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A G E N D A

Tuesday, December 19, 2017
Hampshire County Commission

- 9:00 am Call to order, minutes, President's and Commissioner's reports
- 9:15 am EMS Ordinance discussion.
- 9:30 am Dorothy Kengla, report on AI collection efforts.
- 9:45 am Jerry Loudin, WV State Fire Assn., re: hosting state meeting.
- 10:00 am Mike Ketterman, Compliance Officer, re: Cell tower upgrades.
- 10:15 am Jail building HVAC* repair
- 10:30 am Building Commission, re: Judicial Bldg., finish of upstairs room.
- 10:45 am Salli Martin, WWSAO Auditor., re: exit interview – YE 2016 Audit

*HVAC = heat, ventilation, air conditioning

Old Business:

Maintenance –

Correspondence and requests

Resolutions

Board Appointments & resignations

Grant applications, contracts, resolutions and drawdowns

Budget revisions

Exonerations and consolidations

Invoices

Probate/Estate considerations

Calendar – first meeting of 2018.

Personnel

Budgetary/fund actions

Election matters

The Hampshire County Commission reserves the right to re-arrange items on the agenda as needed due to time constraints of the public or the Commission. Times listed are approximate times for discussion and action by the Commission.

Posted: December 14, 2017.

A G E N D A

Tuesday, November 14, 2017
Hampshire County Commission

- 9:00 am** Call to order, minutes, President's and Commissioner's reports
9:15 am Planning office, re: CRS* findings
9:30 am Eileen Johnson, HC Dev Auth., re: old hospital report
9:45 am discussion of parcels at cemetery
10:00 am Joe Milleson, Building Commission. Re: unfinished space in Judicial Center
10:15 am Jim Champ, progress report on animal control building

*CRS = Community Rating System

Old Business:

Maintenance –

Correspondence and requests

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Posted: November 8, 2017.

A G E N D A

Tuesday, October 24, 2017
Hampshire County Commission

- 9:00 am Call to order, minutes, President's and Commissioner's reports
9:15 am Public Hearing regarding amendment to HC-6-01, (Viscous Dog Ordinance).
9:30 am Eileen Johnson, HC Dev Auth., re: resolutions for LED* program.
9:45 am Hampshire County Convention and Visitor's Bureau report.
10:00 am open RFP* responses (bids) regarding Animal Control Facility.
10:15 am Gary Edwards, re: Freedom House Men's Halfway House.
10:30 am Thomas Butcher, Potomac Edison Community Relations Manager w/Potomac Edison.
10:45 am Mike Ketterman, Compliance Officer, re: Cell tower permit
11:00 am Erin Timbrook grant writer, re: grant award documents.

*RFP = Request for Proposal

Old Business:

Maintenance –

Correspondence and requests

Resolutions

Board Appointments & resignations

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Exonerations and consolidations

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Election matters

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Posted: October 19, 2017.

AGENDA

Tuesday, October 10, 2017
Hampshire County Commission

- 9:00 am Call to order, minutes, President's and Commissioner's reports
9:15 am 2nd Public Hearing: Revisions to the Hampshire County Hotel and Motel
Occupancy Tax.
9:30 am appoint Prosecuting Attorney
9:45 am Erin Timbrook, grant writer, re: 3 DHS** grants for approval, Broadband
resolution.
10:00 am letter in support of Region VIII

****Department of Homeland Security – disaster trailer for animal rescue, cameras for
Capon Bridge Elem., Emergency operations center grant.**

Old Business:

Maintenance –

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Posted: October 4, 2017.

A G E N D A

Tuesday, September 26, 2017
Hampshire County Commission

- 9:00 am Call to order, minutes, President's and Commissioner's reports
9:15 am Public Hearing: Revisions to the Hampshire County Hotel and Motel Occupancy Tax.
9:30 am Animal Control Officer David Gee, re: proposed revision to Viscous Dog Ordinance HC-6
9:45 am Jim Champ, Project Manager, re: RFB* on Animal Control Facility.
10:00 am Sheriff Alkire and Assessor Wagoner re: possible cooperative position.
10:15 am Mike Ketterman and Rachael Long. Personnel – introduction.
10:30 am Resolution regarding Road Bond Election

*RFB= request for bid

Old Business:
Maintenance –
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Posted: September 21, 2017.
Ammended: 9/21/17 @ 4:45pm

A G E N D A

Tuesday, September 12, 2017
Hampshire County Commission

- 9:00 am** Call to order, minutes, President's and Commissioner's reports
9:15 am Prosecutor Dan James
9:30 am Craig Curtis PHG* re: lease
9:45 am Duncan Hott, Town of Romney, re: Bus shelters.
10:00 am Jim Champ, re: Animal Control facility, discussion.
10:15 am Hotel/Motel Ordinance revision and occupancy tax increase.

*PHG = Potomac Highlands Guild

Old Business:

Maintenance –

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Posted: September 7, 2017.

AGENDA

Tuesday, August 22, 2017
Hampshire County Commission

- 9:00 am** Call to order, minutes, President's and Commissioner's reports
9:15 am Romney Mayor Beverly Keadle, World World War One statue repair.
9:30 am Craig Curtis PHG* re: lease
10:00 am Public Hearing and vote re: **Increase of the Excise Tax on the Privilege of Transferring Real Property, pursuant to 2017 Regular Session Senate Bill 433, being W. Va. Code 11-22-2**
10:15 am AT&T fiber optic cable replacement, 2nd phase. Rachael Long, Compliance Office.
10:30 am John Hicks, Planning Commission, re: personnel
10:45 am Selection of Project manager and agreement.
11:00 am Hotel/Motel Ordinance revision/update to comply with Code § 7-18-1 & 3.

***PHG = Potomac Highlands Guild**

Old Business:
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Posted: August 17, 2017.

A G E N D A

Tuesday, August 8, 2017
Hampshire County Commission

9:00 am Call to order, minutes, President's and Commissioner's reports
9:15 am interview for Project manager – Jim Champ
9:30 am RFP bid opening for Health Dept. HVAC
9:45 am Broadband Coalition grant paperwork.
10:00 am interview for Project manager – George O'Connell
10:15 am Poll worker nominations from Executive Committees for approval.

Old Business: Potomac Highlands Guild lease.
Maintenance –
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HVAC = heating, ventilation and air conditioning

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Posted: August 3, 2017.

A G E N D A

Tuesday, July 11, 2017
Hampshire County Commission

9:00 am Call to order, minutes, President's and Commissioner's reports
9:15 am Planning Commission President, John Hicks re: office operations
9:30 am Stephanie Shoemaker, Cindi Corbin, re: Substance abuse in HC
10:00 am Dennis Morris, Romney Parks and Recreation, re: pool steps
10:15 am Excise tax on the privilege of transferring real estate, Order
10:30 am Chad Thompson WV DEP grants regarding health of the Potomac River
10:45 am Vivian Parsons, WV County Commissioners Association, update.
11:00 am RFP* bid opening for HVAC** on Courthouse

Old Business: recycling, water system, set time for meeting w/Dr. Bess

Maintenance –

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***RFP = request for bid**

**** HVAC = heat, ventilation and air conditioning**

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Posted: July 6, 2017.

A G E N D A

Tuesday, June 27, 2017
Hampshire County Commission

9:00 am Call to order, minutes, President's and Commissioner's reports
9:15 am Assessor and staff, re: internet speeds and bandwidth.
9:30 am Craig Curtis PHG* re: lease
9:45 am Eileen Johnson, HCDA**, EPA*** assessment and Brownfields progress.
10:00 am Board appointments

Old Business: recycling, water system, animal shelter project manager job description.

Maintenance –

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*PHG = Potomac Highlands Guild

**HCDA = Hampshire County Development Authority

***EPA = Environmental Protection Agency

The Hampshire County Commission reserves the right to re-arrange items on the agenda as needed due to time constraints of the public or the Commission. Times listed are approximate times for discussion and action by the Commission.

Posted: June 22, 2017.

A G E N D A

Tuesday, June 13, 2017
Hampshire County Commission

9:00 am Call to order, minutes, President's and Commissioner's reports
9:15 am request to run RFP for Court room HVAC replacement.*
9:30 am Dorothy Kengla, re: Hampshire Recycling Cooperative**
9:45 am Clerk of the Works Project Manager
10:00 am Stephanie Shoemaker, re: HC Board of Health*

Old Business: recycling, water system, animal shelter project manager job description.

Maintenance –

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*request for proposal = RFP and HVAC = heating, ventilation, air conditioning.

**follow-up to presentation

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Posted: June 8, 2017.

A G E N D A

Tuesday, May 23, 2017
Hampshire County Commission

- 9:00 am Call to order, minutes, President's and Commissioner's reports
- 9:15 am Tax Book certification pages.
- 9:30 am Cecilia Nichols, re: Alzheimer's Association resolution
- 9:45 am Kathy M Santa Barbara, PLLC, re: Hotel/Motel Occupancy Tax
- 10:00 am ALS/BLS* Contract and discuss ALS 101 service fees
- 10:15 am Dorothy Kengla, re: Hampshire Recycling Cooperative
- 10:30 am Col Gee, re: Commercial Dog Breeding Operations

Old Business: recycling, water system, animal shelter project manager job description.

Maintenance –

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*ALS/BLS= Advanced Life Support/Basic Life Support

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Posted: May 4, 2017.

A G E N D A

Tuesday, May 9, 2017
Hampshire County Commission

9:00 am Call to order, minutes, President's and Commissioner's reports
9:15 am Darrell Shull, Eastern Panhandle Rep. for Secretary of State
9:30 am Larry See, HC P & R, re: lease agreement w/ Bd. of Education.
9:45 am Animal Shelter discussion.
10:00 am
10:15 am
10:30 am
10:45 am
11:00 am

Old Business: recycling, water system update
Maintenance –
Correspondence and requests
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Posted: May 4, 2017.

A G E N D A

Tuesday, April 18, 2017
Hampshire County Commission

- 9:00 am Call to order, minutes, President's and Commissioner's reports
- 9:15 am Public Hearing to approve Revenue Estimate for Fiscal Year 2017-18. (Lay the Levy).
- 9:30 am Parks and Recreation Board, re: lease of Old Capon Bridge Middle School
- 9:45 am Compliance officer position.
- 10:00 am Eileen Johnson, Development Authority, re: Brownfields Targeted Assistance Grant Program
- 10:15 am County surplus property – lot at Old Magistrate Bldg. & misc. vehicles.
- 10:30 am Hotel / Motel Tax compliance. Peterkin, Manorland Post
- 10:45 am Region VIII project prioritization list.
- 11:00 am Cell tower permit applications

**Old Business: recycling update, Romney pool funding request, water system update
Maintenance –
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Posted: April 13, 2017.

A G E N D A

Thursday, March 30, 2017
Hampshire County Commission
SPECIAL MEETING

9:00 am Call to order
 -Flood Plain Administrator
 -Building Code Contract
 -Building Code Official

Old Business: recycling, Romney pool funding request
Maintenance –
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The Hampshire County Commission reserves the right to re-arrange items on the agenda as needed due to time constraints of the public or the Commission. Times listed are approximate times for discussion and action by the Commission.

Posted: March 27, 2017.

A G E N D A

Tuesday, March 21, 2017
Hampshire County Commission

- 9:00 am Call to order, minutes, President's and Commissioner's reports
9:15 am Rev. Mou, Romney Ministerial Ass'n, re: Proclam. for Nat'l Day of Prayer
9:25 am appoint ALS RFP* Review Committee
9:30 am Dennis Morris, Romney Pool funding request
9:45 am Eileen Johnson, Development Authority Executive Director, Re: LED** grant
10:00 am Charles Hall & Convention & Visitor's Bureau, re: funding request
10:15 am Cary Ours, SBVDR*** grant approval
10:30 am Emily Warner, Potomac Conservancy, letter of support request for Whitehorse Mt. project.
10:45 am Fiscal Year 2017-2018 Hampshire County Revenue and Levy Estimate (Budget) consideration and approval.

*ALS RFP = Advance Life Support request for Proposal

**LED = Local Economic Development

***SBVDR= South Branch Valley Day Report

Old Business: recycling
Maintenance –
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Posted: March 16, 2017.

A G E N D A

Tuesday, March 21, 2017
Hampshire County Commission

- 9:00 am Call to order, minutes, President's and Commissioner's reports
9:15 am Rev. Mou, Romney Ministerial Ass'n, re: Proclam. for Nat'l Day of Prayer
9:25 am appoint ALS RFP* Review Committee
9:30 am Dennis Morris, Romney Pool funding request
9:45 am Eileen Johnson, Development Authority Executive Director, Re: LED** grant
10:00 am Charles Hall & Convention & Visitor's Bureau, re: funding request
10:15 am Cary Ours, SBVDR*** grant approval
10:30 am Emily Warner, Potomac Conservancy, letter of support request for Whitehorse Mt. project.
10:45 am Fiscal Year 2017-2018 Hampshire County Revenue and Levy Estimate (Budget) consideration and approval.

*ALS RFP = Advance Life Support request for Proposal

**LED = Local Economic Development

***SBVDR= South Branch Valley Day Report

Old Business: recycling
Maintenance –
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Posted: March 16, 2017.

A G E N D A

Tuesday, March 14, 2017
Hampshire County Commission

- 9:00 am Call to order, minutes, President's and Commissioner's reports
9:15 am appoint ALS RFP* Review Committee
9:30 am Dennis Morris, Romney Pool funding request.
9:45 am Eileen Johnson, Development Authority Executive Director, Re: LED**
grant
10:00 am Charlie Hall & Convention & Visitor's Bureau funding request.
10:15 am Cary Ours, SBVDR*** grant approval.

Old Business:

Maintenance –

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*ALS RFP = Advance Life Support request for Proposal

**LED = Local Economic Development

***SBVDR= South Branch Valley Day Report

Posted: March 9, 2017.

AGENDA

Tuesday, March 9, 2017
Hampshire County Commission

- 9:00 am Call to order
9:05 am Fiscal year 2017-2018 budget considerations and decisions:
Discussions with department heads:
9:15 am Health Department – Stephanie Shoemaker #800
9:30 am Assessor – Norma Wagoner, # 406, 407
9:45 am GIS – Aaron Cox # 433
10:00 am Prosecutor – Daniel James, # 406
10:15 am Sheriff and Treasurer – John Alkire, # 404, 700, 701, 730, 980
10:45 am Office of Emergency Management – Brian Malcolm, # 711
11:00 am County Clerk and Elections – Eric Strite # 402, 413
Other departments presented in writing to be reviewed.

Old Business:

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GIS = Geographic Information Systems

Posted: March 6, 2017.

A G E N D A

Tuesday, February 28, 2017
Hampshire County Commission

- 9:00 am Call to order, minutes, President's and Commissioner's reports
- 9:15 am Jay Carter, PVTA* report and request
- 9:30 am PHG**, Craig Curtis, report and update.
- 9:45 am Eileen Johnson, Development Authority Executive Director, Re: LED grant
- 10:00 am Bonnie Hoey, CEO, Imagine If Ranch, Inc., re: introduction & support request.
- 10:15 am Mary Long, Family Crisis Center, report and support request
- 10:30 am Aaron Hartman, Juanita Geosciences, water source report
- 10:45 am Len and Peg McMaster, Capon Bridge Founder's Day Festival report and request

Old Business: Secondary Water Source report.
Maintenance – mower repair
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***PVTA = Potomac Valley Transit Authority**

****PHG = Potomac Highlands Guild**

Posted: February 23, 2017.

A G E N D A

Tuesday, February 14, 2017
Hampshire County Commission

- 9:00 am Call to order, minutes, President's and Commissioner's reports
9:15 am Specify service charge limits for fire calls, from last meeting.
9:30 am Robin Mills, Chair, Hampshire County Recycling Cooperative, re: future direction of recycling.
9:45 am Aaron Cox, Hampshire Co. Broadband Coalition, re: Request for bid
10:00 am ALS/BLS* Request for Bid.
10:15 am REAP** grant drawdown.

Old Business: Secondary Water Source report. Potomac Center lease revision.
Maintenance –
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* ALS/BLS = advanced life support / basic life support

** REAP = Rehabilitation Environmental Action Plan

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Posted: February 9, 2017.

A G E N D A

Tuesday, January 24, 2017
Hampshire County Commission

- 9:00 am Call to order, minutes, President's and Commissioner's reports
9:15 am Charlie Baker, Compliance Officer, building permits.
Historic Landmarks Preservation Commission fund.
9:30 am Hampshire County Broad Band Initiative Council, establishment and
appointment.
9:45 am Hampshire County Fire Association, Jerry Loudin, re: soft billing.
10:00 am Kevin Manovich, Nextgen, re: possible tower colocation.
10:15 am Parks and Recreation Board, representatives, re: updates and potential lease
of old Capon Bridge School.

Old Business: Secondary Water Source report. Potomac Center lease revision.
Maintenance –
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Posted: January 19, 2017. Amended 1/20/17.

AGENDA

Tuesday, January 10, 2017
Hampshire County Commission

- 9:00 am Call to order, minutes, President's and Commissioner's reports
- 9:15 am Revision to Financial Statement reflecting retirement obligations.
- 9:30 am Salli Martin, WVSAO*, exit interview re: 2015 FY Audit
- 9:45 am Convention and Visitor's Bureau report, Jean Shoemaker
- 10:00 am Craig Curtis PHG, introduction of Substance Abuse Specialist.
- 10:15 am Kevin Manovich, Nexgen, re: Hospital utilization, public private partnership, tower access.

Old Business: Secondary water source report, revised lease agreement with Potomac Center.

Maintenance –

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* = West Virginia State Auditor's Office

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Posted: January 5, 2017. Revised 1/5/17.