budgetary appropriations by the County Commission. The fund will pay expenses deemed necessary and appropriate per the advisory committee with the advice and consent of the County Commission. This fund shall become a fund on the County's financial statement, the Sheriff's settlement and the Sheriff's monthly financial statement. This fund requires three signatures: The President of the County Commission, the County Clerk and the Sheriff. Commissioner Eglinger moved to adopt the order as presented and Commissioner Parker seconded the motion. The motion passed.

Deputy Clerk Largent prepared Official Budget Revision #1 for the Coal Severance Fund (#2) for fiscal year 2018-2019. Commissioner Parker moved to approve the budget revision and Commissioner Eglinger seconded the motion. The motion passed.

Compliance Officer Mike Ketterman, presented invoices for the cleaning of the WWI Doughboy statue and the Confederate monument which was defaced. Commissioner Parker moved to pay the invoice for the Doughboy statue with partial reimbursement from grant funds and to pay the invoice for the monument restoration from donations to the Landmarks Commission. Commissioner Eglinger seconded the motion and the motion passed.

Grant writer Erin Timbrook presented the Commission with a commemorative certificate declaring the Soldier's Memorial in Romney, WV, (Doughboy Statue), is an official United States World War I Centennial Memorial.

Eileen Johnson represented the Development Authority in presenting lease documents approved by the Development Authority, to lease broadband assets to the Commission. The Commission took the documents under review with anticipated approval at the next meeting.

Lee Fuell, Hampshire County Emergency Medical Services Director (HCEMS) presented job descriptions and advertisements that have been approved by the EMS Advisory Board for review and approval by the Commission. Commissioner Eglinger moved to approve the hiring process and the advertisements as presented by Director Fuell. Commissioner Parker seconded the motion and the motion passed.

Aaron Cox presented broadband agreements and a memorandum of understanding (MOU) to allow the beginning of the broadband buildout in Capon Bridge. A lease was presented to lease a site from a Capon Bridge landowner for the location of an antennae to distribute wireless broadband in Capon Bridge. The Commission agreed to review and be prepared to approve the documents at the July 24 meeting.

Mr. Cox spoke to the importance of being authorized to negotiate right of way agreements with landowners in order to have access for underground installation of cable for internet services. The Commission agreed to have the Prosecutor to give guidance and prepare necessary documentation by the meeting on the 24th.

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

Representatives of the Treasurer's Office including Sheriff Alkire, the Assessor and her Chief Deputy, 911 Director Nathan Sions, HCEMS Director Fuell and Tad Malcolm of the EMS Advisory Board met to discuss clarification of the billing and exoneration process for the ambulance service fee. After some discussion, Commissioner Eglinger moved to adjust the exoneration form to be included on the back of the bill and change the return address to 66 N. High Street. Commissioner Parker seconded the motion and the motion passed.

Commissioner Eglinger then made a motion to approve that the exoneration forms be mailed, (returned), to the Treasurer's office by the petitioner. The Treasurer will forward accumulated requests to the Advisory Board, who will research and make recommendations as to whether a property should be excused from the fee. These exoneration applications, with guidance, are to be forwarded to the Clerk for inclusion in Commission meetings for action. The Clerk will notify the applicant, the Treasurer's office and the Advisory Board of the action(s) by the Commission. Commissioner Parker seconded the motion and the motion passed.

Prosecutor Plumer introduced Charlie Johnson as the new Assistant Prosecutor in Hampshire County.

All scheduled business having been addressed, Commissioner Eglinger moved to adjourn the meeting. Commissioner Parker seconded the motion, the motion passed and President Hott declared the meeting adjourned at 11:16 am.

Respectfully Submitted,
Eric W. Strite, Hampshire County Clerk

A regular meeting of the Hampshire County Commission was held on Tuesday, July 24, 2018 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 Jim Mou of the Romney Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on July 10, 2018 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.

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

Aaron Cox, GIS Director, brought the memorandum of understanding (MOU) which was presented at the last meeting. The MOU is the agreement allowing the Commission to work with Hardy Net as the internet service provider (ISP) to provide broadband services in Capon Bridge. Commissioner Eglinger moved to authorize President Hott to sign the MOU and Commissioner Parker seconded the motion. The motion passed.

Mr. Cox presented the lease and right of way agreement, discussed at the last meeting, which will allow the Commission to establish a broadband antenna on private property to provide internet services in Capon Bridge. The land owners are Yordanos Seium-Pasquiuer and Guy Ellena and the Hampshire County Commission is the lessee. Commissioner Parker moved to approve the lease and authorize the President to sign the necessary documentation. Commissioner Eglinger seconded the motion and the motion passed.

Prosecutor Plumer requested some physical modification to her office space, adding a door and window for a receptionist. Ms. Plumer has concerns regarding the public entering the office and possibly gaining access to sensitive materials or over hearing discussions and negotiations. The Commission asked for estimates as to the cost of the construction.

Deputy Clerk Tina Ladd 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.

Fiduciary Commissioner Jonathan Brill had prepared a recommended order in regard to the Carol Bane Estate, directing the personal representative to complete the distribution of the remainder of the estate within 45 days. Commissioner Eglinger moved to approve the Fiduciary Commissioner's order and Commissioner Parker seconded the motion. The motion passed.

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

The ambulance service fee billing was sent out by July 15 as required by the Ordinance and in reviewing the bills prior to mailing, the Treasurer's staff observed and separated several bills which were found to be in error. These erroneous ambulance fee billings were presented with a request from the Treasurer's office that the Commission waive the billings for this year and approve corrections in the data base which would prevent future erroneous billings. Commissioner Eglinger moved to approve these actions and Commissioner Parker seconded the motion. The motion passed.

Community members of the Springfield area, (nearly fifty), presented concerns regarding poor telephone and internet service being provided by Frontier. The Commissioners listened and encouraged contact with the Public Service Commission. Frontier Representative Scott Yates was present and agreed to help. The Commission agreed to write a letter to the PSC and send copies to the elected Federal and State Legislators and the Governor and Attorney General. General discussion occurred for sometime until the Auditor arrived.

West Virginia State Auditor J. B. McClusky presented information regarding a new financial reporting website which his office is setting up. This will offer transparency for State

Agencies and County and Municipal governments in an easy format for both taxpayers and those responsible for spending the public's funds.

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 shortly after noon.

Respectfully submitted, Eric W. Strite, Hampshire County Clerk

A regular meeting of the Hampshire County Commission was held on Tuesday, August 14, 2018 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.

The minutes of the Commission meeting held on July 24, 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.

Deputy Clerk Tina Ladd presented a recommended order from Fiduciary Commissioner William H. Judy, III in regard to the Estate of Leroy S. Jackson, Jr. Commissioner Parker moved to approve the Order as recommended by the Fiduciary Commissioner and Commissioner Eglinger seconded the motion. The motion passed.

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

Compliance Officer Mike Ketterman presented a cell tower permit application from AT&T mobile. Commissioner Parker moved to approve the permit application and Commissioner Eglinger seconded the motion. The motion passed.

Eileen Johnson, Executive Director of the Hampshire County Development Authority (HCDA), presented a grant resolution for road improvements in the Capon Bridge Tech Park. The grant is through the West Virginia Department of Transportation Industrial Access Program. Commissioner Eglinger moved to authorize the President to sign the grant resolution. Commissioner Parker seconded the motion and the motion passed.

Ms. Johnson presented an amendment to the lease between the HCDA and the Commission dated August 1, 2018, specifically separating assets owned by HCDA and the Commission. Commissioner Parker moved to approve the lease amendment and Commissioner Eglinger seconded the motion. The motion passed.

Lee Fuell, Director of the Hampshire County Emergency Services Agency presented the Commission with updates regarding the cost of various items and supplies needed in order to start the ambulances in service. There is a nationwide shortage of several medications which are required by the state to be in inventory on an ambulance. Mr. Fuel requested approval to purchase these necessary medications in the amount of about \$6,500. Commissioner Parker moved to approve this purchase and Commissioner Eglinger seconded the motion. The motion passed.

Grant writer Erin Timbrook presented the application for the Police Resource Officer (PRO) grant which is to cover the current school year. 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,

Ms. Timbrook then presented the Helping America Vote Act (HAVA) grant for election security and voting machines. The Secretary of State's Office is administrating this grant and the total request is for \$224,941.50. The portion of the grant that is for election machines is a 50% maximum grant amount, but the match required of the Commission is payable over the next 4 years with 0% interest. The old election machines are to be traded in at \$0 value. The security aspects of the grant will require a 15% match. Commissioner Parker moved to approve the HAVA grant and authorize the signature of the grant resolution and the application by the Commission. Commissioner Eglinger seconded the motion and the motion passed.

Joe Charleton was nominated to the Parks and Recreation Board for the term to run from July 1, 2018 through June 30, 2021. Commissioner Eglinger moved to approve the appointment and Commissioner Parker seconded the motion. The motion passed.

Dan Ferrell of Thrasher Engineering was introduced to speak to the Commission regarding the sewage system at the Capon Bridge Tech Park. Commissioner Eglinger moved that the meeting go into executive session under § 6-9A-4, because contractual matters still in negotiation are involved. Commissioner Parker seconded the motion and President Hott declared the meeting in executive session at 10:28.

President Hott declared the meeting back in session at 10:40 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 Eglinger moved that all 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 11:00 am.

Respectfully Submitted,
Eric W. Strite, Hampshire County Clerk

A regular meeting of the Hampshire County Commission was held on Tuesday, August 28, 2018 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 Jim Mou of the Romney Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on August 14, 2018 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.

Sheriff John Alkire sent a letter stating that effective July 25, 2018, Deputy Nicolas Shallcross completed his field training and is now a certified deputy. In accordance with the current Deputy Sheriff salary scale, his monthly salary is due to increase. Commissioner Eglinger moved to approve the pay raise and Commissioner Parker seconded the motion. The motion passed.

The Sheriff's Settlement FYE June 30, 2018 was presented for approval. Commissioner Eglinger made a motion to approve the settlement, Commissioner Parker seconded the motion and the motion passed.

The annual report of the Hampshire County Convention and Visitor's Bureau was presented by President Peg McMasters, Eileen Johnson, Jonathan Bellingham, Jean Shoemaker and Jody Burns. The group reported that the Bureau has been able to increase advertising and has benefitted from the increase in the Hotel/Motel tax receipts. The Bureau plans to focus on expanding the website and Facebook presentations.

Mr. Lee Fuell, Director of Hampshire County Emergency Services requested approval to proceed with purchases in the amount of almost \$50,000 to stock medications and equipment on the ambulances in preparation for licensing by the state board. Mr. Fuell also reported that fee collections have risen to the level that these purchases may be paid as well as the hiring of sufficient personnel to fully staff one ambulance unit full time as well as one chase unit. He reported that the Advisory Board recommends waiting for additional revenues to staff a second ambulance.

Commissioner Eglinger moved to approve the requested purchases in the amount of nearly \$50,000 to set up the mobile units. Commissioner Parker seconded the motion and the motion passed.

Commissioner Eglinger moved to approve the course of action proposed by the Board to hire enough staff to place one advanced life support (ALS) and one ambulance unit in service 24 hours a day 7 days a week, with the goal of expanding the staffing and services as the funds become available. Commissioner Parker seconded the motion and the motion passed.

Mike Ketterman asked the Commission to consider the possibility of the Historic Landmarks Commission (HLC) utilizing some space in the basement of the Courthouse for historically important documents and memorabilia. The Commission agreed to review the possibilities and the Landmarks Commission will also give the matter more consideration.

Eileen Johnson, Executive Director of the Hampshire County Development Authority (HCDA), requested approval of a letter of intent from the Commission committing \$100,000 in support of the project to extend the Capon Bridge sewer system to include the Tech Park. This will remove the HCDA from managing a utility and help the Capon Bridge system expand its service area and base. Commissioner Parker moved to approve the letter of intent and to commit \$100,000 to support the project. Commissioner Eglinger seconded the motion and the motion passed.

Mr. Charles Hall asked the Commission to consider a policy requiring the various entities of County government to go to greater lengths to inform the public and other agencies of pending actions. The case in point that Mr. Hall mentioned was the planned update of the comprehensive plan by the Planning Commission. The legal requirements of public notice were accomplished, however several organizations which he felt should have been involved, were unaware of the process or the meeting where the approval would have occurred. The Commissioners offered comments and discussion and agreed to continue consideration of the matter.

Mike Rezac of the West Virginia Counties Risk Pool (WVCoRP) was in the area and asked to give the Commission a quick update of services offered and how the operation is doing.

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

The Hampshire County Emergency Services Advisory Board had reviewed requests for waiver of the ambulance service fee and forwarded those to the Commission with recommendation for either approval of the request for waiver or denial of the waiver. The Commissioners reviewed the requests and Commissioner Eglinger moved to deny a stack of request for waivers as recommended by the Advisory Board. Commissioner Parker seconded the motion and the motion passed.

Commissioner Parker moved to approve those requests for waiver of ambulance service fee as recommended by the Advisory Board. Commissioner Eglinger seconded the motion and the motion passed. The lists of those waiver requests will be attached with the recorded minutes by either approval or denial.

Prosecutor Plumer submitted an estimate for the installation of a service window and a new doorway in her office space at a cost of \$4,480. After some discussion, it was suggested to check for a better price. No action was taken.

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

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

Fiduciary Commissioner William H. Judy, IV, sent a recommended order for the Commission to approve the removal of Karen Poteet as Co-Administratrix of the estate of Kenneth N. Poteete, leaving James R. Poteete as the sole Administrator and requiring James Poteete to file a \$500 bond with the Fiduciary Commissioner in order to continue. Commissioner Eglinger moved to approve the Fiduciary Commissioner's recommended order and Commissioner Parker seconded the motion. The motion passed.

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

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

Respectfully submitted, Eric W. Strite, Hampshire County Clerk

A regular meeting of the Hampshire County Commission was held on Tuesday, September 11, 2018 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott, Commissioner David R. Parker and Commissioner Brian W. Eglinger were present. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend James Tyree of the Romney Ministerial Association offered prayer. President Hott then called the meeting to order.

The draft of the minutes of the Commission meeting held on August 28, 2018 were offered for consideration. Commissioner David Parker moved to approve the minutes as presented. Commissioner Brian Eglinger seconded the motion and the motion passed.

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

President Hott had requested the topic of the Employee Handbook update to be placed on the agenda for discussion. The President stated that the handbook was adopted in December of 2008 and had received minimal review since that time. The President stated that he would get in touch with each of the department heads to make sure they would be willing to participate as the Wage and Review Board in order to move forward with consideration of an update of Hampshire County's Employee Handbook.

The Commission asked Maintenance Supervisor Kenny McBride to attend in order to discuss some matters related to the new animal control building.

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

After presentation of an invoice from the West Virginia Association of County Commissioners (WVACC), Commissioner Parker moved NOT to join the WVACC this year. Commissioner Eglinger seconded the motion and the motion passed.

Mr. Donald Judy had scheduled an appointment with the Commission to discuss concerns regarding well water quality in the Purgitsville area. Mr. Judy reports a high content of minerals, elements and possible hydrocarbons in the water from wells in that community. Mr. Judy also stated that he represents community members who would like to have a public water system in order to have a cleaner water supply. Several possibilities were suggested, but the Commission directed him to the Central Hampshire Public Service District as a starting point. Most of Mr. Judy's information was anecdotal and the Commission encouraged him to develop data in order to gain support of governmental agencies.

Compliance Officer Mike Ketterman presented applications for replacement of telecommunications antennae on three towers in the County. The antenna upgrades being requested are for equipment owned by T-Mobile on towers on Flowing Springs Farm Lane, Cherbet Drive and 427 Nathaniel Drive. Commissioner Parker moved to approve the permits at the stated locations and Commissioner Eglinger seconded the motion. The motion passed.

The Clerk reviewed the Policy to Resolve Insolvent Estates as adopted June 26, 2018. The Alvin W Pearce Estate is the first insolvent estate wherein a request was made to have the outstanding claims dismissed under the recently adopted policy. At 10 am, Commissioner Eglinger moved that the Commission convene a hearing for claimants to defend their claims against the Alvin W. Pearce Estate as stated in the certified letters sent to each of the claimants. Commissioner Parker seconded the motion and the motion passed. President Hott opened the hearing, inviting any concerned parties to present their concerns. After 5 minutes, President Hott stated that no one had appeared in the interest of the claims against the estate and Commissioner Eglinger moved to close the hearing. Commissioner Parker seconded the motion and President Hott declared the hearing adjourned and the Commission meeting back in regular session. The Clerk is to prepare documentation of the hearing for any future action in regard to the estate.

Clerk Strite explained that he had failed to notify the parties in the Carol Bane Estate after the Commission approved the Fiduciary Commissioner's recommended order at the July 24, 2018 meeting. The date of this meeting should have been the time to conclude the estate, but instead the Clerk requested the Commission approve a revised order from Fiduciary Commissioner Brill in order to correct the error and give timely notification of the deadlines to the parties of the estate. Commissioner Parker stated that he would recuse himself from this discussion and action because of a family relationship to the principal parties of the estate.

Commissioner Eglinger moved to approve the revised order and President Hott seconded the motion. The motion passed with Eglinger and Hott voting in the affirmative and Parker abstaining.

Lee Fuell, director of Hampshire County Emergency Medical Services (HCEMS) requested authorization to purchase monitor-defibrillators for equipping the ambulances and gave information regarding the recommendation of the Board. Commissioner Parker moved to approve the request to purchase the equipment and Commissioner Eglinger seconded the motion. The motion passed.

Mr. Fuell said that the Board is in the process of interviewing prospective staff, as authorized at the last Commission meeting. His request at this point is to go ahead and hire three part-time people to set up the ambulances, making sure they are disinfected and stocked in order to be ready for licensure. Commissioner Eglinger moved to approve the part-time personnel in advance of the Board recommendations in regard to full-time staffing. Commissioner Parker seconded the motion and the motion passed.

Mr. Fuell stated that the current target for the ambulance service to be operational is November 1, 2018.

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

Overtime has been requested by staff in the Treasurer's office to compensate for time spent in the billing and waiver process related to the Emergency Ambulance Service fee. Commissioner Parker moved to approve the overtime and to make timely payment from the Commission account until payroll is set up in the ambulance fund account and the Commission account can be reimbursed. Commissioner Eglinger seconded the motion and the motion passed.

The Hampshire County Emergency Services Advisory Board had reviewed requests for waiver of the ambulance service fee and forwarded those to the Commission with recommendations. The Commissioners reviewed the requests and Commissioner Eglinger moved to approve waiver requests as recommended for waiver of the fee and also those that were recommended for denial by the Advisory Board. Commissioner Parker seconded the motion and the motion passed.

All scheduled business having been addressed, Commissioner Eglinger moved to adjourn the meeting. Commissioner Parker seconded the motion, the motion passed and President Hott declared the meeting adjourned at 10:39 am.

Respectfully Submitted,

Eric W. Strite, Hampshire County Clerk

A regular meeting of the Hampshire County Commission was held on Tuesday, October 9, 2018 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott, Commissioner David R. Parker and Commissioner Brian W. Eglinger were present. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend James Mou of the Romney Ministerial Association offered prayer. President Hott then called the meeting to order.

The draft of the minutes of the Commission meeting held on September 11, 2018 were offered for consideration. Commissioner David Parker moved to approve the minutes as presented. Commissioner Brian Eglinger seconded the motion and the motion passed.

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

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

Sheriff John P. Alkire sent a letter stating that Deputy Zachary Godlove completed his field training and is now a certified deputy and is due for a salary increase in accordance with the Deputy Sheriff's pay scale. Commissioner Parker moved to approve the salary increase as requested by the Sheriff. 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 2018-2019 winter at the rate of \$150 per ton delivered. Commissioner Parker seconded the motion and the motion passed.

County grant writer Erin Timbrook presented annual award documents for the Emergency Management Performance Grant (EMPG). The Office of Emergency Management gets reimbursement of operating expenses from the Department of Homeland Security through this grant. Commissioner Eglinger moved to authorize President Hott to sign the grant award documents and Commissioner Parker seconded the motion.

Commissioner Parker moved that the Commission take a recess for ten minutes. Commissioner Eglinger seconded the motion, the motion passed and President Hott declared the meeting in recess.

President Hott declared the meeting back in session at 9:30 am.

Mike Ketterman, of the Planning Office, discussed the building code inspection contract with Middle Department Inspection Agency (MDIA) in relation to Phil Rexroad leaving. It is possible Ketterman could be appointed acting Code Official pending his certification. Mike is waiting for more information from the Fire Marshal and will return to a future meeting.

A proposal to apply tint to the windows of the Prosecutor's office and the new, future courtroom in the Judicial Center was presented. Glass Service of Cumberland estimated the cost to be \$5,808 to treat the windows on both floors. Commissioner Parker moved to approve the window treatment as proposed, with the stipulation that the cost not exceed \$6,500 and the funds be drawn from the New Buildings Fund. Commissioner Eglinger seconded the motion and the motion passed.

The Prosecutor had requested some renovation of her office space to add a door between two rooms and to add a transaction window. The Commission had requested an additional estimate when this was first presented. The estimate from Kline Custom Homes was in the amount of \$5,965 and Harbell, Incorporated priced the project at \$6,350. Commissioner Parker moved to award the bid to Kline Custom Homes. Commissioner Eglinger seconded the motion and the motion passed.

The Clerk reported that the Animal Control project is nearly complete as well as the new Courtroom, so Project Manager Jim Champ has completed his work for the County.

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.

Aaron Cox presented several documents pertaining to the broadband development project and grant. The first document needing signature was a request for reimbursement

from the Community Development Block Grant (CDBG). The original document had not arrived by mail from Region 8 in Petersburg, but an emailed version was available for review. Commissioner Eglinger moved to authorize President Hott to sign the document upon arrival. Commissioner Parker seconded the motion and the motion passed.

Mr. Cox presented an agreement with Walters and Heishman, LLC to act as legal counsel for the Commission, in regard to the previously mentioned CDBG grant. Commissioner Parker moved to approve the President's signature on this agreement and Commissioner Eglinger seconded the motion. The motion passed.

Mr. Cox then presented a certification affidavit with the West Virginia Department of Highways regarding pole attachment applications relative to pole numbers. Commissioner Eglinger moved to approve the President's signature on this document and Commissioner Parker seconded the motion, which then passed on a voice vote.

Aaron next presented a memorandum of understanding (MOU) between Hardy Telecommunications and the Hampshire County Commission to provide improved communications services to areas in Hampshire County focusing on broadband internet access. All three Commissioners needed to sign this agreement. Commissioner Parker moved to enter the agreement and sign the MOU as presented. Commissioner Eglinger seconded the motion and the motion passed.

Mr. Cox asked to obtain a surety bond for the County in regard to invoicing and receipts. Commissioner Parker moved to authorize the surety bond with a cost to not exceed \$500 annually. Commissioner Eglinger seconded the motion and the motion passed.

Lee Fuell of the Hampshire County Emergency Medical Service (HCEMS) presented a request for approval on hiring of personnel, (on behalf of the HCEMS Board), in anticipation of beginning operations upon licensure. Commissioner Eglinger moved to approve the personnel request from the HCEMS Board and Commissioner Parker seconded the motion. The motion passed.

Mr. Fuell requested permission to purchase a 2011 power stretcher from a local volunteer squad, (Co. 11), for \$2,000. The equipment has been routinely inspected and serviced by the manufacturer and represents a good value. Commissioner Parker moved to approve the purchase and Commissioner Eglinger seconded the motion. The motion passed.

The Hampshire County Emergency Services Advisory Board had reviewed requests for waiver of the ambulance service fee and forwarded those to the Commission with recommendations. The Commissioners reviewed the requests and Commissioner Eglinger moved to approve waiver requests as recommended for waiver of the fee. Commissioner Parker seconded the motion and the motion passed.

Commissioner Eglinger moved to deny those requests for waiver that had been recommended for denial by the HCEMS Board, including those apartments which are supplemented by the United States Department of Agriculture (USDA). 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 that all invoices be paid as presented. Commissioner Parker seconded the motion and the motion passed.

The Clerk presented the nominations for Poll Clerks and Commissioners to work the General Election to be held on November 6, 2018. The nominations were from the Executive Committees of the two political parties which received the two greatest vote totals in the last Presidential Election, Republican and Democrat. Commissioner Parker moved to approve the lists of nominees from the Hampshire County Republican and Democrat Executive Committees. Commissioner Eglinger seconded the motion and the motion passed.

All scheduled business having been addressed, Commissioner Eglinger moved to adjourn the meeting. Commissioner Parker seconded the motion, the motion passed and President Hott declared the meeting adjourned at 10:50 am.

Respectfully Submitted,

Eric Strite, Hampshire County Clerk

A regular meeting of the Hampshire County Commission was held on Tuesday, October 23, 2018 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 October 9, 2018 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 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.

Animal Control Officer, Col. David Gee had been asked to discuss the auxiliary buildings that were moved to the new animal control facility from Twin Oaks Farm. Col. Gee stated that the dog boxes are being repainted and that the small wooden buildings used for feed storage and isolation housing, have proven unsuitable for continued use and have been removed. The Colonel told the Commission that a rodent proof building would be very helpful to quarantine dogs and puppies until vaccinations can be verified and for feed storage. The Commission agreed that if a suitable building can be placed for less than the minimum for competitive bids, the Colonel should proceed to investigate and acquire a building to be paid from the Animal Control Fund.

Mike Ketterman of the Planning Office and Matthew Hott, Chairman of the Planning Commission, came to discuss several items which had been placed on the agenda.

Michael Ketterman presented a letter to the State Fire Marshall asking that Mike be named Code Official, on a temporary basis, in place of Middle Department Inspection Agency while he continues to work toward certification. Commissioner Parker moved to approve the President's signature on the letter and Commissioner Eglinger seconded the motion. The motion passed.

Mr. Ketterman stated that on the event of his being named temporary Code Official, Middle Department Inspection Agency (MDIA), will no longer need to fill that role. The current contract that was established when Charlie Baker left in March of 2017, requires a 60-day notification to terminate. Mike will prepare that letter for the Commission to approve after the Fire Marshall's action. The President commented that MDIA had been very helpful in getting the Planning Department to this point, but terminating the contract will be a significant savings to the County.

Mr. Ketterman presented the Region 8 Hazard Mitigation Plan and Commissioner Parker moved to authorize the President to sign the document as presented. Commissioner Eglinger seconded the motion and the motion passed.

The Planning Commission had followed the procedures for public hearings and input regarding the Hampshire County Flood Plain Ordinance. The Planning Commission acted to recommend that the County Commission approve the updated Flood Plain Ordinance. Commissioner Parker moved to approve the revised ordinance and allow the President to sign the document. Commissioner Eglinger seconded the motion and the motion passed.

The Planning Commission had also followed procedures to revise and update the Telecommunications Ordinance. Commissioner Eglinger moved to approve the updated ordinance and Commissioner Parker seconded the motion. The motion passed and the President signed the ordinance.

At 9:32 am, Commissioner Parker moved to go into executive session as allowed under WV Code § 6-9A-4 to discuss personnel matters with Planning Commission Chairman Hott. Commissioner Eglinger seconded the motion and the motion passed.

President Hott declared the meeting back in session at 9:37 am and stated that no actions had been taken and no decisions made.

Commissioner Parker moved to approve an incentive pay raise for Mike Ketterman as recommended by the Planning Commission. Commissioner Eglinger seconded the motion and the motion passed.

Commissioner Eglinger moved that a pay raise for Amanda Barnes be approved as recommended by the Planning Commission. Commissioner Parker seconded the motion and the motion passed.

Clerk Strite presented a contract with Election Software and Systems to purchase new election equipment as previously outlined and approved during the application for the Helping America Vote Act (HAVA) application which was approved in the meeting August 14, 2018. Commissioner Parker moved to approve the contract and Commissioner Eglinger seconded the motion. The motion passed.

Donald Judy was on the agenda regarding concerns previously raised regarding water quality in the Purgitsville area. Mr. Judy stressed his belief that well water in the area is unsafe and that a public water system is the only solution for residents there. The Commissioners reminded Mr. Judy that empirical evidence will be needed to establish the true nature of the problem and grant agencies will have requirements for testing levels and quantities, so preliminary tests may have no value. Representative of US Senator Shelly More Capito, Chris Strovel had been invited and he stated that the federal government provides funding through state and local agencies but not directly to communities. Members of Central Hampshire Public Service District and county grant writer Erin Timbrook were present and all parties stated a willingness to cooperate for a solution to the water problem once it is documented and a sufficient number of area households commit to participate in a public water system.

Lee Fuell, Hampshire County Emergency Management Services Director (HCEMS), presented information and requested approval on matters regarding the establishment of the ambulance service as recommended by the Board.

The HCEMS Board sent a list of recommended people to hire in order to staff the initial operation. Commissioner Eglinger moved to approve the recommended personnel list from the HCEMS Board. Commissioner Parker seconded the motion and the motion passed.

The HCEMS Board recommended extending the waiver of fees deadline from September 30 until November 16, 2018, in order to help the process next year by removing non-billable structures during this billing cycle. Commissioner Parker moved to approve extending the deadline for application for waiver of service fees until November 16, 2018 and Commissioner Eglinger seconded the motion. The motion passed.

Mr. Fuell stated that the Advanced Life Support/Basic Life Support (ALS/BLS) contract with Valley Health requires a 30-day minimum notice to terminate services. The licensing inspection is scheduled for November 14, and assuming that the HCEMS passes at that time, he suggested having Valley Health continue to cover 12 hours, 7 days a week, as per the contract, until the end of December. HCEMS will be able to provide service the other 12 hours each day. At the end of December, he expects that HCEMS will be fully operational with 24/7 coverage and Valley Health will no longer be needed. The HCEMS Board recommended that Valley Health be given notice of termination upon licensure and ask that they continue to operate under the contract until the end of December 2018. Commissioner Eglinger moved to approve the recommendation to continue the contract with Valley Health for ALS/BLS services, thru the end of December to facilitate the transition. 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 Clerk asked the Commission to authorize the President to sign a commitment letter and resolution for a Records Management and Preservation Grant for book restoration in the Clerk's office. This grant application is not yet complete and the deadline will pass before the next Commission meeting. The total of the grant will be less than \$7,000 with a 10% match requirement. The Clerk stated that he may decide not to apply for this grant. Commissioner Eglinger moved to authorize the President to sign the necessary grant documents should the Clerk decide to complete the application. Commissioner Parker seconded the motion and the motion passed.

The HCEMS Board had reviewed requests for waiver of the ambulance service fee and forwarded those to the Commission with recommendation for either approval of the request

for waiver or denial of the waiver, with a few to be continued for further review. The Commissioners reviewed the requests and Commissioner Eglinger moved to approve the recommendations to both approve and deny the requests for waivers as recommended by the Advisory Board since the last Commission meeting. 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.

Respectfully submitted, Eric W. Strite, Hampshire County Clerk

A regular meeting of the Hampshire County Commission was held on Tuesday, November 20, 2018 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 October 23, 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.

Assessor Norma Wagoner had sent a list of suggested dates for the Board of Equalization and Review to convene and consider concerns regarding taxation issues in regard to those bills to be issued on July 1, 2019 for taxation on the value of real estate and personal property owned July 1, 2018. Ms. Wagoner pointed out that WV Code § 11-3-24 states that the Board convene no later than February 1 and can sine die no earlier than the 15th, and the Board cannot adjourn for more than three business days not including Saturday, Sunday and holidays. The suggested dates for the Board to meet include February 1, 2019, February 6, 2019, February 11, 2019 and February 15, 2019 as the likely date to sine die. Commissioner Eglinger moved to adopt the Assessor's suggested dates for the Board of Equalization and Review for 2019. Commissioner Parker 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.

Eileen Johnson, Executive Director of the Hampshire County Development Authority (HCDA), presented resolutions pledging Commission support of the Local Economic Development (LED) program for fiscal year 2019. Ms. Johnson stated that the LED grant deadlines had been moved to an earlier date for the last two years. Commissioner Parker moved to approve the Commitment of Funds Resolution whereby the Commission agrees to fund the HCDA in the amount of \$100,000 for 2019, with the contingency that funds can be projected to be available upon examination of the County's budget for the upcoming fiscal year. Commissioner Eglinger seconded the motion and the motion passed. Ms. Johnson will modify the resolution document and return it for the President's signature.

Commissioner Eglinger moved to authorize the President to sign the Resolution of Participation for the West Virginia Certified Development Community (CDC) Program. Commissioner Parker seconded the motion and the motion passed.

E 911 Director Nathan Sions sent a memorandum which stated new Emergency Medical Services (EMS) alerting procedures, with the request that the Commission approve the new protocol. Commissioner Eglinger read the new procedures aloud and moved that the Commission approve as presented. Commissioner Parker seconded the motion and the motion passed.

Maintenance Supervisor Kenny McBride requested the Commission consider having a snow blade mounted on a surplus pick up in the Sheriff's inventory. The Sheriff gave consent to the use of the truck. The Commission agreed that the one bid which had been obtained seemed a little high and asked McBride to seek more estimates.

Animal Control Officer David Gee presented a request that the Commission set fees for permits for commercial dog breeding operations as authorized in WV Code §19-20-26. Commissioner Eglinger moved that the Commission set the fee for a Class I operation at \$250 and \$500 for a Class II dog breeding operation. Commissioner Parker seconded the motion and the motion passed.

Col Gee stated that the van used for transporting dogs to adoption events, is in need of repair or possible replacement. Replacement cost is greater than the Col feels the Animal Control fund can handle and he asked that the Commission approve repairing the current vehicle at an estimated cost of \$2600 while a replacement is investigated. Commissioner Eglinger moved to approve the repair of the van for \$2600 and watch for a replacement. 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.

Robin Mills gave a report on recycling and related topics.

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

Lee Fuell, Hampshire County Emergency Management Services Director (HCEMS), presented information on matters regarding the establishment of the ambulance service as outlined in background papers sent to the Commission prior to the meeting. These included recommendations regarding hiring of personnel and suggestions regarding the establishment of an ambulance substation in Capon Bridge with the current most likely site to be the old middle school building.

The HCEMS has passed licensure and began responding to calls on November 19.

Commissioner Eglinger moved that the Commission go into Executive Session as authorized under WV Code §6-9A-4, to discuss personnel matters. Commissioner Parker seconded the motion and the motion passed at 10:03 am.

President Hott declared the Commission back in regular session at 10:17 am and stated that no decisions were made and no actions were taken.

Commissioner Eglinger moved that the personnel recommendations from the HCEMS Board be approved as outlined in the background paper. Commissioner Parker seconded the motion and the motion passed.

Commissioner Eglinger moved to authorize the Board to continue to pursue quotes for a building to house an ambulance in Capon Bridge and minimal supplies for an office. Commissioner Parker seconded the motion and the motion passed.

Compliance Officer Mike Ketterman presented information regarding a cell tower upgrade permit request. Commissioner Parker withdrew from discussion and consideration on this topic as the tower in question is located on his land and he may have a financial interest in the matter. Commissioner Eglinger moved to approve the application as presented and President Hott seconded the motion. The motion passed without Commissioner Parker's participation.

The HCEMS Board had reviewed requests for waiver of the ambulance service fee and forwarded those to the Commission with recommendation for either approval of the request for waiver or denial of the waiver. The Commissioners reviewed the requests and Commissioner Eglinger moved to approve the recommendations for denial from the Board. Commissioner Parker seconded the motion and the motion passed.

Commissioner Parker moved to approve the recommendations for approval of waiver from the Board. Commissioner Eglinger seconded the motion and the motion passed.

Commissioner Parker moved that the Commission not approve the request for waiver as submitted by the management of Silver Tree Apartments. 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.

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 10:58 am.

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

President Hott declared the Hampshire County Commission sitting as the Board of Canvas of the General Election held November 6, 2018 to be in session at 11:00 am. The minutes of that meeting may be found in the Election Record Book in the Clerk's office.

A regular meeting of the Hampshire County Commission was held on Tuesday, December 18, 2018 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 20, 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.

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.

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.

Brian Malcolm, Director of Hampshire County Homeland Security Emergency Management, came with Erin Timbrook, County Grant Writer, to give an update on grant progress and several things that have been happening in the emergency services department.

E-911 Director Nathan Sions, was asked to join the discussion to add information regarding the interruption of telephone and internet services yesterday. Mr. Sions stated that this is the third time in less than two months that Frontier has had a systemic failure which prevented 911 operations for several hours. Hampshire County was not the only area impacted, as surrounding counties and states also reported failures of the Frontier system. Director Sions is filing a complaint with the West Virginia Public Service Commission today. Mr. Sions excused himself from the meeting.

Commissioner Eglinger asked Mr. Malcolm to stay in order to elaborate on developments with the Hampshire County Emergency Medical Services Board (HCEMS). Commissioner Eglinger stated that Lee Fuell presented a verbal resignation as Director of the HCEMS at the meeting on Monday, December 17, 2018, (last night). A written letter is to follow. The Board asked Mr. Malcolm to act as Director in the immediate future and Ms. Timbrook to assist with scheduling and other administrative activities until other arrangements can be made. Both parties have agreed to serve in these roles on a short-term basis.

Commissioner Eglinger continued with the news that the only four-wheel drive ambulance has been totaled by the insurance company after what seemed to be a minor damage incident. The settlement after deductible is \$20,500 which is well short of the cost of an equivalent used unit. The Commission directed Mr. Malcolm to research available units in the range of \$30,000 to \$60,000 with the intent to find the best unit for the least money. Mr. Malcolm will report at the January 2, 2019 meeting.

Commissioner Eglinger moved to request a letter of resignation from Mr. Fuell for presentation at the January 2, 2019 Commission meeting. Commissioner Parker seconded the motion and the motion passed.

Grant reimbursement documents had been prepared and forwarded by the Region 8 Development Authority for the Broadband Grant. Commissioner Parker moved to authorize President Hott to sign the reimbursement documents and Commissioner Eglinger seconded the motion.

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 HCEMS Board had reviewed requests for waiver of the ambulance service fee and forwarded those to the Commission with recommendation for either approval of the request for waiver or denial of the waiver. The Commissioners reviewed the requests and Commissioner Parker moved to approve the recommendations for both approval and denial as

recommended by the Board. Commissioner Eglinger seconded the motion and the motion passed.

All scheduled business having been addressed, Commissioner Eglinger moved to adjourn the meeting. Commissioner Parker seconded the motion, the motion passed and President Hott declared the meeting adjourned at 10:15 am.

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