

A scheduled meeting of the Hampshire County Commission was held on Tuesday, January 14, 2020 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott, Commissioner David R. Parker and Commissioner Brian W. Eglinger were present. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend Steven Wilson of the Romney Christian Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on January 2, 2020 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.

Commissioner Parker nominated Brian Eglinger to serve as President Pro-tem for the year of 2020 and President Hott seconded the motion. Commissioner Eglinger agreed to serve and 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 Parker moved to authorize the President to sign the m. o. u. and Commissioner Eglinger seconded the motion. The motion passed.

The Clerk presented a letter from Atlantic Broadband (ABB) regarding a change in the channel offering which required no action.

Sheriff Alkire sent notice, by way of letter, that several Sheriff Deputies have recently completed, or will very soon complete, service milestones as Hampshire County Deputies and are due a corresponding salary increase under the Civil Service salary scale. Deputy Zachary Godlove has completed two (2) years of service. Deputy 1st Class Jacob Crites will complete his 5th year of service January 25, 2020. Corporal Phoebe Lahman will complete six (6) years of service on March 24, 2020. Corporal Joshua M. Kesner completed nine (9) years of service in December of 2019. Commissioner Eglinger moved to approve the recommended salary adjustments under the Civil Service parameters and Commissioner Parker seconded the motion. The motion passed.

Mr. Steve Moreland, Chairman of the Hampshire County Library Board, came to request approval of new a levy order for the Library Levy. The current levy will expire June 30, 2020. In attendance with Mr. Moreland were members of the library boards of Romney and Capon Bridge, Tom Williams, Shirley Davy, Virginia Lovett and Barbara Sirbaugh. Library Directors Megan Shanholtz of the Romney Library and Nancy Mead, of the Capon Bridge Library, were also in attendance. The Commissioners reviewed the levy order document as presented. Commissioner Parker moved to approve the placement of the levy order on the ballot for the Primary Election, May 12, 2020, with the condition that the West Virginia State Auditor's Office review and agree that it is correct. Commissioner Eglinger seconded the motion and the motion passed.

Clerk Strite presented a recommended order from Fiduciary Commissioner Jonathan Brill in regard to the Sarah Jane Scannell estate. Commissioner Eglinger moved the recommended order be approved and Commissioner Parker seconded the motion. The motion passed.

Clerk Strite opened a discussion regarding the recycling grant which was obtained from REAP, (Rehabilitation Environmental Action Plan), a division of the West Virginia Department of Environmental Protection. The proceeds of the grant have not been utilized as expected as expansion of the equipment and hours at the recycling site have not occurred. Clerk Strite asked the Commission for approval to rescind the grant and return the funds which have been received to date. The Commission will be eligible to apply for the next grant cycle late spring of 2020. The Commissioners agreed they would prefer not to return grant funds, but they also agreed this has been a difficult period to expand recycling. The Chair recognized Dorothy Kengla of the Hampshire County Recycling Cooperative who stated the concerns of their organization. The Cooperative would like to have the County expand to include glass and plastics and are opposed to returning the grant funds. Commissioner Parker moved to approve the rescission of the 2018 REAP grant and the return of the funds. Commissioner Eglinger seconded the motion and the motion passed.

Attorney Larry Sherman, who qualified as ancillary administrator for the William B. McHenry estate, sent a request in the form of a motion and a proposed order that the Commission declare the tripled sealed will to be null and void. The Recorder of Wills in Caroline County, Maryland had stated on their documentation that the will was “unprobated” and had also sent a letter stating that the will was deemed to be invalid. The Clerk agreed that the will was not constructed properly and has only been recorded in this county as certified by Caroline County, MD. The effect of this proposed order is to allow the ancillary estate to proceed under the laws of intestacy. Commissioner Eglinger moved to approve the request by Mr. Sherman and approve the order regarding the William B. McHenry estate. Commissioner Parker seconded the motion and the motion passed.

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

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

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

A scheduled meeting of the Hampshire County Commission was held on Tuesday, January 28, 2020 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott, Commissioner David R. Parker and Commissioner Brian W. Eglinger were present. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend James Mou of the Romney Christian Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on January 14, 2020 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.

President Hott informed the Commission that he had placed the matter of discussion of the Medical Officer contract on the agenda, as it is due for renewal and may need to be updated. Commissioner Eglinger moved that the Commission direct a letter to the current Medical Director, Dr. Bess, requesting a meeting to review and revise the contract. Commissioner Parker seconded the motion and the motion passed. The Commission requested that the letter be sent by certified mail.

The Clerk reviewed some upcoming dates involving the Commission in the month of February.

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

An order for a library levy to be placed on the Primary Election ballot was presented at the last meeting by the Hampshire County Library Board. The proposed order was approved by the Commission with the condition that it be reviewed and approved by the State Auditor's Office, Local Government Division. Mr. Ora Ash, Director of the Local Government office, advised the Clerk that the order appeared correct in wording and form, but his calculations resulted in different figures than what was presented. The Library Board expected to generate about \$215,000 while dropping the levy rate to .55 cents per \$100 of assessed value from the current rate of .60 cents per \$100 of assessed value. Mr. Ash included the Excess Levy pages for both rates based on last year's assessment values and the current rate will yield about \$218,000 while the lower, proposed rate will only yield about \$200,000. Commissioner Parker moved that the Commission correct the levy order to continue the current rate of .60 cents per \$100 of assessed value, since this is closest to the revenue level that was expected. 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. The Clerk also presented an Appointment List which includes those estates opened for probate from December 17, 2019 through January 28, 2020. 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.

Charlie Corbin came to discuss the particulars of an agreement between him and the Commission for him to retire and work part-time and to rent the mobile home in Hampshire Park. Mr. Corbin and the Commission agreed to terms and Commissioner Eglinger moved to approve the agreement. Commissioner Parker seconded the motion and the motion passed. President Hott and Mr. Corbin signed the agreement.

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 9:54 am.

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

A scheduled meeting of the Hampshire County Commission was held on Tuesday, February 25, 2020 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 February 11, 2020 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.

President Hott stated that a significant number of citizens have contacted him expressing interest in a movement among counties to pass a resolution in support of the 2nd Amendment to the US Constitution. The other Commissioners have been made aware of the interest in this action and the Commission asked to have this topic placed on the agenda for the next meeting.

Hampshire County Schools Superintendent Jeff Pancione and Finance Director Denise Hott had asked to have the consideration of placing the Bond Order on the Primary Election ballot moved up on the agenda. The Commission was agreeable to this move and Superintendent Pancione explained the specifics of the bond proposal and the need for new schools in Hampshire County. The Hampshire County Board of Education approved the Bond Order on the 17th of February and asked the Commission to place the matter before the voters of Hampshire County. Commissioner Eglinger moved to approve the placement of the Bond Order as presented by the Hampshire County Board of Education on the ballot for the Primary Election to be held on May 12, 2020. Commissioner Parker seconded the motion and the motion passed.

Medical Director of Hampshire County emergency services, Dr. Charles Bess had sent a letter indicating that he would be willing to step out of that role, however 911 Director Nathan Sions had a more recent conversation with Dr. Bess revealing a possible miscommunication. The Commission asked that an appointment be set up for a conversation with Dr. Bess.

Compliance Officer Michael Ketterman returned to discuss additional information he had received in regard to the annual subscription for Civil War Trails signs that had been discussed in the last meeting. Mr. Ketterman found that the ownership of the signs may rest with the party that installed the signs and that they may have the right to remove the signs should the County stop paying the annual fee. The fee is not due again until July 1. The Commission agreed that the signs are an asset to the County and asked the Historic Landmarks Commission to further research and review the situation and come back with a recommendation.

Cary Ours rescheduled her appointment for the next Commission meeting.

Assessor Norma Wagoner's office had 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.

Sheriff John P. Alkire sent a letter stating that Sargent Stuart Davis has completed his 12th year as a Hampshire County Deputy Sheriff and is due a salary increase under the current deputy sheriff pay scale. Commissioner Eglinger moved to approve the Sheriff's recommendation for Sgt. Davis' pay raise and Commissioner Parker seconded the motion. The motion passed.

E911 Director Nathan J. Sions sent a letter stating that Mallory Corbin has resigned her position as a full-time dispatcher but will remain as a part-time dispatcher. Commissioner Eglinger moved to accept the resignation letter and Commissioner Parker seconded the motion. The motion passed.

E911 Director Sions sent a letter requesting the final approval for Joshua Burkett's full-time employment as a Hampshire County E911 dispatcher. Mr. Burkett is already a certified dispatcher. Commissioner Eglinger moved to approve the hiring and Commissioner Parker seconded the motion which then passed.

Chief Deputy Sions presented a list of items from several departments, to be declared surplus property, including a 2010 Ford Explorer from the Sheriff's office fleet which the Town

of Romney has asked to buy for the amount of \$1.00. The sale price of \$1.00 allows the County to be in compliance with WV Code §7-3-3 when transferring surplus property to another government entity. Commissioner Eglinger moved to approve the surplus list to be advertised and auctioned at a date to be determined and to transfer the vehicle as requested to the Town of Romney. 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. The Clerk also presented an Appointment List which includes those estates opened for probate from January 28, 2020 through February 24, 2020. 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 Commission agreed to set March 17, 2020 as the date for the budget work session, commencing at 9:00 am.

Ms. Peg McMaster presented a report on the Founders Day Festival from 2019 and discussed plans for the 2020 event. Ms. McMaster also presented the request for funding from the Commission for the 2020 festival. The request remains unchanged at \$2500 plus insurance.

The 2020 Board of Equalization and Review minutes were presented and Commissioner Parker moved to approve the minutes as presented. Commissioner Eglinger seconded the motion and the motion passed.

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

The Avalon Resort had submitted a request for a refund of \$92.52 of their December Hotel/Motel Tax due to a loss by fire of the lodge. Commissioner Eglinger moved to approve the refund request and Commissioner Parker seconded the motion. The motion passed.

All scheduled business having been addressed, Commissioner Parker moved to adjourn the meeting. Commissioner Eglinger seconded the motion, the motion passed and President Hott declared the meeting adjourned at 9:54 am.

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

A scheduled meeting of the Hampshire County Commission was held on Tuesday, March 10, 2020 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott, Commissioner David R. Parker and Commissioner Brian W. Eglinger were present. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend James Tyree of the Romney Christian Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on February 25, 2020 were presented. Commissioner David Parker moved to approve the minutes as presented. Commissioner Eglinger seconded the motion and the motion passed.

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

Assessor Norma Wagoner's office had 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.

Prosecutor Plumer sent a letter stating that Assistant Prosecutor Andrew Bobowski has resigned his position in her office effective March 6, 2020 upon receiving active duty orders from the United States Army. Commissioner Eglinger moved to accept the resignation letter and Commissioner Parker seconded the motion. The motion passed.

Ms. Christina Vogt read and then asked the Commission to consider a proclamation designating March as West Virginia Women's History Month because on March 10, 1920, West Virginia became the 34th state to ratify the 19th Amendment. Tennessee became the 36th state to ratify the Amendment making it the law of the land and thereby guaranteeing millions of American women the right to vote. Commissioner Parker moved to approve the proclamation and Commissioner Eglinger seconded the motion. The motion passed and was signed by all the Commissioners.

Shannon Beck presented a funding request from The Family Crisis Center on behalf of Sonya Fazzalore, Director. The Center is located in Keyser and they serve clients from the five counties of the Potomac Highlands. The Commission thanked Ms. Beck for her presentation and said they will need to see if there is any opportunity to support this worthy agency when the County budget is determined.

Ms. Cary Ours, Director of the South Branch Valley Day Report Center gave an update on the annual grant that provides most of the funds to operate her agency. The application was sent to her late and while it will be unchanged from recent years, it is incomplete at this time but will need to be turned in before the next meeting of the Commission. Ms. Ours asked that the Commission provide the President with the authorization to sign the grant documents upon completion so that it may be submitted on time. Commissioner Parker moved to authorize President Hott to sign the completed documents for submission and Commissioner Eglinger seconded the motion. The motion passed.

The Treasurer's office recommended the exemption of three ambulance fee billings that had been made in error on non-habitable structures. The three included Dan's House LLC, the Pugh Family Trust, and Linda Wiecech with Cliffard and Janet Shephard. Evidence was presented that none of the structures in question on these properties were used for habitation and Commissioner Eglinger moved to approve the exemptions and Commissioner Parker seconded the motion. The motion to exempt the properties was approved.

Circuit Clerk Sonja Embrey explained to the Commission that she will be requesting an additional \$20,000 in her budget for next fiscal year to allow her to hire a secretary for her office who would provide support for herself and the three Deputy Clerks in her office. Clerk Embrey stated that she has sufficient funds in the current year budget but would like confirmation that the additional funding will be in next year's budget in order to go ahead fill the position. The Commission agreed by consensus that they would be willing to approve the request in the new budget.

Ms. Embrey asked the Commission for approval to have hand sanitizer stations installed on the walls outside the Courtrooms in the Judicial Center. The Commissioners asked that she coordinate with Maintenance Supervisor McBride and agreed to the installation.

Region 8 Planning and Development Council sent a request asking that the Hampshire County 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.

President Hott had asked Stephanie Shoemaker, Director of the Hampshire County Health Department to discuss the current situation in regard to the progress of the Corona virus (CoVid-19) and the related preparations. Ms. Shoemaker reported that the local health department is coordinating with the State Bureau of Health and has tested lines of communication. Pandemic plans are in place and she guided the public to consult the Centers for Disease Control (CDC) website for the best preparedness guidelines.

Commissioner Eglinger reported that the Hampshire County Emergency Services Agency (HCESA) is requesting approval to hire a person for an administrative position to assist with billing and collection and other secretarial duties. Commissioner Parker moved to allow HCESA to advertise for an administrative/secretarial position. Commissioner Eglinger seconded the motion and the motion passed.

President Hott read a proposed resolution stating the Hampshire County Commission is fully in support of the Second Amendment to the United States Constitution and to the provisions of the West Virginia Constitution and the West Virginia Code which protect Hampshire County Citizens' inalienable and individual right to keep and bear arms. Commissioner Eglinger moved to approve and adopt the resolution and Commissioner Parker seconded the motion. The resolution was approved.

Mr. Robert Stinnette presented letters of support with over 180 signatures of mostly Springfield area residents in regard to the large trucks which have been using the Springfield Grade Road and causing traffic accidents and property destruction. Mr. Stinnett had discussed this matter with the Commission in the last meeting and was asked to provide an expression of support from the community. Mr. Stinnette asked the Commission to send a letter to the West Virginia Department of Highways and to the local agency. President Hott added that it might be helpful to include local legislators in this letter. Commissioner Eglinger moved that the Commission craft a letter to these parties regarding the Springfield Grade Road. Commissioner Parker seconded the motion and the motion passed.

At 10:20 am, Commissioner Parker moved the Commission take a ten-minute recess and Commissioner Eglinger seconded the motion. The motion passed.

The President called the Commission back into session at 10:30 am.

Doug Pixler, General Manager of the Potomac Valley Public Transit Authority (PVTA), and Suzanne Park, Director of Communications, presented a report on the ridership, programs and progress of the PVTA. Mr. Pixler also presented a funding request of \$5,000 for fiscal year 2020-2021, which is unchanged from previous years.

Maintenance Supervisor Kenny McBride presented a proposal from Hampshire Metal Inc., (HMI) for a new snow plow to be mounted on the dump truck. HMI has lowered their price from last fall to avoid inventory expense until next season. The price of \$5,404.00 is well below the bid requirement and Commissioner Parker moved to approve the purchase. 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.

At 10:58 am Commissioner Eglinger moved to recess until Dr. Bess' arrival for his 12:00 noon appointment. Commissioner Parker seconded the motion and the meeting was recessed.

The meeting was called back to order at noon, when Dr. Bess arrived, and Commissioner Eglinger moved to go into executive session as authorized by WV Code § 6-9A-4 for the purpose of personnel or contractual matters. Commissioner Parker seconded the motion which passed.

At 12:20, President Hott stated the meeting was back in session and that no decisions had been made or actions taken.

Commissioner Eglinger moved to authorize the President to sign a new Medical Director Agreement after the updates and corrections are completed. 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 12:22 pm.

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

A scheduled meeting of the Hampshire County Commission was held on Tuesday, March 24, 2020 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott, Commissioner David R. Parker and Commissioner Brian W. Eglinger were present. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend James Mou of the Romney Christian Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on March 10, 2020 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 letter from Jeanne Barb announcing her intention to retire from her position with the Clerk's office, effective March 13, 2020. Commissioner Parker moved to accept the letter of resignation from Ms. Barb and Commissioner Eglinger seconded the motion. The motion passed.

The Clerk presented the agreement between the Department of Arts, Culture and History on behalf of the Records Management and Preservation Board and the Hampshire County Commission, pertaining to the grant award of \$7,273 for the purpose of scanning records in the Clerk's office during the period of July 1, 2020 through June 30, 2021. Commissioner Parker moved to authorize President Hott to sign the agreement. 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. The Clerk also presented an Appointment List which includes those estates opened for probate from February 24, 2020 through March 23, 2020. 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.

Commissioner Parker asked the Commission to consider certifying accumulated sick time which was earned while working for the West Virginia Schools for the Deaf and Blind. The State School is part of the West Virginia retirement system, but the Clerk's staff has received conflicting information as to whether this can be done. The Commission agreed to wait for more information on how to proceed.

Erin Timbrook presented the request for reimbursement for the Emergency Management Preparedness Grant (EMPG), in the amount of \$48,168 for the year of 2018. Commissioner Parker moved to authorize the President to sign the request for reimbursement and Commissioner Eglinger seconded the motion. The motion passed.

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

At 9:30 am, Commissioner Eglinger moved that the meeting stand in recess until 9:45. Commissioner Parker seconded the motion and the motion passed.

President Hott called the meeting back to order at 9:45 am and the topic of discussion was regarding the Corona virus pandemic and prudent measures that may be implemented in the interest of public health and safety, and the safety of County employees while continuing to provide the essential government services. Present for the discussion were Judge H. Charles Carl, Hampshire County Health Department Director Stephanie Shoemaker, Assessor Norma Wagoner, Sheriff John Alkire, Chief Deputy and 911 Director Nathan Sions, Circuit Clerk Sonja Embrey, Compliance Officer Mike Ketterman, Parks and Recreation Director Larry See, Maintenance Director Kenny McBride and Clerk Eric Strite. The President asked each department head to comment regarding the concerns and needs of each office in light of the guidance and orders being issued by National and State leadership. The discussion continued until about 11:00 am with all parties in agreement that County offices would remain open and in operation, but every effort would be made to minimize face to face interactions. County employees would be allowed to work from home, with the approval of the department head,

and sick and vacation time could be applied as needed. A press release was prepared and read and the Commission authorized its release.

Deputy Clerk Lillian Largent presented a balanced budget, (levy estimate), based on earlier direction from the Commission. Commissioner Parker moved to approve the 2020-2021 Levy Estimate, as presented by Deputy Clerk Largent, and Commissioner Eglinger seconded the motion. The proposed budget was approved by a unanimous voice vote. The 2020-2021 Levy Estimate will be submitted for review by the West Virginia State Auditor's Office - Local Governments Division, published as a Class II legal advertisement in the local newspaper and the Commission will hold an official hearing in order to lay the levy after the certification of the Primary Election. The Library Levy and the School Bond initiatives, to be decided in the Primary Election, are both important components in the future tax levy(s) of 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 11:12 am.

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

A scheduled meeting of the Hampshire County Commission was held on Tuesday, April 14, 2020 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott, Commissioner David R. Parker and Commissioner Brian W. Eglinger were present. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend James Mou of the Romney Christian Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on March 24, 2020 were presented. Commissioner Brian Eglinger moved to approve the minutes as presented. Commissioner David Parker seconded the motion and the motion passed.

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

The Treasurer's office recommended the exemption of four ambulance fee billings that had been made in error. These included properties owned by B.C. (III) and Wendy Baker, Rick Robinson, Patrick Largent and multiple members of the Fields family. Evidence was presented to document that these billings were indeed erroneous and Commissioner Eglinger moved to approve the exemptions with Commissioner Parker providing a second for the motion. The motion to exempt the properties was approved.

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

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

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

Mr. Ketterman presented an agreement between the Town of Capon Bridge and the Commission, allowing Mike to act as Flood Plain Coordinator for the Town of Capon Bridge. Commissioner Eglinger moved to approve the agreement and authorize the President to sign the document and Commissioner Parker seconded the motion. The motion passed.

Brian Malcolm, Director of Hampshire County Homeland Security and Emergency Management, requested the Commission to extend the Emergency Order Proclamation, passed on March 24, 2020, regarding the CoVid-19 Pandemic for another 30 days until May 24, 2020. Commissioner Parker moved to approve the extension and Commissioner Eglinger seconded the motion, which was then passed.

Judge Carl asked to reschedule his appointment for a later date.

Stephanie Shoemaker, Director of the Hampshire County Health Department and Dr. Thomas Daugherty, Hampshire County Medical Director, presented an update on the efforts to combat the novel Corona virus and presented a new Order, designed to impose tighter restrictions on the density of people allowed in stores and businesses. Dr. Daugherty stated that these measures are intended to encourage the citizens to remain focused on combating the spread of the virus at a critical point in the process. Commissioner Eglinger moved to approve the Order in conjunction with the Hampshire County Health Department. Commissioner Parker seconded the motion and the motion passed.

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

All scheduled business having been addressed, Commissioner Parker moved to adjourn the meeting. Commissioner Eglinger seconded the motion, the motion passed and President Hott declared the meeting adjourned at 10:05 am.

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

A scheduled meeting of the Hampshire County Commission was held on Tuesday, April 28, 2020 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott, Commissioner David R. Parker and Commissioner Brian W. Eglinger were present. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend James Mou of the Romney Christian Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on April 14, 2020 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's office had 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.

President Hott read a letter from J. Lee Thorn, District 5 Engineer of the West Virginia Department of Highways, in response to a letter sent to him regarding the safety concerns caused by large trucks on the Springfield Grade Road.

Alex Harclerode was introduced as the new Assistant Prosecutor.

Reverend Jim Mou 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 7, 2020. Rev. Mou stated that the use of the Courthouse porch and front steps would not be requested this year because of the Corona virus concerns. President Hott read the Proclamation and Commissioner Eglinger moved to approve the Proclamation for the Day of Prayer. Commissioner Parker seconded the motion and the motion passed on a unanimous voice vote.

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 Governor had moved the date for the Primary Election from May 12, 2020 to June 9, 2020. The change in date impacted the Commission meeting calendar which was set in January. Commissioner Eglinger moved to revise the regular meeting dates on the Commission calendar so that May 12 and 26, (2nd and 4th Tuesdays), will be regular meeting dates for the Commission and that the Commission will not meet on June 9, (WV Primary Election Day). The regular calendar will resume on June 23, the 4th Tuesday. Special meetings may be called as needed. Commissioner Parker seconded the motion, which passed.

Brian Malcolm, Director of Hampshire County Emergency Services Agency (HCESA), presented a Memorandum of Understanding (MOU) between HCESA and the Capon Bridge Rescue Squad, to purchase two ambulances and to sublease the squad building from the Capon Bridge Rescue Squad. The HCESA Board has recommended the approval of the MOU including the purchase of the ambulance units, (with power cots), and to sublease the building. Commissioner Eglinger moved to approve the MOU as recommended by the HCESA Board and Commissioner Parker seconded the motion. The motion passed.

President Hott explained that \$100,000 had been sent from the State as support for Counties, due to the pandemic. Guidance is unclear and no action has been taken at this time.

Health Department Director Stephanie Shoemaker reported on the current status of Corona virus pandemic and its effect locally.

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 10:13 am.

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

A scheduled meeting of the Hampshire County Commission was held on Tuesday, May 12, 2020 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott, Commissioner David R. Parker and Commissioner Brian W. Eglinger were present. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend James Mou of the Romney Christian Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on April 28, 2020 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.

County Clerk Eric Strite introduced Trisa Hott as the most recent addition to the Clerk's staff. Ms. Hott had been working in the Treasurer's office.

An Order was presented in regard to the \$100,000 Covid-19 emergency grant from the Governor's Office. The Order was discussed but no action was taken.

The Region 8 Broadband Grant reimbursement documents were presented and Commissioner Parker moved to authorize President Hott to sign the reimbursement forms and Commissioner Eglinger seconded the motion. The motion passed.

Sheriff Alkire sent letters recommending pay increases for deputies who have achieved Sheriff Deputy Civil Service advancement milestones. Lt. Jamie Carter completed his 16th year, Cpl. Dave Feather also completed 16 years and Deputy First Class Steven Haines completed 9 years of service in the Hampshire County Sheriff's Department. Commissioner Eglinger moved to approve the Sheriff's recommendations for pay increases and Commissioner Parker seconded the motion. The motion passed.

Jeff Slack, Director of the Region 8 Solid Waste Authority (SWA) sent a letter stating that the term of Hampshire County SWA Board member Patrick Brady will expire on June 30, 2020 and that the Hampshire County Commission will need to consider reappointment of Mr. Brady or another representative from Hampshire County. Commissioner Parker stated that Mr. Brady is an active participant of the SWA Board and represents Hampshire County well. Commissioner Parker went on to move that Patrick Brady be reappointed to a new term to commence on July 1, 2020 on the Region 8 SWA Board. Commissioner Eglinger seconded the motion and the motion passed.

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

The Treasurer's office recommended the exemption of a single ambulance fee billing that had been made in error. This property had not been habitable since the former owner passed away in 2002. Commissioner Eglinger moved to approve the exemption with Commissioner Parker providing a second for the motion. The motion to exempt the property was approved.

Brian Malcolm, Director of Hampshire County Homeland Security and Emergency Management presented a grant to refit the rebreather system on the Hazmat truck. This grant will require no match and is from the West Virginia Homeland Security Grant Program. Commissioner Parker moved to allow the President to sign the full reimbursement grant documents and Commissioner Eglinger seconded the motion. The motion passed.

The Clerk presented the nomination lists of poll workers for the 2020 Primary Election to be held on June 9, 2020 as presented by the Republican and Democrat Executive Committees of Hampshire County. It was noted that it has been hard to find the normal number of workers due to concerns regarding the Covid-19 pandemic. Commissioner Eglinger moved to approve the nominations and to authorize the Clerk to adjust and complete the lists as needed. Commissioner Parker seconded the motion and the motion passed.

Stephanie Shoemaker, Director of the Hampshire County Health Department, Judges Carl and Williams and the other department heads discussed the procedures to be used to reopen Court and other government operations. The Supreme Court had sent guidance for the judicial operations and the other departments, in other buildings, will approach reopening with modifications as best suits the office and the facility.

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 10:25 am.

Respectfully submitted,
Eric W. Strite, Hampshire County Clerk

A scheduled meeting of the Hampshire County Commission was held on Tuesday, May 26, 2020 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott, Commissioner David R. Parker and Commissioner Brian W. Eglinger were present. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend James Mou of the Romney Christian Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on May 12, 2020 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.

An Order was presented in regard to the \$100,000 Covid-19 emergency grant from the Governor's Office at the last meeting. The Commission did not act on the Order at that time, but asked for an adjustment to the language. The Order was corrected and represented. Commissioner Eglinger moved to approve the Order to establish a fund for the Covid Grant. Commissioner Parker seconded the motion and the motion passed.

Dorothy Kengla had asked to speak on behalf of the Recycling Cooperative, in order to reestablish a presence for the Cooperative to collect cans during operating hours of the County's Recycling Center. County Staff, who man the cardboard and paper collection efforts, had notified members of the Commission that traffic flows in and out of the facility are much smoother and efficient without the Coop members being present. Commissioner Eglinger moved to continue working with the volunteers to recycle aluminum and steel cans and that the Cooperative to come pick up and sort cans that are left by the public at the end of each shift, and that Staff will direct those who are interested to leave cans in a specific place. Commissioner Parker seconded the motion and the motion passed.

Animal Control was placed on the agenda for discussion and Chief Deputy Sions and Animal Control Director David Gee came to announce that Col. Gee has decided to retire effective May 31, 2020. Chief Sions stated that the Colonel has served in the leadership position of the Animal Control Program for 22 years and has shown consistent dedication to the welfare of the animals of Hampshire County and has led the program to become one of the finest in the State. Chief Sions stated that it has been an honor and privilege to serve with Colonel Gee as a colleague and friend. The transition from Colonel Gee's leadership to the future was discussed with the idea being that the Sheriff's Department will manage current Field Officer Terry Eversole and the Shelter and adoption programs will be run by Patty Weakley who is currently in that role. All three Commissioners individually thanked Colonel Gee for his 22 years of service to the County and the generous use of his property as the former site of the shelter for many years.

Terry Puffinburger, Operations Director of Hampshire County Emergency Medical Service (HCEMS), presented a report on operations and asked for clarification in regard to the reimbursement of expenditures made by the Commission from the General Fund during the inception of the HCEMS. The new account which was set up specifically for insurance payments for services has been receiving those funds since February, but some of the fees received prior to that time are still in the General Fund. (The insurance fee account is not under the same constraints as the annual fee account paid by the County landowners.) The difference is \$74,075.85. Commissioner Parker moved that the earnings be transferred to the ambulance service before fiscal yearend. Commissioner Eglinger added for clarification that no reimbursement from the ambulance service needs to be made the General Fund. Commissioner Parker agreed and Commissioner Eglinger seconded the motion. The motion passed.

Health Department Director Stephanie Shoemaker reported on developments in the situation the County regarding the Corona virus. As the restrictions are being gradually relaxed, the Health Department continues to monitor the statistics.

Sheriff Alkire and Assessor Wagoner reported on their plans to reopen their building to public access.

Clerk Strite reported on how the Early Voting will be handled starting May 27, 2020 for the Primary Election to be held June 9.

Aaron Cox presented a budget revision to realign items in the GIS budget. Commissioner Eglinger moved to approve the unofficial budget revision and Commissioner Parker seconded the motion. The motion passed.

Mr. Cox continued with a report on progress with the Capon Bridge broadband project, which is proceeding well.

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.

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

The expense invoices of the County were presented for review by the Commissioners. Commissioner 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 10:49 am.

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

A scheduled meeting of the Hampshire County Commission was held on Tuesday, June 23, 2020 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott, Commissioner David R. Parker and Commissioner Brian W. Eglinger were present. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend James Mou of the Romney Christian Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on May 26, 2020 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 Sheriff and Treasurer of Hampshire County requested approval of the Hampshire County Delinquent List for Tax Year 2019 as of May 1, 2020. Commissioner David Parker moved to approve the May Delinquent Tax List and Commissioner Eglinger seconded the motion. The motion passed.

Hampshire citizen Scott Gold had asked to be on the agenda to speak regarding can recycling. Mr. Gold read a short statement in support of recycling and Dorothy Kengla also made a few comments. The Commission agreed to continue working to make recycling better.

Steve Moreland spoke on behalf of several members of the Hampshire County Library Trustees and the Capon Bridge Library Board, who came to discuss the failed Library Levy. The libraries need the funding provided by the levy in order to obtain match funding from the State Library Board. Mr. Moreland asked if the Commission would consider approving a levy order to run on the ballot in the General Election this fall. He also stated that some supplemental funding may be needed as the Boards assess the fall out of the loss in funding. Commissioner Parker moved to approve running the library levy again in the fall. Commissioner Eglinger seconded the motion and the motion passed. A new levy order will need to be presented soon.

President Hott asked Health Department Director Stephanie Shoemaker to address the assembled audience with an update on the Corona virus situation. Ms. Shoemaker stated that the situation has been stable and no significant events have occurred lately.

The Clerk presented documents certifying the results of the local, Hampshire County election matters of the Library Levy and the School Bond. The Hampshire County Commission sat as Board of Canvas on Monday June 15, 2020 after the June 9 Primary Election and declared the results of that election to be complete and fair. The statutory waiting period has expired on these local matters and Commissioner Brian Eglinger moved to approve the Certification of results for both the Library Levy and the School Bond Elections. Commissioner David Parker seconded the motion and the motion passed.

The Hampshire County Levy Estimate, (budget), for the fiscal year 2020-2021 was approved in March, but the Auditor's Office required that the Commission act on the budget after the outcome of the Library Levy election. Commissioner Eglinger moved to approve the Levy Estimate for 2020-2021 without the Library Levy included. Commissioner Parker seconded the motion and the motion passed.

E911 Director Nathan J. Sions sent a letter stating that Edward Heavner has resigned his position as a full-time dispatcher and a second letter requesting the final approval for Mallory Corbin's full-time employment as a Hampshire County E911 dispatcher. Commissioner Parker moved to accept the resignation letter and approve the recommendation to hire Ms. Corbin. Commissioner Eglinger seconded the motion. The motion passed.

Assessor Norma Wagoner's office had prepared a tax exoneration for consideration by the Commission. Commissioner Eglinger moved to approve the requested exoneration as recommended and Commissioner Parker seconded the motion. 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 several years. The current rate is \$992/ month. Commissioner Parker moved to authorize the President to sign the contract with GST and Commissioner Eglinger seconded the motion. The motion passed.

Clerk Strite presented those estates that had applied for final settlement by Report of Receipts and Disbursements or Affidavit & Waiver of Final Settlement. Commissioner Eglinger

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

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

Commissioner Eglinger moved to reappoint Tim Bennett to the Hampshire County Board of Appeals for a new term to begin July 1, 2020 and run to June 30, 2023. Commissioner Parker seconded the motion and the motion passed.

Ms. Kelli Eglinger had sent a letter resigning her position on the Hampshire County Board of Health effective June, 30, 2020. Commissioner Eglinger recused himself from the deliberations on this matter. Commissioner Parker moved to appoint Marsha Kessner to the unexpired term which will end June 30, 2022 and President Hott seconded the motion. The motion passed.

Commissioner Eglinger moved to reappoint William J. Milleson, Jr to the Hampshire County Building Commission for a new term to run July 1, 2020 to June 30, 2025. Commissioner Parker seconded the motion which then passed.

No appointment was made to the Development Authority at this time, but it was noted that Mark Gadolphi has left the WV Schools for the Deaf and Blind and that Dan Hileman does not wish to be reappointed. This will be revisited later.

Commissioner Parker moved to reappoint Brenda Hiett to the Hampshire County Historic Landmarks Committee for a new term to expire June 30, 2023. Commissioner Eglinger seconded the motion and the motion passed.

Commissioner Eglinger moved to reappoint Greg Rinker, Sue Davis and Dale Myers to the Hampshire County Parks and Recreation Board for another term and to appoint Amanda Greene as a new member. The term for this group would run from July 1, 2020 – June 30, 2023. Commissioner Parker seconded the motion. The motion passed. It was noted that Tom Stump decided to step down from the Parks and Rec Board after many distinguished years of service.

Commissioner Parker moved to reappoint Glenn Delaplain, Sandra Hunt, Keith Bohrer and Duane Oates to the Hampshire County Planning Commission. The new term will end June 30, 2023. Commissioner Eglinger seconded the motion and the motion passed.

Commissioner Eglinger moved to reappoint Julie Frazer to the Hampshire County Public Library Board. Ms. Frazer's new term will end June 30, 2025. Commissioner Parker seconded the motion and the motion passed.

Commissioner Parker moved to appoint Keith Bohrer to the Hampshire County Farmland Protection Board to replace Richard Gray who has served two full terms on that Board and cannot continue due to the bylaw limitation of that organization. Commissioner Eglinger seconded the motion and the motion passed. Mr. Bohrer's term will begin July 1, 2020 and end June 30, 2024.

Commissioner Eglinger moved to appoint Duane Oates to the Central Hampshire Public Service District for a six-year term to begin July 1, 2020 and end June 30, 2026. Commissioner Parker seconded the motion and the motion passed. A letter is to be sent thanking Brian Judy for his service on this Board.

The Extension office sent a line item budget revision to request moving \$400 from phone expenses to building and equipment rentals and to approve a \$600 check from the postage line to WVU to apply to the postage meter. Commissioner Eglinger moved to approve the budget line item request 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 Parker moved to adjourn the meeting. Commissioner Eglinger seconded the motion, the motion passed and President Hott declared the meeting adjourned at 10:35 am.

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

A special meeting of the Hampshire County Commission was held on Thursday, June 25, 2020 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 and called the meeting to order. The President stated that the posted purposes of the meeting were two-fold; 1) to certify the results of the Primary Election held on June 9, 2020, and 2) to allow for public comment and to lay the levy for fiscal year 2020-2021 for the operations of Hampshire County government.

The Primary Election originally scheduled to be held on May 12, 2020 was postponed by Executive Order of Governor Jim Justice until June 9, 2020, causing the delayed activities of this Special Meeting.

On June 15, 2020 the Commission sat as Board of Canvas of the Primary Election held on June 9, 2020. They reviewed the ballots and the tabulated results of the said Election and declared the results correct at 3:15 pm, on the day of Canvas. State law requires a waiting period of forty-eight hours, (excepting weekends and holidays), after the last County with a Statewide Election declares their results- in order to allow an opportunity for anyone to file for a recount. The earliest any county was able to Certify became 10:10 pm on June 23. Commissioner Parker moved to approve and sign the Certification of the results of the June 9, 2020 Primary Election. Commissioner Eglinger seconded the motion and the motion passed. The Commissioners then signed the Certification.

The Commission had to wait until the results of the Primary Election became Official and were certified in order to approve the Levy Estimate or Lay the Levy due to the Library Levy being a part of that election. 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 noted that no one was present to comment on the levy rates.

Commissioner Eglinger moved to 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 failed in the Primary Election and will not be part of the tax levy for this year. Commissioner Parker seconded the motion to approve the levy rates as stated. The motion passed by unanimous voice vote.

All scheduled business having been addressed, Commissioner Parker moved to adjourn the meeting. Commissioner Eglinger seconded the motion, the motion passed and President Hott declared the meeting adjourned at 9:12 am.

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

A scheduled meeting of the Hampshire County Commission was held on Tuesday, July 14, 2020 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott, Commissioner David R. Parker and Commissioner Brian W. Eglinger were present. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend James Mou of the Romney Christian Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on June 23, 2020 were presented along with the minutes of the Special Meeting of June 25, 2020. Commissioner David Parker moved to approve the minutes of both meetings 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 the security pledge agreements with the Bank of Romney and FNB Bank securing the deposits of County funds in those institutions, covering the period of July 1, 2020 through June 30, 2021 for the Bank of Romney and until June 30, 2022 for FNB Bank. The Bank of Romney assigned bonds to secure Six Million Two Hundred Thirty-Three Thousand Eight Hundred Seventy-Three Dollars and Fifty-Nine Cents (\$6,233,873.59) of taxpayer funds on deposit and FNB Bank pledges to secure Three Million Five Hundred Thousand Dollars (\$3,500,000). Commissioner Parker moved to approve the Pledge Agreements for recording in the Clerk's office and to authorize President Hott to sign them. Commissioner Eglinger seconded the motion and the motion passed. FNB Bank also pledged security for the Assessor's Valuation Fund which will be signed by the Sheriff and also recorded.

Ambulance fee exemption requests were sent from the Treasurer's office and the Commission and Commissioner Parker moved to refer these to the Hampshire County Emergency Services Agency Board (HCESA) for recommendation before action by the Commission. Commissioner Eglinger seconded the motion and the motion passed.

Col. David M. Gee, (USMC ret.) and recently retired Hampshire County Animal Control Officer, was presented with a plaque commemorating his service to Hampshire County in establishing and operating one of the finest animal control operations in the state. President Hott made the presentation and thanked the Colonel for his dedicated service and was joined by Commissioners Parker and Eglinger in voicing appreciation. Colonel Gee stated that it was always a team effort.

Clerk Strite presented four orders barring claims, (to essentially close), Ancillary Estates that were opened without appointments. This is a revised Ancillary Estate process authorized by the Legislature in 2018. The requirements for advertisement and notification were satisfied and no claims were brought forward, so the law allows the Commission to order that all claims are forever barred and real estate title may be safely transferred. Commissioner Eglinger moved to approve the orders and Commissioner Parker seconded the motion. The motion passed.

The Clerk presented a request for reimbursement for extraordinary expenses for preparing and mailing absentee ballots due to the Corona Virus under the HAVA CARES Act through the Secretary of State's Office. The request required the Commission to approve a resolution as part of the document and Commissioner Parker moved to approve the grant request and resolution. Commissioner Eglinger seconded the motion and the motion passed.

Stephanie Shoemaker, Director of the Hampshire County Health Department, presented an update on the effects of the Corona Virus in Hampshire County.

Terry Puffinburger, Director of the Hampshire County Emergency Services Agency (HCESA), presented an update on the activities of the ambulance service and presented requests for approval to upgrade HVAC and security systems in the recently acquired Capon Bridge Squad. The HCESA Board recommended the installation of a new HVAC system for the amount of \$11,500 and \$3,674.30 for a new security/camera system. Commissioner Eglinger moved to approve the recommendation for the new HVAC system and Commissioner Parker seconded the motion. The motion passed.

Commissioner Parker moved to approve the recommendation to install a new security system for the Capon Bridge Squad building and Commissioner Eglinger seconded the motion. This motion passed.

Mr. Puffinburger stated that the ambulance service needs a way to shelter the squad vehicles in a climate controlled, (or at least climate modified), structure. Proposals will be gathered for future discussion.

The President stated that a few board re-appointments were missed in the last meeting and Commissioner Eglinger moved to reappoint Joe Pancione to the Central Hampshire Public Service Commission Board and reappoint Roy Milleson to the Farmland Preservation Board for a new term, with Jason Dalrymple to continue to serve on that board as the Soil Conservation District representative until the end of December. Commissioner Parker seconded the motion. The motion passed.

Homeland Security and Emergency Services Director Brian Malcolm asked the Commission to consider allowing him to reduce his hours in order for him to balance other commitments. The Commissioners agreed to consider the matter and continue the discussion at a future time.

Sheriff John P Alkire sent a letter stating that Chief Deputy Nathan Sions has completed his twelfth year as a Hampshire County Deputy on January 1, 2020, and in accordance with the current deputy sheriff salary scale, his monthly salary is due to increase. Commissioner Parker moved to approve the Sheriff's recommendation and Commissioner Eglinger seconded the motion. The motion passed.

Maintenance Supervisor Kenny McBride sent a letter requesting pay adjustments, (increases), for members of the maintenance and cleaning staff. The duties that have been assigned to that department have increased significantly and after the retirement of one long-time employee, funds are available in the budget. Commissioner Parker moved to approve the pay raises for the maintenance and cleaning staff members including Mr. McBride. 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.

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

Member of the audience Helene Kent, asked to speak and stated that she is very thankful for the service of the Hampshire County Sheriff's Department as evidenced by a recent drug raid in the vicinity of her home.

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 10:19 am.

Respectfully submitted,
Eric W. Strite, Hampshire County Clerk

A scheduled meeting of the Hampshire County Commission was held on Tuesday, July 28, 2020 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott, Commissioner David R. Parker and Commissioner Brian W. Eglinger were present. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend James Mou of the Romney Christian Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on July 14, 2020 were presented. Commissioner Dave 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.

Brian Malcolm representing the Hampshire County Fire Association came to present the Excess Fire Levy call to be placed on the ballot for the General Election to be held on November 3, 2020. The current Excess Fire Levy will expire on June 30, 2022 and a new Fire Levy will need to be in place to continue the support for the volunteer fire departments. The levy order was prepared based on the current levy and 2020-21 fiscal year tax assessment figures and has been sent to the Local Government Services division of the West Virginia State Auditor's Office for review. Commissioner Eglinger moved to approve the Fire Levy Order to be placed on the General Election ballot pending approval from the State Auditor's Office. Commissioner Parker seconded the motion and the motion passed.

Deputy Clerk Lillian Largent presented information regarding the reconciliation of the end of fiscal year 2019-20 and the beginning of fiscal year 2020-21. Hampshire County Government operations ended the fiscal year with \$27,844 as a General Fund balance excess. This will be transferred to the 2020-21 budget of operations by Official Budget Revision #1. Commissioner Parker moved to approve Official Budget Revision #1 to the General Fund. Commissioner Eglinger seconded the motion and the motion passed.

Mr. Steve Moreland, Chairman of the Hampshire County Library Board, came to request approval of new a levy order for the Library Levy, to be run in the 2020 General Election to be held on November 3, 2020. The Library Board had run a levy on the Primary ballot which failed, causing a loss of revenue until the beginning of the next fiscal year after passage of a new levy. The Commissioners reviewed the levy order document as presented. Commissioner Eglinger moved to approve the placement of the levy order on the ballot for the General Election, November 3, 2020, with the condition that the West Virginia State Auditor's Office review and agree that it is correct. Commissioner Parker seconded the motion and the motion passed.

The Commission received a letter from the Governor stating that the Community Corrections grant in the amount of \$190,000 was approved. This grant supports the operations of the South Branch Valley Day Report Center.

Assessor Norma Wagoner sent a letter stating that she wishes to fill a vacancy in the staffing of her office by hiring Tonya Hott to fill the position of Personal Property Clerk. Commissioner Eglinger moved that the Commission go on record as giving consent to the hiring of Ms. Hott and Commissioner Parker seconded the motion. The motion passed.

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 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.

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

The Sheriff's Settlement FYE June 30, 2020 was presented for approval. Commissioner Parker made a motion to approve the settlement, Commissioner Eglinger seconded the motion and the motion passed.

Circuit Clerk Sonja Embrey sent a letter requesting line-item revisions to her 2020-21 budget by transferring Five Thousand Dollars (\$5,000) from 403.459 (New Equipment) to 403.104 (Salaries and Wages – All Employees), transferring Four Hundred Dollars (\$400) from New Equipment to 403.104 (FICA) and transferring Six Hundred Dollars (\$600) from New Equipment to 403.106 (Retirement). These changes were requested to accommodate the hiring of new secretary Loretta

Spencer at a higher salary than budgeted. Commissioner Eglinger moved to approve the requested transfers within the established budget and Commissioner Parker seconded the motion, which passed on a 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 9:56 am.

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

A scheduled meeting of the Hampshire County Commission was held on Tuesday, August 11, 2020 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 July 28, 2020 were presented for consideration. 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.

Compliance Officer Michael Ketterman presented a letter from the West Virginia Fire Marshal recommending an update of the electrical section of the Building Codes from the 2014 version to the 2017 Electrical Code. Mike reported that this change will require an update of the Hampshire County Commission Building Codes Ordinance. Commissioner Dave Parker moved to approve the update to the Hampshire County Building Code Ordinance which will include the recommended update to the Electrical Code. Commissioner Eglinger seconded the motion and the motion passed.

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

Barbara Sirbaugh of the Capon Bridge Library Board presented a request to the Commission for supplemental funding to help them survive after the loss of the library levy revenue. Ms. Sirbaugh explained that the Board has cut the library's budget as much as possible and with great help from Friends of the Library, they will still need another \$30,000 this fiscal year. Commissioner Parker moved to approve funding support in the amount of \$30,000 for this fiscal year and Commissioner Eglinger seconded the motion. In discussion, it was pointed out that the Commission will not be able to sustain this level of financial support in future years and it is imperative that the Library Levy pass in the General Election. The motion then passed on a voice vote with no objections. It was agreed that payments would be made on a quarterly basis.

The Treasurer's office sent exemption requests for the ambulance fee and Commissioner Eglinger recommended one for denial and the rest to be exempted, most being clerical errors. Commissioner Parker moved to approve the one denial and to grant the other exemptions. Commissioner Eglinger seconded the motion and the motion passed.

Chief Deputy and E911 Director, Nathan Sions, sent personnel letters advising the Commission that 911 Dispatcher Rachael Timbrook has served five (5) years and is due an increase in salary under the current 911 dispatcher pay scale and that Sheriff's Deputy John Smith resigned effective July 29, 2020 and is owed three hundred ten (310) hours of unused vacation time at his regular hourly rate. Commissioner Eglinger moved that both personnel actions be approved and Commissioner Parker seconded the motion. The motion passed.

Both the Fire and Library Levies were approved in the July 28, 2020 Commission meeting, pending review and approval by the West Virginia State Auditor's Office, Local Government Services Division. The reply to those requests for review was received after that meeting and addressed and resubmitted. The Auditor's office agreed that both levy orders were now correct in form and figure.

The Fire Levy Order, as revised, was presented to the Commission and Commissioner Parker moved to approve the revised Fire Levy Order for the General Election ballot as of this date. Commissioner Eglinger seconded the motion and the motion passed.

The Library Levy Order, as revised, was presented to the Commission and Commissioner Eglinger moved to approve the revised Library Levy Order for the General Election ballot as of this date. Commissioner Parker seconded the motion and the motion passed.

The Justice Assistance Grant (JAG) which helps support the Police Resource Officer (PRO) at Hampshire High School was presented as prepared by Denise Hott of the School Board Office. The grant request is in the amount of \$15,000 with a \$15,000 match from the School Board. The balance of the match funding is from the Sheriff's budget. Commissioner Parker

moved to approve the JAG PRO grant application and Commissioner Eglinger seconded the motion. The motion passed.

The Commission had previously received notification that the \$190,000 Community Corrections grant, which supports the South Branch Valley Day Report Center, had been approved. The grant contract, resolution and related documents were presented for signature by the Commission President. Commissioner Parker moved to authorize President Hott to sign the grant contract, resolution and related documents and Commissioner Eglinger seconded the motion. The motion passed and President Hott signed the documents.

Marty Hatfield of the Community Corrections department had sent quarterly reimbursement forms to Cary Ours, Director of the SBVDR, recommending that they be signed by the Commission President. This was the process that was used last year as well. Ms. Ours asked that these be submitted to the Commission. Commissioner Parker moved to authorize President Hott to sign the reimbursement forms as requested, and Commissioner Eglinger seconded the motion. The motion passed.

Belinda Kiser of the Green Spring Low-water Bridge Committee presented a history of the bridge and stated she is seeking to raise funds to pay for retainer fees for an attorney to bring a complaint against the Maryland Public Service Commission (MPSC) to regain control of the bridge by West Virginia authorities. Regulation of the bridge had shifted to Maryland in the 1940's. Ms. Kiser also stated that the MPSC had made a ruling requiring the owner to effect specific changes within a five-year time frame, which has expired without compliance to the ruling. Ms. Kiser was joined by Judy Merritt and they charged that the toll rates being charged are excessive and are detrimental to the Green Spring community. They also indicated an interest in challenging the ownership of the bridge. The Commission agreed that they have no jurisdiction over an entity of another state and funding a legal action would not be appropriate.

Terry Puffinburger requested approval to post a job opening for a Hampshire County Emergency Services Administrative Assistant. Commissioner Eglinger moved to approve the job posting and Commissioner Parker seconded the motion. The motion passed.

Mr. Puffinburger presented a report on the activities of the County ambulance squads and answered questions.

Brian Malcolm, Director of Hampshire County Homeland Security and Emergency Services had scheduled an appointment to discuss changes to his position. Commissioner Parker moved that the Commission go into Executive Session as allowed under WV Code §6 - 9A - 4, to discuss personnel matters with Mr. Malcolm. Commissioner Eglinger seconded the motion and the motion passed. The room was cleared at 10:49 am.

President Hott declared the meeting back in regular session at 11:03 and stated that no decisions had been made and no actions taken during executive session.

Commissioner Eglinger moved to approve Mr. Malcolm's request for a change of status to a twenty-four (24) hour work week with a corresponding proration of pay and benefits to commence September 1. Commissioner Parker seconded the motion and the motion passed.

Chief Deputy and E911 Director Nathan Sions gave an update regarding issues caused by telephone service outages that have been experienced in the local Frontier operating area. Director Sions stated that it is an unacceptable risk for citizens to not have access to E911 services in an emergency situation. The Director wanted the Commission to know that he intends to reopen the complaint with the WV Public Service Commission against Frontier. The Commission was in support of reopening the PSC complaint.

Chief Deputy Sions left a letter from Sheriff Alkire stating that Sr. Deputy Trevor Eckerson will begin his career as a Hampshire County Deputy Sheriff as of this date. Commissioner Eglinger moved to approve the personnel action 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 Parker moved to adjourn the meeting. Commissioner Eglinger seconded the motion, the motion passed and President Hott declared the meeting adjourned at 11:30 AM.

Respectfully submitted, Eric W Strite, Hampshire County Clerk

A scheduled meeting of the Hampshire County Commission was held on Tuesday, August 25, 2020 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 with his family on vacation. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend James Tyree of the Romney Christian Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on August 11, 2020 were presented. Commissioner Dave Parker moved to approve the minutes as presented. President Hott seconded the motion and the motion passed.

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

Several housekeeping items were addressed while waiting for the first appointment.

Friend Products had submitted a written bid to deliver coal for the courthouse at the price of \$150 per ton, plus they will furnish a conveyor and two men. Commissioner Parker moved to approved the purchase of coal from Friend's and President Hott seconded the motion. The motion passed.

The Treasurer's office sent exemption requests for the ambulance fee and Commissioner Parker moved to approve the recommendations of the Hampshire County Emergency Services Agency (HCESA), which recommended one for denial and two to be exempted. President Hott seconded the motion and the motion passed.

Assessor Norma Wagoner's office had prepared tax exonerations for consideration by the Commission. Commissioner Parker moved to approve the requested exonerations as recommended and President Hott seconded the motion. The motion passed.

Compliance Officer Mike Ketterman requested approval for a cell tower upgrade on Mong Drive, off Cold Stream Road. This is a US Cellular tower which is to get new antennae and other equipment in preparation to provide 5G capability. There will be no alterations to the height or structure. Commissioner Parker moved to approve the application for the cell tower upgrade. President Hott 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. President Hott seconded the motion and the motion passed.

Commissioner Parker moved to go into recess for a few minutes at 9:20 am and President Hott seconded the motion, which passed.

President Hott brought the meeting back to order at 9:30 am and Ms. Eileen Johnson, Director of the Hampshire County Development Authority discussed the survey of the former hospital property at 549 Center Avenue. The Commission had agreed to pay for the survey so that the Romney Rescue Squad location and buildings could be reserved in the August 13, 2019 meeting. The discussion clarified some minor confusion.

Stephanie Shoemaker, Director of the Hampshire County Health Department, presented an update on the effects of the Corona Virus in Hampshire County and the ongoing efforts to combat the spread in our community.

Compliance Officer Mike Ketterman came to discuss personnel matters regarding his position and Commissioner Parker moved that the meeting go into executive session under WV Code §6-9A-4 to discuss personnel matters with Mr. Ketterman. President Hott seconded the motion and the motion passed at 9:55 am.

President Hott called the meeting back into general session at 10:15 am and stated that no decisions had been made and no actions taken.

The expense invoices of the County were presented for review by the Commissioners. Commissioner Parker moved the invoices be paid as presented. 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 and declared the meeting adjourned at 10:25 am.

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

A scheduled meeting of the Hampshire County Commission was held on Tuesday, September 8, 2020 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 delayed in his arrival. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend Jim Mou of the Romney Christian Ministerial Association offered prayer. President Hott then called the meeting to order and stated that a quorum of the Commission was present.

The minutes of the Commission meeting held on August 25, 2020 were presented for consideration. Commissioner David Parker moved to approve the minutes as presented. President Robert Hott seconded the motion and the motion passed.

President Hott and Commissioner Parker began to report on the various meetings and events in which they have attended, participated and represented the Commission since the last meeting of the Commission. Commissioner Eglinger arrived at 9:06 and also reported.

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

Romney Mayor Beverly Keadle requested a letter of support from the Commission for a Department of Highways grant to replace sidewalks on both sides of North High Street from the Rt. 50 stoplight to Armstrong Street. Commissioner Parker moved to authorize President Hott to sign the letter and Commissioner Eglinger seconded the motion. The motion passed.

The Clerk reported to the Commission that Steve C. Haines has submitted a letter of resignation from the Hampshire County Civil Service Commission, citing health reasons.

Fiduciary Commissioner Jonathan G. Brill sent a proposed Order regarding the Estate of Sara Jane Scannell. Fiduciary Commissioner Brill stated in the order that the estate had very limited resources and the claimants did not come to the hearing. The claims were dismissed and an itemized accounting for settlement was presented, therefore he recommended the estate for settlement. Commissioner Eglinger moved to approve the recommendation of the Fiduciary Commissioner for settlement of the Sara Jane Scannell Estate. Commissioner Parker seconded the motion and the motion passed.

Belinda Kiser did not appear as scheduled to discuss the Green Spring Bridge.

President Hott had requested that a discussion of funding shortfalls related to Corona Virus be placed on the agenda. The Convention and Visitor's Bureau had expressed concerns and the revenue numbers were compared over recent history and a modest reduction was observed. Most of the Hampshire County government entities do not seem to be stressed from a funding stand point at this time. The Commissioners were most concerned with the impact on the volunteer fire and rescue organizations who have not been able to have their normal fund-raising activities and do not seem to be eligible for CARES Act support. The Commission agreed to continue to monitor the situation.

Terry Puffinburger, Director of the Hampshire County Emergency Services Agency (HCESA) gave the monthly report of the activities of the County rescue squad service and requested approval to purchase a new LifePak 15 heart monitor/defibrillator. This unit is comparable to others the service is using and will replace an older unit that is no longer supported with parts or software. The HCESA Advisory Board has recommended the purchase. Commissioner Parker moved to approve the recommended purchase and Commissioner Eglinger seconded the motion. The motion passed.

Homeland Security and Emergency Services Director, Brian Malcolm, discussed CARES Act funding and eligibility, reported that \$14,000 of purchases, from March through June 30, which are directly related to the Corona virus, will be 100% reimbursable. Mr. Malcolm has received information that the salaries of emergency workers who might have come in contact with the Corona virus, may also be reimbursed. This would include both Sheriff's Deputies and ambulance personnel and would be a significant amount of money. All parties agreed that stipulations will need to be thoroughly examined before spending any of these funds.

Patsy Weakley, Animal Control Shelter supervisor, requested to hire two full-time workers for the kennel due to health and availability of the staff. The Commissioners wanted to reassess the budget and staffing of the shelter before going much further. Commissioner Parker moved to approve one full-time person who may need to work flexible hours. 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 Parker moved to adjourn the meeting. Commissioner Eglinger seconded the motion, the motion passed and President Hott declared the meeting adjourned at 10:25 AM.

Respectfully submitted, Eric W Strite, Hampshire County Clerk

A scheduled meeting of the Hampshire County Commission was held on Tuesday, September 22, 2020 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott and Commissioners David R. Parker and Brian W. Eglinger were present. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend James Tyree of the Romney Christian Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on September 8, 2020 were presented. Commissioner Eglinger moved to approve the minutes as presented. Commissioner Parker seconded the motion and the motion passed.

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

Several housekeeping items were addressed while waiting for the first appointment.

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

Circuit Clerk Sonja Embrey sent two letters regarding personnel. The first was from Sara Weigert giving notice of resignation because she will be starting a new job with Family Court Judge Rock. Commissioner Eglinger moved to accept Ms. Weigert's resignation and Commissioner Parker seconded the motion. The motion passed.

Circuit Clerk Embrey also sent a letter stating that she has promoted Loretta Spencer to the position of Deputy Circuit Clerk. Commissioner Parker moved to acknowledge this personnel action and Commissioner Eglinger seconded the motion which passed.

County Grant Writer Erin Timbrook presented the Courthouse Facilities Improvement Grant application which includes a request for \$95,000 to replace the external Courthouse doors and to install new locks in the interior doors. Commissioner Parker moved to approve the grant application and to authorize all needed signatures. Commissioner Eglinger seconded the motion and the motion passed.

Stephanie Shoemaker, Director of the Hampshire County Health Department, presented an update on the effects of the Corona Virus in Hampshire County and the ongoing efforts to combat the spread in our community. Hampshire has had a total of one hundred two (102) cases confirmed with one (1) currently considered probable and seven (7) active cases with one earlier case resulting in death.

The Commission has been interested in having the sidewalk at the corner of S. High and Gravel Lane repaired. The parking lot is leased from Fort Mill Ridge and the lease states that maintenance and repair of the property is the responsibility of the Commission. The company currently replacing the sidewalks on Main Street has agreed to give an estimate for this project and that will be presented at a future meeting. The Commissioners agreed that they would like to have a price for replacing the plaza area around the Doughboy statue when the sidewalk is replaced in front of the Courthouse.

Circuit Court Judge Carter Williams came with Kirk Wilson of K & W Engineering and Joseph Milleson, President of the Building Commission to present plans for Phase II to complete the second courtroom in the Judicial Center. Judge Williams expanded on the need for another Courtroom and Mr. Wilson presented the drawings he had prepared. Judge Williams asked the Commission to pay Mr. Wilson's invoice for the preliminary drawings and Commissioner Parker moved to pay the invoice. Commissioner Eglinger seconded the motion and the motion passed.

Belinda Kiser gave an update on her efforts to change ownership of the Green Spring/Oldtown Toll Bridge.

Gregg Rinker and Larry See of the Parks and Recreation Department gave an update on the Conference Center Building project.

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

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

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

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

A scheduled meeting of the Hampshire County Commission was held on Tuesday, October 13, 2020 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott and Commissioners David R. Parker and Brian W. Eglinger were present. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend James Mou of the Romney Christian Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on September 22, 2020 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 the nomination lists of poll workers for the 2020 General Election to be held on November 3, 2020 as presented by the Republican and Democrat Executive Committees of Hampshire County. Commissioner Parker moved to approve the nominations and Commissioner Eglinger seconded the motion. The motion passed.

Stephanie Shoemaker, Director of the Hampshire County Health Department had requested a letter of support for the HARM reduction grant. Commissioner Eglinger moved that the Commission support this ongoing program that the Health Department has been operating. Commissioner Parker seconded the motion and the motion passed.

Patsy Weakley, Director of the Hampshire County Animal Control Shelter, reported that she has hired a full-time employee as approved in a previous meeting. Ms. Weakley said she will now need to hire a part-time person to replace one who will retire soon. Commissioner Eglinger moved to approve filling the position with a part-time employee and Commissioner Parker seconded the motion. The motion passed.

The West Virginia State Auditor's Office sent a management representation letter in preparation for the finalization of the audits of the two fiscal years ending June 30, 2017 and 2018. Upon submission of the management letter Field Auditor Salli Martin will be scheduled for an exit interview completing the audits of those two years. Commissioner Eglinger moved to authorize the President of the Commission to sign the management representation letter and Commissioner Parker seconded the motion. The motion passed.

Stephanie Shoemaker, Director of the Hampshire County Health Department gave a report on the current status of the Covid pandemic and the efforts to combat the spread of the virus.

Terry Puffinburger, who is Operations Director of Hampshire County Emergency Services Agency (HCESA) brought recommendations from the HCESA Board. The Board recommended the purchase of a new ALS/BLS (advanced life support/basic life support) chase car, in order to keep a reliable unit on the road. The Board also recommended a raise for HCESA employees because Hampshire County is currently paying a lower rate than surrounding operations and is struggling to retain operational staff. The Board had reviewed fund balances and revenues and made their recommendation with confidence of available funding. Commissioner Parker moved to approve the recommendations of the HCESA Board to purchase the chase unit and to make the employee pay competitive. Commissioner Eglinger seconded the motion and the motion passed.

Mr. Puffinburger stated that the Board has reviewed the applications for an Administrative Assistant and has decided to hire Janette Saville to begin on November 1, 2020. Commissioner Eglinger moved to approve the hiring of Ms. Saville and Commissioner Parker seconded the motion.

Joanne and Charlie Snead, representing Arts Councils of both Romney and Hampshire County, presented an idea to kick off "Winterfest" by decorating the Town with lighting and live greens for the month of December starting with a tree lighting ceremony at 5:30 pm on Friday, December 4 on the Courthouse steps. The plans include the Courthouse as a focal point of that celebration including decorations of the Courthouse and a large, cut tree to be decorated with lights on the corner. President Hott immediately offered to personally pay for the tree and his offer was enthusiastically accepted. The group agreed to work with those who have been decorating the building in previous years and Maintenance Supervisor Kenny McBride was named as the primary contact with assistance from the Clerk. Commissioner

Eglinger moved to approve the requests to include the Courthouse in the Winterfest celebration effort and Commissioner Parker seconded the motion. The motion passed.

The Commission returned to some unfinished previous business regarding funding of the completion of the Conference Center being constructed by the Parks and Recreation Department in Hampshire Park. Parks and Recreation provided information indicating that the additional funding needed to complete the building will be \$153,000. Commissioner Eglinger moved to fund the completion of the building and Commissioner Parker seconded the motion. The motion passed with a unanimous voice vote.

Chief Deputy and E911 Director Nathan Sions sent a personnel letter requesting final approval for the appointment of Brandi Veach to the position of 911 Dispatcher effective October 2, 2020. Commissioner Parker moved to approve the request for appointment of Ms. Veach and Commissioner Eglinger seconded the motion. The motion passed.

Chief Deputy Sions also sent a letter informing the Commission that Nicholas Shallcross resigned his position of Deputy Sheriff effective September 23, 2020 and is owed unused vacation time. Commissioner Eglinger moved to accept the Shallcross resignation and Commissioner Parker seconded the motion. The motion passed.

E911 Director Sions sent two forms needed to close an escrow account established with regard to the purchase of the 911 switchboard console. These funds were not needed and will be refunded to the County. Commissioner Parker moved to authorize the President to sign the forms and Commissioner Eglinger seconded the motion. The motion passed.

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

The Treasurer's office sent exemption requests for the ambulance fee and Commissioner Eglinger moved to approve the recommendation, which included four (4) to be exempted and two (2) to be denied. Commissioner Parker seconded the motion and the motion passed.

Commissioner Eglinger asked the Commission to consider the idea of scheduling some evening meetings and to place the matter on a future agenda for discussion and decision.

County resident and frequent Commission meeting attendee, David Floyd asked to make some comments and was allowed a few minutes to present some observations primarily regarding the Covid pandemic and resulting actions taken both locally and nationally.

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 and President Hott declared the meeting adjourned at 10:45 am.

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

A scheduled meeting of the Hampshire County Commission was held on Tuesday, October 27, 2020 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott and Commissioners David R. Parker and Brian W. Eglinger were present. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend James Tyree of the Romney Christian Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on October 13, 2020 were presented. Commissioner Eglinger moved to approve the minutes as presented. Commissioner Parker seconded the motion and the motion passed.

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

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

The Region 8 Development Office sent a request for extension and budget amendment request on the Community Development Block Grant (CDBG) for the Broadband Project in Capon Bridge. Commissioner Eglinger moved to authorize President Hott to sign the grant documents and Commissioner Parker seconded the motion. The motion passed.

The completed financial statement for year end June 30, 2020 was presented and Commissioner Eglinger moved that the Hampshire County Commission approve the completed financial statement and Commissioner Parker seconded the motion and the motion passed.

Ms. Salli Martin, Field Auditor for the West Virginia State Auditor's Office reported on her audits of the financial statements for year ending 2017 and 2018 of Hampshire County Government and affiliated entities. Commissioner Eglinger moved to approve the 2017 & 2018 exit interview of the audits and the audit findings as presented. Commissioner Parker seconded the motion and the motion passed.

Amanda Barnes, Compliance Officer presented an application for a U S Cellular cell tower equipment update and antennae replacement for the tower on Flowing Springs Lane on the Steve and Betty Haines property. Commissioner Parker moved to approve the application and Commissioner Eglinger seconded the motion and the motion passed.

Ms. Peg McMaster and Eileen Johnson, representing the Convention and Visitor's Bureau, presented information regarding efforts made by the organization to cut costs by 50% due to a drastic decline in the Hotel/Motel tax revenues. They are concerned that they expect the continued shortfall to be significant. They are requesting about \$10,000 as a supplement to avoid having to close the bureau. Commissioner Eglinger moved that the Hampshire County Commission commit to help with the \$10,000 request and Commissioner Parker seconded the motion. The motion passed.

Brian Malcom represented the Hampshire County Emergency Services Agency (HCESA) and stated that it has become essential for the HCESA to have a specific facility rather than the currently shared space being used with the 911 Center. Mr. Malcom brought a recommendation from the HCESA board to purchase a lot at the corner of Harvest Drive and Sunrise Boulevard from Trinity Health Services for \$37,500 with funds from the non-fee account. Commissioner Eglinger moved to authorize the HCESA Board to proceed with the purchase of the lot proposed. Commissioner Parker seconded the motion and the motion passed on a voice vote.

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.

Official Budget Revision #2 to the General Fund (#1) was prepared by Deputy Clerk Largent and presented to the Commission for consideration. Commissioner Parker moved to approve the Budget Revision #2 and Commissioner Eglinger seconded the motion. The motion passed.

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

At the last meeting, Commissioner Eglinger asked that the topic of scheduling evening meeting times for future Hampshire County Commission meetings be placed on the agenda for discussion and consideration. He reintroduced the idea and suggested scheduling one evening meeting per quarter on a trial basis. Commissioner Eglinger then moved that the Commission plan to schedule one evening meeting per quarter. 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 and President Hott declared the meeting adjourned at 10:29 am.

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

A scheduled meeting of the Hampshire County Commission was held on Tuesday, November 17, 2020 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott and Commissioners David R. Parker and Brian W. Eglinger were present. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend James Tyree of the Romney Christian Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on October 27, 2020 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.

Commissioner Eglinger moved to certify the results of the Hampshire County 2020 General Election held on November 3, 2020 as declared Official during the Canvas held November 9, 2020, pending the 48-hour waiting period after the last WV County declares the election results official. Commissioner Parker seconded the motion and the motion passed.

Beverly Keadle, Mayor of the Town of Romney, had requested a letter of support as the Town seeks a grant from the Chesapeake Bay Trust to obtain a design for a storm water abatement project in the area of the Romney Senior Center. Commissioner Eglinger moved to approve the letter of support and Commissioner Parker seconded the motion. The motion passed.

Assistant Prosecuting Attorney Rebecca Miller was recently elected to the position of Prosecuting Attorney and her term will commence on January 1, 2020. Ms. Miller has accumulated 27 days of annual leave from her current position and would like to be compensated for that time. The Commission agreed and suggested she prepare a letter stating that she would be resigning her position of Assistant Prosecutor effective December 31, 2020 and requesting all compensation related to that position to be paid on that date.

Sheriff John Alkire sent notice that on October 26, 2020, Corporal Travis Dolly completed his sixth (6) year as a Hampshire County Deputy Sheriff and his compensation will be increased in accordance with the current deputy sheriff's salary scale. Commissioner Parker moved to approve the pay increase and Commissioner Eglinger seconded the motion. The motion passed.

John P. Alkire, Sheriff and Treasurer of Hampshire County sent the Final Disposition List for the 2020 Sheriff's Tax Lien Sale which was held on November 13, 2020. After review of the list, Commissioner Eglinger moved to approve the list and Commissioner Parker seconded the motion. The motion passed.

Aaron Cox, GIS Coordinator presented two change orders pertaining to the Capon Bridge Broadband Project. The project accomplished the stated goals well under budget and the change orders will allow significantly greater progress utilizing the funds not expended to date. Commissioner Parker moved to authorize the President to sign the documents and Commissioner Eglinger seconded the motion. The motion passed.

Commissioner Eglinger stated that he would like to commend Mr. Cox for the dedication and the effort he has invested in the efforts to bring broadband to Hampshire County. Commissioners Hott and Parker agreed in commending Mr. Cox.

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.

Eileen Johnson, Director of the Hampshire County Development Authority, presented information regarding the industrial access road in the Capon Bridge Tech Park. The Board is concerned regarding the funding of this project due to increased input costs caused by the COVID-19 outbreak. No funds were requested at this point.

Amanda Barnes, Code Compliance Official, presented an application for a cell tower equipment overhaul. Commissioner Parker moved that the application be approved and Commissioner Eglinger seconded the motion. The motion passed.

Homeland Security and Emergency Services Director, Brian Malcolm, brought some suggestions regarding safety equipment for front-line emergency workers, (first responders), to protect against and hopefully prevent, COVID-19 infection. Mr. Malcolm's suggested fitted, personal masks for both full-time and volunteer ambulance personnel and a different filter which would fit existing firefighter respiratory gear. Commissioner Eglinger moved to give authority to Director Malcolm to purchase the masks and filters for each ambulance squad and four filters for each fire squad as recommended by Mr. Malcolm and to pay for these personal protective devices out of the Block Grant funds sent by the Governor for this purpose. Commissioner Parker seconded the motion and the motion passed.

Commissioner Eglinger brought a request from the Hampshire County Emergency Services Board (HCESA) to make a specific revision to the Ambulance Ordinance to clarify the appeal process. The requested changes begin in the third sentence of the last paragraph on page three of the current Ordinance and are included here:

If any person believes he or she was erroneously charged an emergency service fee, the County Commission shall provide, upon the person's request, an exemption form. The form shall be completed and returned to the County Commission no later than September 1, of the Fiscal Year for which the fee applies. The County Commission shall, ~~within a reasonable time, investigate any request for exemption. The County Commission shall, at its next regular meeting after completion of the investigation, consider each written request for exemption and staff's recommendation regarding the exemption request.~~ **[notify the person or persons requesting the exemption of the date and time of the regular County Commission meeting during which the County Commission will consider each written request for exemption, consider comments from the person or persons requesting the exemption, and hear staff recommendations regarding the exemption request].** If good cause for exemption is found by the County Commission, the Commission shall exempt or modify the imposed charges, and shall notify the person in writing of its actions. If the Commission does not exempt or modify as requested by the applicant, the person requesting exemption may appeal to the Circuit Court of Hampshire County. The appeal must be filed within 30 days of the Commission decision upon the exemption.

Commissioner Parker moved to approve the recommended changes as presented and Commissioner Eglinger seconded the motion. The motion passed.

Ambulance fee exemption requests were presented and Commissioner Eglinger moved to approve the requests as most of the billings were the result of clerical errors with the exception of ticket numbers 7710 and 10471 which were billings on the same property in the years of 2019 and 2020. Commissioner Parker seconded the motion and the exemptions were approved except as noted.

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 and President Hott declared the meeting adjourned at 10:38 am.

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

A scheduled meeting of the Hampshire County Commission was held on Tuesday, December 15, 2020 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President Robert Q. Hott and Commissioners David R. Parker and Brian W. Eglinger were present. President Hott led the Pledge of Allegiance to the flag of the United States of America. Reverend James Tyree of the Romney Christian Ministerial Association offered prayer. President Hott then called the meeting to order.

The minutes of the Commission meeting held on November 17, 2020 were presented. Commissioner Eglinger moved to approve the minutes as presented. Commissioner Parker seconded the motion and the motion passed.

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

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

The Commission appoints representatives to two-year terms on the North Eastern Regional Emergency Medical Services (NEREMS) Board of Directors. Donna Stewart has served in this capacity for several terms along with another member of the volunteer rescue service community who is no longer active. Terry Puffinburger offered to serve on this board along with Ms. Stewart. Commissioner Parker moved to appoint Terry Puffinburger to this board and Commissioner Eglinger seconded the motion. The motion passed. Commissioner Parker then moved to reappoint Donna Stewart to serve on this board as well. Commissioner Eglinger seconded this motion as well and this motion also passed. The new term for the appointment of Stewart and Puffinburger to the NEREMS Board will be from January 1, 2021 through December 31, 2022.

Brian Malcolm, Hampshire County Homeland Security and Emergency Management Director, presented suggestions for more equipment to enhance protection for the first responders and field personnel against the Covid virus. Those supplies approved last month are either in use or are being placed in service. As the emergency services personnel continue to serve the community with both calls and testing, additional needs have arisen. The first item is the need for a steel carport to be placed at the site of the drive thorough testing at the fairgrounds to protect the medical personnel from the elements. This will likely also become a vaccination site as things develop. Mr. Malcolm also stated that there is a need for storage and he proposed that two forty-foot dry containers be purchased as well as ventilators for the chase vehicles. Mr. Malcolm also suggested that financial support for the Hampshire County Fair Board Grounds Committee would be appropriate as they have actively supported the testing and treatment efforts by opening their facility and they are incurring costs in doing so. The County's volunteer fire companies have also been prohibited from their typical fund-raising activities and State Officials have provided guidance that the block grant provided early in the pandemic may be used to help these agencies offset normal operating expenses. Commissioner Eglinger moved to approve the recommended purchases of the carport, containers and ventilators as well as to send \$7,000 to the August Ruritan Fair Board Grounds Committee and to distribute the balance of the grant funds to the volunteer fire companies in the amount of about \$5,500 per squad with them to provide receipt of the expenditures by year end. These expenditures are to be paid from the \$100,000 block grant. Commissioner Parker seconded the motion and the motion passed.

Aaron Cox, GIS Coordinator presented an easement from the Hampshire County Commission to the Hampshire Memorial Hospital to bury fiber optic between the hospital and the Wellness Center crossing the five-acre tract where the Wellness Center is located, allowing the hospital and Wellness Center to have reliable communication. Commissioner Eglinger moved to approve the right of way agreement and Commissioner Parker seconded the motion. The motion passed and the agreement will be recorded in the land records.

Mr. Cox then presented a progress report and drawdown to allow Thrasher Engineering to be paid for their work in the Capon Bridge Broadband project. Commissioner Parker moved to approve the drawdown documents and Commissioner Eglinger seconded the motion. The motion passed.

Mr. Cox then presented the budget amendment request for the Capon Bridge Broadband grant to move funds from administrative purposes to construction as approved at the last meeting. Commissioner Eglinger moved to approve the request and Commissioner Parker seconded the motion which was then passed on a voice vote.

Mr. Cox then spoke regarding concerns that the Federal Communications Commission has awarded significant funding to Frontier Telecommunications to provide gigabit service in rural

communities in West Virginia, which will directly impact much of Hampshire County. There is a great deal of concern regarding Frontier's previous performance in this area and Senator Capito has already filed a letter of concern. Commissioner Eglinger stated that the Commission should endorse a letter and Mr. Cox agreed to write a letter for the Commission to consider by the first meeting of 2021.

Cary Ours, Director of the South Branch Valley Day Report Center announced that they have been awarded a grant in the amount of \$130,000 to support telehealth consultations through the Justice and Community Services Section of the Administrative Services Division. The award has been announced, but the grant contract has not arrived for the Commission at this point. Commissioner Eglinger moved to authorize the President to sign the grant contract upon receipt and Commissioner Parker seconded the motion which passed on a voice vote.

Commissioner Eglinger spoke regarding a letter received from the attorney for the Romney Building Authority contesting any obligation to pay the ambulance fee. The Commission has typically not viewed residents in this type of entity as exempt and so he suggested requesting a review and guidance from the attorney the Commission has been consulting in regard to Ambulance Ordinance related questions. Commissioner Eglinger moved to forward the letter from the Romney Housing Authority to Attorney Richard Gay for guidance and Commissioner Parker seconded the motion and the motion passed.

President Hott moved the topic of the Department of Motor Vehicle (DMV) relocation to this point in the meeting and called on Delegate Rowan to provide what information she might be able to share. She stated that she had been in contact with the head of the DMV but was not satisfied with that interaction. Delegate Rowan had been in contact with Bob Ashly in Governor Justice's Office. Questions and discussion ensued and the Commission agreed that it would be appropriate to send a letter requesting explanation and clarification to see if there are any alternatives to the loss of this State office which has been an asset to our community. Commissioner Eglinger moved to draft a letter questioning the DMV relocation and ask for information regarding the process for selection and justification for the decision. Commissioner Parker seconded the motion and the motion passed. The letter will be directed to our elected representatives, the Governor's office and the DMV administration.

Eileen Johnson, Executive Director of the Hampshire County Development Authority (HCDA), presented resolutions pledging Commission support of the Local Economic Development (LED) program. Commissioner Eglinger moved to authorize the President to sign the Commitment of Funds Resolution and the Resolution of Participation of the operations of the HCDA for 2021. 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 including two Fiduciary Commissioner recommended orders. 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.

President Hott presented Commissioner Parker a plaque commemorating his service to Hampshire County as a Commissioner for two terms. President Hott complimented Mr. Parker for his faithful service and excellent attendance in spite of a period of health challenges, that he faced with impressive good cheer and determination. Commissioner Parker expressed confidence that the Commission will continue to maintain the operations of Hampshire County on a successful track and stated he had enjoyed his tenure as a Commissioner.

The Police Resource Officer grant has been approved in the amount of \$15,000 Commissioner Parker moved to authorize the President to sign the grant contract. Commissioner Eglinger seconded the motion and the motion passed.

The Courthouse Facilities Improvement Grant contract was presented. The earlier grant application to replace the entry doors on the Courthouse and upgrade the lock mechanisms throughout the entry and the office doors, was approved in the amount of \$46,572 with a twenty percent match requirement. The term of the grant will run from January 1, 2021 through December 31, 2021. Commissioner Eglinger moved to authorize the President to sign the grant contract in the amount of \$46,572 with a twenty percent match. Commissioner Parker seconded the motion and the motion passed.

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

W. Joseph Milleson and Jonathan Brill of the Hampshire County Building Commission presented a discussion of the proposed upgrades to the new courtroom and the completion of an office for the second Judge. The reasons for the needed completion were presented and discussed and Commissioners Eglinger and Parker agreed to tour the Judicial Center at the conclusion of the meeting. President Hott stated that he had prior commitment and regretted he would be unable to attend. The Commission agreed that the need is recognized and plan to work to complete this project in a fiscally responsible manner.

The Commission agreed that the next meeting will be the first meeting of 2021 and will be held at 9:00 am on Monday, January 4, 2021.

All scheduled business having been addressed, Commissioner Parker moved to adjourn the meeting. Commissioner Eglinger seconded the motion and President Hott declared the meeting adjourned at 11:03 am.

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