

A regularly scheduled meeting of the Hampshire County Commission was held on Tuesday, December 12, 2023 at 6:00 pm in the courtroom of the Hampshire County Courthouse. President Brian W. Eglinger and Commissioner David H. Cannon were present. President Eglinger led the Pledge of Allegiance to the flag of the United States of America, then offered prayer. President Eglinger called the meeting to order and stated that Commissioner Hott was under the weather and did not expect to attend the meeting, but a quorum was present.

The minutes of the regular Commission meeting held on November 28, 2023 were presented for consideration. Commissioner Cannon moved to approve the minutes as presented. President Eglinger seconded the motion and the motion passed.

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

While waiting for the first agenda appointment, the Clerk presented Community Development Block Grant (CDBG) requests for payments (RFP) numbered 225531-08 for the Public Health Facility Project and number 22778-5 for the Southwestern Water Extension Project. Commissioner Cannon moved to authorize the President to sign the RFPs as presented and President Eglinger seconded the motion. The motion passed.

The Clerk also presented the Fiscal Year 2021 Emergency Management Performance Grant Award (EMPG) document confirming the total grant award of \$36,403. Commissioner Cannon moved to authorize the President to sign the EMPG award document and President Eglinger seconded the motion and the motion passed.

At 9:15 am, President Eglinger announced that the Commission had scheduled a Public Hearing regarding the extension of water service by the Central Hampshire Public Service District (CHPSD) into Mineral County as established in the Order which was adopted in the Commission meeting of November 14, 2023. Notices of the Public Hearing were accomplished as required in the Order. President Eglinger noted that Jim Hoffman and Dave Coyle were present representing CHPSD. President Eglinger opened the Public Hearing comment period during which no one made any comment. After five (5) minutes with no public comment the President closed the Public Hearing.

Tax Assessor Norma Wagoner sent tax bill exonerations for consideration. Commissioner Cannon moved to approve the tax exonerations as presented. President Eglinger seconded the motion and the motion passed on a unanimous vote.

Hampshire County Emergency Services Agency (HCESA) requests for exemptions and waivers in regard to the ambulance fee, were presented after review and recommendation for action by HCESA personnel. Commissioner Cannon moved to approve the exemptions as recommended, for either exemption or denial, by the HCESA Board and President Eglinger seconded the motion which was then passed.

Dr. Megan Webb, Dean of Advancement & Innovation at Eastern West Virginia Community and Technical College came with Jennifer Rexroad to discuss the training and educational programs that Eastern offers to Hampshire citizens.

Assessor Norma Wagoner asked to speak to the Commission regarding a personnel matter. Commissioner Cannon moved that the Commission go into Executive Session to discuss personnel matters as allowed in WV Code §6-9A-4. President Eglinger seconded the motion and the motion passed. President Eglinger declared the meeting in executive session at 9:50 am.

President Eglinger declared the meeting back in open session at 10:04 and stated that no decisions were made and no actions taken.

The Commission had received several calls regarding a landowner's need for an easement over unclaimed property in Springfield. The Assessor was able to offer some insight into a process for a solution and the Commission stated that there may be prior court cases that may pertain to this situation. The Commission did not attempt resolution.

President Eglinger offered a public comment period but no one participated.

Rolf Ronken presented information on the West Virginia State & Local Cybersecurity Grant Program (SLCGP). The grant program was announced with a very narrow window of opportunity to apply, but the County's IT contractor is assisting with the process and stated that this is a good opportunity. Commissioner Cannon moved to approve up to a \$5,000 grant match for the first year and President Eglinger seconded the motion. The motion passed.

Mr. Ronken continued that the recycling grant has been approved by West Virginia Department of Environmental Protection (WVDRP) Rehabilitation Environmental Action Plan (REAP) in the full amount of the request. The grant contract and award documentation will be sent on Friday the 15<sup>th</sup> and he requested approval for the President to sign the grant acceptance documents on receipt. Commissioner Cannon moved to authorize President Eglinger to sign the REAP grant documents when received and President Eglinger seconded the motion. The motion passed.

Commissioner Cannon nominated Hunter Thorn to serve on the Planning Commission for a new term which will expire June 30, 2026. President Eglinger seconded the motion and the motion passed.

Commissioner Cannon moved that Brian Hott should be reappointed to the Development Authority for his term to expire June 30, 2025. President Eglinger seconded the motion and the motion passed.

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

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

The Commissioners agreed to call a special meeting for January 2, 2024 at 9:00 am for the purpose of selecting a President for the Commission for 2024 and to organize the meeting calendar for the new year. Additional business items may be added to the posted agenda in the normal manner.

All scheduled business having been addressed, Commissioner Cannon moved to adjourn the meeting. President Eglinger seconded the motion, the motion passed and President Eglinger declared the meeting adjourned at 10:48a AM.

Respectfully submitted, Eric W Strite, Hampshire County Clerk.

A specially scheduled meeting of the Hampshire County Commission was held on Tuesday, January 2, 2024 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. Commissioners Brian W. Eglinger, Robert Q. Hott and David H. Cannon were present. Commissioner Eglinger led the Pledge of Allegiance to the flag of the United States of America. Clerk Strite was asked to offer prayer. Commissioner Eglinger then called the meeting to order.

Commissioner Eglinger nominated Commissioner David Cannon to serve as President for the year of 2024. Commissioner Hott seconded the motion closing the nominations and the motion passed.

Commissioner Hott then moved to nominate Commissioner Eglinger as president pro tempore for the calendar year of 2024 and Commissioner Cannon seconded the motion which then passed.

President Cannon then assumed the President's seat and gavel and thanked the Commissioners for the opportunity to lead the Commission.

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

President Cannon read a resolution from the Region 8 Planning and Development Council honoring the late Terry Lively who had served as Executive Director of that organization.

The Clerk presented a suggested list of regular meeting dates for the Hampshire County Commission for 2024. The Commission reviewed the suggested list with some discussion and adjustments and agreed on a meeting calendar for 2024, including the Board of Equalization and Review dates and times. Commissioner Hott moved to adopt the calendar and Commissioner Eglinger seconded the motion. The motion passed and the approved calendar for 2024 is attached as part of these minutes.

President Cannon stated that he and Commissioner Eglinger had spoken in regard to adjusting committee assignments and that Commissioner Eglinger would add the Committee on Aging to his list of Committees. Commissioner Hott noted that he also serves on the 911 Advisory Board. Commissioner Hott then moved to approve the list of Committee Assignments for 2024 and Commissioner Eglinger seconded the motion. The motion passed and the current list of Commissioner Committee assignments is included with these minutes.

The invoice from Bill Bailey Insurance, Inc. for the insurance on the vehicles of the Springfield Area Volunteer Rescue Squad, (Company 42), was presented. The payment of this invoice was dependent on conditions set during the October 24, 2023 meeting, requiring the Squad to meet a threshold of fifty (50) percent response to 911 calls by December 31, 2023. Commissioner Hott moved that since Company 42 had not reached the required response level, that the Commission deny payment of the insurance invoice, which was due January 1, 2024. Commissioner Eglinger seconded the motion. Discussion ensued including statements from President Cannon in opposition to the motion. The motion passed with Commissioners Hott and Eglinger voting for the motion and President Cannon voting against.

Commissioner Hott then moved that the Commission notify the 911 Director that Company 42 be removed from the call list of available units. Commissioner Eglinger seconded the motion. The motion passed with Commissioners Hott and Eglinger voting in the affirmative and President Cannon opposed.

All scheduled business having been addressed; Commissioner Hott moved to adjourn the meeting. Commissioner Eglinger seconded the motion, the motion passed and President Cannon declared the meeting adjourned at 9:50 am.

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

A regular meeting of the Hampshire County Commission was held on Tuesday, January 9, 2024 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President David H. Cannon and Commissioners Brian W. Eglinger and Robert Q. Hott were present. Commissioner Cannon led the Pledge of Allegiance to the flag of the United States of America. Pastor Ken Lake was asked to offer prayer. President Cannon then called the meeting to order.

The minutes of the meetings of December 12, 2023 and January 2, 2024 were presented for consideration. Commissioner Eglinger moved to approve the minutes of the January 2, 2024 meeting and Commissioner Hott seconded the motion. The motion passed. Commissioner Eglinger then moved to approve the minutes of the December 12, 2023 meeting and Commissioner Hott seconded the motion. The motion passed.

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

The topic of the clocks on the Courthouse copula had been scheduled for discussion, but Matthew Hott had called and requested that the matter be rescheduled for the next Commission meeting.

Alison Jewell, Executive Director of the Hampshire County Farmland Protection Board (HCFPB), sent a letter and with attached plats and survey of a conservation easement on the Slonaker Farm. The 83.63-acre property is active farmland and woodland owned by Slonaker Real Estate Investment, LLC and is located along Dillons Run Road in Capon District of Hampshire County. This easement will be held by the HCFPB only. Commissioner Hott moved to that the Commission give approval authority to the HCFPB to place the proposed conservation easement on the Slonaker property. Commissioner Eglinger seconded the motion 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 Eglinger moved to authorize the President to sign the MOU and Commissioner Hott seconded the motion. The motion passed.

Circuit Clerk Sonja Embrey sent a letter informing the Commission that Loretta Spencer had resigned from the Circuit Clerk's office and itemizing Ms. Spencer's accrued leave benefits. Commissioner Hott moved to acknowledge Ms. Spencer's resignation and approve the separation details. Commissioner Eglinger seconded the motion and the motion passed.

Alison Jewell arrived and answered questions for the Commission.

Tax Assessor Norma Wagoner sent tax bill exonerations for consideration. Commissioner Hott moved to approve the tax exonerations as presented. Commissioner Eglinger seconded the motion and the motion passed on a unanimous vote.

Nathan Sions, 911 Director, sent a letter of notice that Dispatcher Paige Sentell had resigned her position effective January 4, 2024 and has unused vacation time owed to her. Commissioner Eglinger moved to approve the resignation and payment of accrued benefits as recommended by Director Sions. Commissioner Hott seconded the motion which passed.

The Treasurer's Office requested the Commission to reconsider a Hampshire County Emergency Services Agency (HCESA) request for exemption from Shane Roeder. After review, Commissioner Hott moved to approve Mr. Roeder's exemption request and Commissioner Eglinger seconded the motion which then passed unanimously.

The Treasurer's office requested approval of a refund for overpayment of a Hotel/Motel Tax submission by Potomac River Retreat. Commissioner Eglinger moved to approve the refund and Commissioner Hott seconded the motion. The motion passed on a unanimous voice vote.

Region 8 Planning and Development Council asked to have the Commission approve a form signifying the completion of the Brownfields grant. Commissioner Eglinger moved to authorize the President to sign the form as presented and Commissioner Hott seconded the motion which then passed.

The topic of the Springfield Area Volunteer Rescue Squad (SAVRS) building had been placed on the agenda for discussion, clarification and action. After a period of discussion, Commissioner Eglinger moved to request the SAVRS to allow the HCESA unit to use the building. Commissioner Hott seconded the motion and the motion passed.

Dr. Bryan Steward spoke as a private, interested citizen.

Representatives of Christmas in Romney Committee, Sonja Embrey and Mayor Beverly Keadle presented a request for the County to contribute half the cost of purchasing and

shipping an eighteen-foot, frame Christmas tree for display on the Courthouse corner. This tree will be similar to the tree used in the Parks and Recreation light display in Central Hampshire Park and will be simpler to install and maintain. The total cost of the tree, topper and shipping will be \$9,264. Commissioner Hott moved to contribute \$5,000 to for the tree and Commissioner Eglinger seconded the motion. The motion passed.

Mayor Keadle informed the Commission that the Commission's October commitment of \$1,050 for the rental of the lift and signs, would not be needed in its entirety and that the invoice for that will be about half of what was requested.

Circuit Clerk Sonja Embrey submitted a request for a revision of line items within her approved 2023-24 department budget. Commissioner Hott moved to approve the requested 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 Hott moved the invoices be paid as presented. Commissioner Eglinger seconded the motion and the motion passed.

All scheduled business having been addressed; Commissioner Hott moved to adjourn the meeting. Commissioner Eglinger seconded the motion, the motion passed and President Cannon declared the meeting adjourned at 10:37 am.

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

A regularly scheduled meeting of the Hampshire County Commission was held on Tuesday, January 23, 2024 at 6:00 pm in the courtroom of the Hampshire County Courthouse. President David H. Cannon, Commissioner Brian W. Eglinger, and Commissioner Robert Q. Hott were present. President Cannon had Commissioner Hott lead the Pledge of Allegiance to the flag of the United States of America, then asked Clerk Eric Strite to offer prayer. President Cannon called the meeting to order.

The minutes of the regular Commission meeting held on January 9, 2024 were presented for consideration. Commissioner Hott moved to approve the minutes as presented. Commissioner Eglinger seconded the motion and the motion passed.

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

Project Manager Matthew Hott explained the status of the Courthouse cupola clocks and the options moving forward. About Time Restoration, LLC., evaluated the clocks and was able to get three running, but more work is needed. \$4,900 has been expended to date and the estimate to complete the repairs is for \$8,800 more, plus and annual maintenance / service call. The initial estimate which was approved in the November 29, 2023 meeting was for \$8,200, resulting in an additional cost of \$5,500 plus the annual cost. The clocks were installed with the cupola replacement in 2012, but no guidance was given in regard to necessary lubrication and maintenance, which resulted in the failure of the clocks to perform. After discussion, Commissioner Eglinger moved to approve the additional repair, with the condition that the annual maintenance cost not be excessive. Commissioner Hott seconded the motion and the motion passed.

Assessor Norma Wagoner asked the Commission to send a letter to authorize the State Tax Department to adjust mineral values for a limited period in 2024. Commissioner Hott moved to authorize the State Tax Commission to make adjustments to Hampshire County's mineral values until February 15, 2024. Commissioner Eglinger seconded the motion which then passed. The President signed the letter to the State Tax Department approving this action.

Tax Assessor Norma Wagoner sent tax bill exonerations for consideration. Commissioner Hott moved to approve the tax exonerations as presented. Commissioner Eglinger seconded the motion and the motion passed on a unanimous vote.

Compliance Officer Amanda Barnes presented an application for a cell tower equipment upgrade on the tower on Trinity Road. Commissioner Eglinger moved to approve the permit application and Commissioner Hott seconded the motion which then passed.

Erin Timbrook was available and gave an update on the American Recovery Plan (ARP) grant and associated project(s) status. The Commissioners had a question regarding specific allocations that were agreed on last summer and the Clerk will provide documentation on those actions from the appropriate minutes.

Sheriff Nathan Sions sent a letter requesting final approval for the appointment of Glenn Culp to serve as a part-time Court Security/Correctional Officer. Commissioner Hott moved to approve the Sheriff's request and Commissioner Eglinger seconded the motion. The motion passed.

The Sheriff requested a line-item budget revision for the Sheriff Process in the approved 2023-24 budget, moving \$468 from materials and supplies to auto maintenance and repair. Commissioner Eglinger moved to approve the requested line-item revision and Commissioner Hott seconded the motion. The motion passed.

Circuit Clerk Sonja Embrey sent a letter advising that Rachael Hiatt will begin full time employment as a Deputy Clerk on January 16, 2024 with full benefits accruing, effective on that date. Commissioner Hott moved to approve the new hire in the Circuit Clerk's office and Commissioner Eglinger seconded the motion which then passed.

Circuit clerk Embrey also sent a letter indicating that Katie Simmons will be receiving a pay raise effective January 11, 2024. Commissioner Eglinger moved to approve the pay raise and Commissioner Hott seconded the motion. The motion passed.

Maintenance Supervisor Kenny McBride sent a request that the Commission consider an emergency repair for the heat and air Conditioning system in the Planning Office. The needed repair will require the replacement of the mini-split unit. The estimate from Royal-Aire is for \$15,585 for the installation of the new unit. The Commission agreed that this is a necessary,

emergency repair and Commissioner Hott moved to approve the repair by Royal-Aire. Commissioner Eglinger seconded the motion and the motion passed.

President Cannon offered a public comment period. Mr. Jimbo Lowe asked a few questions about broadband providers in the area.

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

The expense invoices of the County were presented for review by the Commissioners. Commissioner Hott moved the invoices be paid as presented with a question regarding one transaction. Commissioner Eglinger seconded the motion and the motion passed.

All scheduled business having been addressed, Commissioner Eglinger moved to adjourn the meeting. Commissioner Hott seconded the motion, the motion passed and President Cannon declared the meeting adjourned at 7:05 pm.

Note: all actions were approved by a voice vote and all were unanimous in this meeting.  
Respectfully submitted, Eric W Strite, Hampshire County Clerk.

A regular meeting of the Hampshire County Commission was scheduled on Tuesday, February 13, 2024 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. The weather caused a two-hour delay of the opening of Hampshire County government so the meeting began at 10 am. President David H. Cannon and Commissioners Brian W. Eglinger and Robert Q. Hott were present. Commissioner Cannon led the Pledge of Allegiance to the flag of the United States of America and asked the Clerk to offer prayer before the meeting. President Cannon then called the meeting to order.

The minutes of the meeting of January 23, 2024 were presented for consideration. Commissioner Hott moved to approve the minutes as presented and Commissioner Eglinger seconded the motion. The motion passed.

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

Convention and Visitor's Bureau (CVB) President Peggy McMasters and Executive Director Tina Ladd presented a report of the CVB and their request of \$30,000 for funding from the Commission for the upcoming fiscal year. Commissioner Hott moved to approve the funding request for the requested \$30,000, contingent on availability of funds as the entire County levy estimate is considered. Commissioner Eglinger seconded the motion and the motion passed.

Ms. McMasters and Mr. Len McMasters presented a report on the 2023 Capon Bridge Founder's Day Festival and requested \$5,000 for the 2024 event. Commissioner Hott moved to approve the requested funding contingent on availability of County funds at budget time. Commissioner Eglinger seconded the motion and the motion passed.

The Clerk presented a letter of acceptance for a grant from the Records Management and Preservation Board for scanning of some indexes in the Clerk's office. Commissioner Hott moved to authorize the President to sign the acceptance letter and Commissioner Eglinger seconded the motion. The motion passed.

Sheriff Sions sent a personnel letter requesting the final approval of the appointment of Logan Simpson to the position of 911 Dispatcher, effective February 22, 2024. Commissioner Hott moved to approve the final approval and Commissioner Eglinger seconded the motion. The motion passed.

Sheriff Sions sent a request for a line-item budget revision for the 2023-2024 FY Budget of the Treasurer's Office. Sheriff Sions requested to move \$1,725 from line 404-215, (Maintenance & repair), to line 404-230, (contracted services). Commissioner Hott moved to approve the Sheriff's request of the transfer in the Treasurer's approved budget and Commissioner Eglinger seconded the motion. The motion passed.

Sheriff Sions requested a line-item budget revision for the Sheriff's Office for the 2023-2024 FY Budget. The request was to move \$3,892 from line 700-341, (supplies and materials), to 700-223, (professional services). Commissioner Hott moved to approve the request and Commissioner Eglinger seconded the motion. The motion passed.

Hampshire County Sheriff Nathan J. Sions sent a letter stating that he has designated himself and the Deputies of his office to be Humane Officers. West Virginia State Law §7-10-1 requires the Sheriff to designate the Humane Officers for the County and the Commission to make this a matter of record. Commissioner Hott moved to have the Clerk to make the list of designated Humane Officers a matter of public record by including with the minutes. Commissioner Eglinger seconded the motion and the motion passed.

Mayor Keadle had requested an appointment to discuss a potential grant, but called earlier to cancel that appointment.

Darren Taylor, Executive Director of the South Branch Valley Day Report (SBVDR) Center presented a report of the activities of the SBVDR as well as, the proposed memorandum of understanding (MOU) between the SBVDR and the participating Counties plus two grant applications. Judge Carter Williams was in attendance on another matter, but asked to speak and gave a positive endorsement of the interaction of the SBVDR with the Courts over the recent one to two years.

Commissioner Eglinger moved to authorize the President to sign the Justice Reinvestment Initiative (JRI) grant application which will expand counseling services and Commissioner Hott seconded the motion. The motion passed.



Commissioner Hott moved to authorize the application for the Community Corrections Grant in the amount of \$305,508. This is the grant which provides the primary funding for the operation of the Day Report Center. Commissioner Eglinger seconded the motion and the motion passed.

Mr. Taylor stated that the match for the three counties will increase from \$17,600 to \$20,000 annually after staying at the lower level for many years. Commissioner Hott pointed out that Hampshire County provides significant human resource and accounting services for the Day Report that the other counties do not do then moved to approve the \$20,000 match funding and Commissioner Eglinger seconded the motion. This motion also passed.

Commissioner Eglinger moved to approve and sign the MOU for the new Community Corrections grant and Commissioner Hott seconded the motion. This motion passed.

Mr. Taylor asked to request surplus American Recovery Plan (ARP) funds and the Commission stated that will not be possible until a later date.

The Hampshire Chapter of the Future Farmers of America (FFA) requested the Commission to consider and approve a proclamation specifying a day to be Hampshire County FFA Day. Commissioner Hott moved to adopt the proclamation and have the President to read the document. Commissioner Eglinger seconded the motion and the motion passed. The Commissioners signed the proclamation, President Cannon read the document and the Commissioners and Judge Williams posed for a picture and offered thoughts on the positive impact FFA has had on individuals and local communities over many years.

Brian Malcolm, Director of the Hampshire County Emergency Services Agency (HCESA) came to discuss some upcoming budget concerns and to present two grant requests, with Courtney Turner, EMS Training Officer.

Commissioner Eglinger stated that he wanted to get it on the record that HCESA will be presenting a budget along with the other departments for the 2024-2025 FY budget. Everyone was in agreement on this point.

Ms. Turner presented a request that the Commission grant approval to pursue a grant from the Substance Abuse and Mental Health Services Administration (SAMSHA) for up to \$200,000 for two years and a ten (10) percent match which includes in-kind payment. Commissioner Eglinger moved to approve the grant application and Commissioner Hott seconded the motion. The motion passed.

Mr. Malcolm requested approval for a grant to acquire a power-load system for the unequipped ambulances as well as to purchase cots with higher load ratings. This grant will require a ten (10) percent match. This equipment is needed due to three injuries to emergency workers while loading patients since last fall. Commissioner Hott moved to authorize HCESA to pursue this grant. Commissioner Eglinger seconded the motion and the motion passed.

Commissioner Eglinger asked that clarification of the ARP administration be placed on the agenda. Commissioner Hott moved to authorize Rolf Ronken to be the Chief Administrator on all ARP projects. Commissioner Eglinger seconded the motion and the motion passed.

Logan Mantz asked the Commission to consider allocating surplus ARP funding to the Capon Bridge School Street Revitalization Project. The Commissioners agreed that they plan to wait to see what Mr. Ronken recommends before any allocations are made, if surplus funding is identified.

Official Budget Revision four (#4) to the General Fund (#1), was presented as prepared by Deputy Clerk Bethany Billmeyer. Commissioner Hott moved to approve the Official Budget Revision as presented and Commissioner Eglinger seconded the motion the motion passed.

Tax Assessor Norma Wagoner sent tax bill exonerations for consideration. Commissioner Hott moved to approve the tax exonerations as presented. Commissioner Eglinger seconded the motion and the motion passed on a unanimous vote.

Hampshire County Emergency Services Agency (HCESA) requests for exemptions and waivers in regard to the ambulance fee, were presented after review and recommendation for action by HCESA personnel. Commissioner Hott moved to approve the requests for Goddard, Miller and Barnett/Goff and to deny the requests for Hines, Hott, Konka and Lewis. Commissioner Eglinger seconded the motion which was then passed.

Clerk Eric Strite presented a request for salary increases for the Deputy Clerks in the County Clerk's Office, from within the current budget. The total of the annual salaries is sustainable at current budget funding levels. Commissioner Hott moved to approve the salary request for the Clerk's staff and Commissioner Eglinger seconded the motion which passed.

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

All scheduled business having been addressed; Commissioner Hott moved to adjourn the meeting. Commissioner Eglinger seconded the motion, the motion passed and President Cannon declared the meeting adjourned at 12:20 pm.

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

A regularly scheduled meeting of the Hampshire County Commission was held on Tuesday, February 27, 2024 at 6:00 pm in the courtroom of the Hampshire County Courthouse. President David H. Cannon, Commissioner Brian W. Eglinger, and Commissioner Robert Q. Hott were present. President Cannon had Commissioner Hott lead the Pledge of Allegiance to the flag of the United States of America, then asked Pastor Kenneth Lake to offer prayer. President Cannon called the meeting to order.

The minutes of the regular Commission meeting held on February 13, 2024 were presented for consideration. Commissioner Eglinger moved to approve the minutes as presented. Commissioner Hott seconded the motion and the motion passed.

The Hampshire County Commission had sat as Board of Equalization and Review for the 2024 Tax Year during the earlier part of February and Clerk Strite presented minutes of the meetings that made up that session. Commissioner Hott moved to approve the minutes and Commissioner Eglinger seconded the motion, which passed.

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

Project Manager Matthew Hott presented the two bids which were received by the advertised deadline to provide the renovation on the Romney Senior Center kitchen. The Commissioners opened and reviewed the bids and announced that the bids were from Harbell, Inc. in the amount of \$67,725 and from D & D Plumbing in the amount of \$62,250. Both bids included identical scopes of work and the Commission noted that both bidders have a reputation for doing quality work. Commissioner Hott moved to grant the bid to D & D Plumbing, who submitted the low bid of \$62,250. Commissioner Eglinger seconded the motion and the motion passed.

The funding of the Romney Senior Center kitchen work was discussed and it was noted that Hampshire County's four representatives to the WV Legislature, (Delegates Thorne and Hillenbrand and Senators Trump and Blair), had each committed \$5,000 toward the project and Commissioner Hott moved that the Commission fund the remaining balance after the contribution from the lawmakers had been applied. Commissioner Eglinger seconded the motion and the motion passed.

Tax Assessor Norma Wagoner sent tax bill exonerations for consideration. Commissioner Hott moved to approve the tax exonerations as presented. Commissioner Eglinger seconded the motion and the motion passed on a unanimous vote.

Sheriff Sions requested a line-item budget revision for the Sheriff's Office in the approved 2023-24 budget, moving \$1,000 from contracted service (700-230) to professional service (700-223). Commissioner Eglinger moved to approve the requested line-item revision and Commissioner Hott seconded the motion. The motion passed.

Sheriff Sions also requested to move \$250 from capital outlay (701-459) to maintenance and repair of auto (701-217). Commissioner Eglinger moved to approve the in-house transfer and Commissioner Hott seconded the motion. The motion passed.

Alison Jewell, Executive Director of the Hampshire County Farmland Preservation Board, presented a resolution in support of the current structure of the Farmland Preservation program in the State of West Virginia. Commissioner Hott moved to approve and sign the resolution and Commissioner Eglinger seconded the motion. The motion passed and the resolution was signed by the full Commission.

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

Brian Malcolm, Director of the Hampshire County Emergency Services Agency (HCESA) presented a request to transfer funds from the Salary Enhancement Fund, which was recently established, to the HCESA fee account. Commissioner Hott moved to transfer \$125,581.40 from the EMS Salary Enhancement Fund to the HCESA Fee Account to help with HCESA payroll. Commissioner Eglinger seconded the motion and the motion passed.

Region 8 Planning and Development Council needs Commission approval to advertise for bids regarding the Health Facility project. The bid opening will be April 17 and the contracts

are to be awarded May 24, 2024. The President will need to sign the Notice of Intent to Bid, but that document has not yet been sent to the Commission. Commissioner Hott moved to authorize the President to sign the document when it is received and Commissioner Eglinger seconded the motion. The motion passed.

Rolf Ronken, Grant Administrator, presented bids that had been received in response to advertisements for recycling containers and paving as part of the Rehabilitation Environmental Action Plan (REAP) grant which is through the West Virginia Department of Environmental Protection (WV DEP).

Four bids were received for the paving project at the Recycling Center in Augusta and Commissioner Eglinger moved to accept the low bid of \$23,940, which was submitted from Liller Brothers Paving of Pinto, Maryland. Commissioner Hott seconded the motion and the motion passed.

One bid was received in response to the container ad in the amount of \$52,680 for four bins, from Pro-tainer of Alexandria, MN. Commissioner Hott moved to accept the one bid from Pro-tainer and Commissioner Eglinger seconded the motion, which was then passed. REAP will review and give final approval of the bids.

The Springfield Area Rescue Squad had responded to an earlier letter from the Commission and since this is considered old business, Commissioner Hott moved to refer the matter to the Prosecuting Attorney for guidance. Commissioner Eglinger seconded the motion which passed.

President Cannon offered a period of public comment and questions, but no actions were taken.

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

All scheduled business having been addressed, Commissioner Hott moved to adjourn the meeting. Commissioner Eglinger seconded the motion, the motion passed and President Cannon declared the meeting adjourned at 7:36 pm.

Note: all actions were approved by a voice vote and all were unanimous in this meeting.  
Respectfully submitted, Eric W Strite, Hampshire County Clerk.

A regular meeting of the Hampshire County Commission was scheduled on Tuesday, March 12, 2024 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. Commissioner Cannon led the Pledge of Allegiance to the flag of the United States of America and asked the Clerk to offer prayer before the meeting. President Cannon then called the meeting to order and stated that Commissioner Hott would not be in attendance this morning.

The minutes of the meeting of February 27, 2024 were presented for consideration. Commissioner Eglinger moved to approve the minutes as presented and President Cannon seconded the motion. The motion passed.

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

The Treasurer's office is required to report any outstanding (undeposited) checks to the WV State Treasurer's Office after contacting the payee to see if they wish to have the check reissued. A list of unclaimed checks was presented for repayment. The funds for any outstanding checks with no response from the payee will be sent to the State Treasurers Office and they will include them with their annual publication of statewide unclaimed property. Commissioner Eglinger moved to work with the Clerk's office in resolving the outstanding checks as needed. President Cannon seconded the motion and the motion passed.

Sheriff Nathan Sions sent a letter requesting the final approval for the appointment of Troy Riggleman to the position of 911 Dispatcher, effective March 9, 2024. Commissioner Eglinger moved to approve the Sheriff's request and President Cannon seconded the motion. The motion passed.

Compliance Officer Amanda Barnes presented an application for a cell tower equipment upgrade on a Hardy Cellular/US Cellular tower. Commissioner Eglinger moved to approve the permit application and President Cannon seconded the motion which then passed.

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

All scheduled business having been addressed; Commissioner Eglinger moved to adjourn the meeting. President Cannon seconded the motion, the motion passed and the President declared the meeting adjourned at 9:22 am.

Note: all actions were approved by a voice vote and were unanimous in this meeting.

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

At 1 pm of the same day, the full Commission met with Department Heads and Elected Officials to review budgetary requests for the 2024- 2025 Fiscal Year. Projected revenues and expenditures were considered and discussed, but no decisions were made and no actions were taken. Respectfully, Eric Strite

A regularly scheduled meeting of the Hampshire County Commission was held on Tuesday, March 26, 2024 at 6:00 pm in the courtroom of the Hampshire County Courthouse. President David H. Cannon, Commissioner Brian W. Eglinger, and Commissioner Robert Q. Hott were present. President Cannon had Commissioner Hott lead the Pledge of Allegiance to the flag of the United States of America, then asked Pastor Kenneth Lake to offer prayer. President Cannon called the meeting to order.

The minutes of the regular Commission meeting held on March 12, 2024 were presented for consideration. Commissioner Eglinger moved to approve the minutes as presented. Commissioner Hott seconded the motion and the motion passed.

Clerk Strite presented a balanced budget, (levy estimate), based on earlier direction from the Commission, as prepared by Clerk's Deputies Bethany Billmeyer and Holly Bailey. Commissioner Robert Hott moved to approve the 2024-2025 Levy Estimate, as presented by the Clerk's staff and Commissioner Eglinger seconded the motion. The proposed budget was approved by a unanimous voice vote. The 2024-2025 Levy Estimate will be submitted for review by the West Virginia State Auditor's Office - Local Governments Division, published as a Class II legal advertisement in the local newspaper and the Commission will hold an official hearing in order to lay the levy on the third Tuesday in April 2024, as required in WV Code.

Alison Jewell, Executive Director of the Hampshire County Farmland Preservation Board, presented a resolution that the Farmland Preservation Board be presented as a component unit of the County Commission for audit purposes. Commissioner Eglinger moved to approve the resolution as presented and Commissioner Hott seconded the motion. The motion passed.

Sheriff Sions requested the Commission to update an annual request that Hampshire County be considered for designation as a High Intensity Drug Trafficking Area (HIDTA). Inclusion in HIDTA is beneficial to the law enforcement community by coordinating Federal, State and Local agencies to combat the infiltration of drugs into the lives of our citizens. Commissioner Hott moved to authorize President Cannon to sign the HIDTA letter and Commissioner Eglinger seconded the motion. The motion passed.

Sheriff Sions presented a letter requesting final approval of the appointment of Jordan Shaffer to the position of deputy sheriff, effective March 27, 2024. Commissioner Hott moved to approve the Sheriff's requested approval of the appointment of Deputy Shaffer and Commissioner Eglinger seconded the motion.

Tax Assessor Norma Wagoner sent tax bill exonerations for consideration. Commissioner Hott moved to approve the tax exonerations as presented. Commissioner Eglinger seconded the motion and the motion passed on a unanimous vote.

Hampshire County Emergency Services Agency (HCESA) requests for exemptions and waivers in regard to the ambulance fee, were presented after review and recommendation for action by HCESA personnel. Commissioner Hott moved to approve the requests for Griffin, Spalding, Combs and Horst due to erroneous billing or office errors and to deny the request by Sims & Higgins due to the timeliness of the filling. Commissioner Eglinger seconded the motion which was then passed.

The Region 8 Development Authority sent the annual Fair Housing Resolution stating the Hampshire County Commission's commitment to equal opportunity and fair housing for everyone. The month of April is designated as Fair Housing Month. Commissioner Robert Hott moved to authorize the President to sign the Fair Housing Resolution and Commissioner Brian Eglinger seconded the motion. The motion passed on a voice vote.

The Clerk presented the nomination lists of poll workers for the 2024 Primary Election to be held on May 14, 2024 as presented by the Republican and Democrat Executive Committees of Hampshire County. Commissioner Hott moved to approve the nominations and to authorize the Clerk to adjust and complete the lists as needed. Commissioner Eglinger seconded the motion and the motion passed.

Central Hampshire Public Service sent a right of way agreement for approval and subsequent recordation, granting access to the Commission owned lot on Sunrise Boulevard, which is the future site of the new ambulance building. Commissioner Eglinger moved to approve the right of way and Commissioner Hott 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 Hott moved to approve those estates that applied for Final Settlement, and all probate orders, fiduciary appointments, orders and qualifications and all fiduciary bonds which have come

before the Clerk in the vacation of the Commission since its last regular meeting. Commissioner Eglinger seconded the motion and the motion passed.

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

All scheduled business having been addressed, Commissioner Hott moved to adjourn the meeting. Commissioner Eglinger seconded the motion, the motion passed and President Cannon declared the meeting adjourned at 6:53 pm.

Note: all actions were approved by a voice vote and all were unanimous in this meeting.  
Respectfully submitted, Eric W Strite, Hampshire County Clerk.

A regular meeting of the Hampshire County Commission was scheduled on Tuesday, April 16, 2024 at 9:00 a.m. in the courtroom of the Hampshire County Courthouse. President David H. Cannon and Commissioner Brian W. Eglinger were present. Commissioner Cannon led the Pledge of Allegiance to the flag of the United States of America and asked Pastor Kenneth Lake to offer prayer before the meeting. President Cannon then called the meeting to order and indicated that Commissioner Hott would not be in attendance.

The minutes of the meeting of March 26, 2024 were presented for consideration. Commissioner Eglinger moved to approve the minutes as presented and President Cannon seconded the motion. The motion passed.

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

Clerk Strite introduced Amanda McDuffie as the newest employee in the Clerk's office.

The Clerk had previously received notice of approval of the Levy Estimate for Hampshire County for the Fiscal Year July 1, 2024-June 30, 2025 from the WV State Auditor. The proposed Levy Estimate was advertised as required by law and posted on the Commission's meeting agenda as a Public Hearing in order to allow the public the opportunity for objection or to question the proposed budget for the next fiscal year. President Cannon opened the public hearing and the Clerk read the proposed levy rates. After a reasonable amount of time when there were no comments offered, 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 will be set at 0.60¢/\$100 of assessed value of Class I property, 1.20¢/\$100 for Class II property and 2.40¢/\$100 of assessed value of Class III and Class IV properties. President Cannon seconded the motion to approve the levy rates as stated. The motion passed by unanimous voice vote.

Sheriff Sions had helped Maintenance Supervisor Kenny McBride to secure bids to purchase a one-half ton pick-up truck. Mr. McBride requested the Commission to approve the purchase of a 2024 Chevrolet Silverado from Timbrook Chevrolet in Keyser for \$47,300.09. This was the lowest of five (5) price quotes and falls below the State Bid. Commissioner Eglinger moved to approve the purchase of the truck as requested and President Cannon seconded the motion.

The contract from D & D Plumbing, LLC, for the kitchen repairs at the Romney Senior Center was presented. D & D was awarded the project in a previous meeting. Commissioner Eglinger moved to authorize the President to sign the contract and President Cannon seconded the motion. The motion passed.

Hampshire County Parks and Recreation Chairman Greg Rinker with J. T. Hott, Executive Director of the Hampshire County Development Authority came with members of their Boards to present a request for proposals (RFP) to be advertised for repair of the roofs of the Old Capon Bridge Middle School, which will soon be renamed the Capon Bridge Community Complex. After some discussion as to the planned and possible future uses of the facility, Commissioner Eglinger moved to authorize the Parks and Rec Board to proceed with the RFP advertisement. President Cannon seconded the motion and the motion passed.

The Romney Christian Ministerial Association representative was not available for their scheduled time and Commissioner Eglinger moved to table the consideration of the Day of Prayer Proclamation to the next meeting. President Cannon seconded the motion which passed.

Hampshire County Emergency Services Agency (HCESA) requests for exemptions and waivers in regard to the ambulance fee, were presented after review and recommendation for action by HCESA personnel. Commissioner Eglinger moved to deny the two requests because the filings for exemption were well after the filing deadline. He stated these would be eligible for exemption if filed correctly next year. President Cannon seconded the motion and the motion passed.

Tax Assessor Norma Wagoner sent tax bill exonerations for consideration. Commissioner Eglinger moved to approve the tax exonerations as presented. President Cannon seconded the motion and the motion passed.



Eastern West Virginia Community Action Agency sent two suggested proclamations for the Commission to declare May 2024 as Community Action month in recognition of the hard work and dedication of that agency in our communities, and a proclamation to designate May 10, 2024 as Childcare Provider Day. Commissioner Eglinger moved to approve the resolution and President Cannon seconded the motion. The motion passed and President Cannon read the resolutions.

The Summer Harvest Festival Committee consisting of Loretta Spencer, Dorothy Calvert and Julie Cook presented a request for funding and permission to use Commission Complex grounds on the first weekend in August, which has been the date of the West Virginia Peach Festival. The Peach Festival will be held in Mineral County this year, but this committee wants to keep people coming to Romney and plans to go ahead with a similar event on the usual dates as many local organizations utilize this event for fundraising, in addition to the local businesses who benefit from the additional people with disposable income. After additional discussion, Commissioner Eglinger moved to support the Summer Harvest Festival and the local community and to contribute \$3,500 for the operation of the festival. President Cannon seconded the motion and the motion passed.

Homeland Security and Emergency Management Director Brian Malcolm and Sheriff Nathan Sions presented bids for a replacement generator which provides emergency power for the Cacapon Mountain Radio Tower. Three bids were obtained in the amounts of \$29,500, \$33,850 and \$43,985. The middle bid is available for installation within 30 days. The lower of the three bids was for a natural gas unit which would require some modification and the highest of the bids will require about six months to build and install. Commissioner Eglinger moved to accept the quote from Elite Power and Energy Corporation for \$33,850.00, and to pay with funds at the Commission's discretion. President Cannon seconded the motion and the motion passed.

Steve Moreland, Chairman of the Hampshire County Library Board, presented a request for the Commission to pay half of the cost / quote to repair several deteriorating structures on and around the Davis History House. The Commission is half owner of this 230 odd year-old house with the library. Mr. Moreland added that a local carpenter will make the repairs and the materials will be purchased locally at Eastern Building Supply. Commissioner Eglinger moved to help the Romney Library in these repairs as requested and President Cannon seconded the motion. The motion passed.

Reverend Vaughn of the Romney Christian Ministerial Association arrived and Commissioner Eglinger moved to remove the item of business of the Day of Prayer Proclamation from the table. President Cannon seconded the motion and the motion passed.

Reverend Vaughn presented (read) the Proclamation declaring a Day of Prayer in Hampshire County on May 2, 2024. Commissioner Eglinger moved to approve the Proclamation and offered the use of the Courthouse steps if needed. President Cannon seconded the motion which passed.

The Clerk presented an order authorizing the Clerk to open checking accounts with the Bank of Romney to act as clearing accounts for electronic fund transfers (ETF) for payment of insurance and retirement premiums. The legislature recently passed WV Code §5-10D-12(b) making ETF payment to these entities a requirement by July 1, 2024. Commissioner Eglinger moved to approve the order and President Cannon seconded the motion, which passed.

Clerk Strite presented a fiduciary order in the Estate of Kenneth Hirst, Sr., removing the Executor, Lee Sours due to his becoming incapacitated and unable to fulfill the duties in getting the estate settled. The alternative Executrix under the will has waived her right to act in this role and the order requests that the Sheriff be appointed Curator of the Estate. Commissioner Eglinger moved to approve the order and President Cannon seconded the motion, which passed.

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

All scheduled business having been addressed; Commissioner Eglinger moved to adjourn the meeting. President Cannon seconded the motion, the motion passed and President Cannon declared the meeting adjourned at 11:07 am.

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

A regularly scheduled meeting of the Hampshire County Commission was held on Tuesday, April 30, 2024 at 6:00 pm in the courtroom of the Hampshire County Courthouse. President David H. Cannon and Commissioner Robert Q. Hott were present. President Cannon led the Pledge of Allegiance to the flag of the United States of America, then asked Clerk Eric Strite to offer prayer. President Cannon called the meeting to order.

The minutes of the regular Commission meeting held on April 16, 2024 were presented for consideration. Commissioner Hott moved to approve the minutes as presented, then, President Cannon seconded the motion and the motion passed.

President Cannon and Commissioner Hott 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 Cannon announced that the agenda would be revised by moving the presentation by the Auditor's staff to 10 am in order to allow time for Auditor McCuskey to arrive in person.

Angie Curl, 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, 2024 and that the Hampshire County Commission will need to consider reappointment of Mr. Brady or another representative from Hampshire County. Commissioner Hott stated that Mr. Brady is an active participant of the SWA Board and represents Hampshire County well. Commissioner Hott went on to move that Patrick Brady be reappointed to a new term to commence on July 1, 2024 on the Region 8 SWA Board. President Cannon seconded the motion and the motion passed.

Sheriff Nathan Sions sent a letter requesting the approval of the appointment of Glenn Culp to the role of part-time Deputy in the Hampshire County Sheriff's Department along with his hourly rate-of-pay.

Two invoices for network and audio repairs and improvements in the Judicial Center were presented for approval. Funding is available in the current Circuit Court budget allocation (416), and Commissioner Hott moved to approve the repairs and improvements as submitted by Global Science and Technology for \$1,235.99 and Electronics Specialty Company in the amount of \$2,249.40. President Cannon seconded the motion and the motion passed.

Tax Assessor Norma Wagoner sent tax bill exonerations for consideration. Commissioner Hott moved to approve the tax exonerations as presented. President Cannon seconded the motion and the motion passed on a unanimous vote.

The item of how to decide the allocation of the funds received from the State Legislature's action in support of local Volunteer Fire Companies was discussed. It is anticipated that these funds will be sent to the West Virginia Counties annually. Commissioner Hott moved to direct that the fire funds be distributed equally between the eight (8) Hampshire County Fire Departments. President Cannon seconded the motion and the motion passed.

Commissioner Hott had requested that the matter of a letter to the Springfield Area Rescue Squad (SARS) be placed on the agenda in regard to the building the Squad has been using. Commissioner Hott moved to send a letter to the SARS by the end of this week asking that they vacate the building by May 18, 2024. There was no second and the motion died.

Clerk Strite presented those estates that had applied for final settlement by Report of Receipts and Disbursements or Affidavit & Waiver of Final Settlement. Commissioner Hott 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 Cannon seconded the motion and the motion passed.

The Green Spring Revitalization Project requested a letter of support from the Commission as they apply for a grant from the T-Mobile Hometown Grant Program. Commissioner Hott moved to authorize the President to sign the letter and the President then read the letter and seconded the motion. The motion passed and President Cannon then signed the letter.

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

Neither the Health Department nor the Auditor had arrived and Commissioner Hott moved to recess for five minutes. President Cannon seconded the motion and declared the meeting in recess at 9:37AM.

President Cannon called the meeting back in regular session at 9:47 AM.

Tamitha Wilkins and Mary Sas representing the Health Department stated that the Legislature had repealed the Code regulating fees for services in regard to local Health Departments and transferred local control of fees to the County Health Departments as approved by the County Commissions. Ms. Wilkins went on to state that environmental fees have not been increased for fifteen (15) years and that the revised fees, as recommended by the Hampshire County Board of Health, had been advertised with a thirty (30) day public comment period. No response or comment from the public regarding the change in fees revision was received during that period. Commissioner Hott moved to approve the revised fees for services as presented by the Hampshire County Health Department. President Cannon seconded the motion and the motion passed.

Skylar Wotring, Director of Transparency for the West Virginia State Auditor's Office (WVSAO) presented information regarding their program which allows counties and municipalities to post their financial transactions to the WVSAO website on a periodic basis to enhance transparency and disclosure of the stewardship of the public funds by the local entity. Hampshire County has been aware of this opportunity but has chosen not to participate because of limitations in the accounting software used by the County. Mr. Wotring assured the Commission that these limitations have been overcome by the software developer and that Hampshire County's accounting personnel will be able to upload our financial transactions with a five-to-ten-minute effort. After some discussion including Deputy Clerk Bethany Billmeyer, Commissioner Hott moved that Hampshire County join Project Mountaineer when our accounting program is in compliance as described by Mr. Wotring. President Cannon seconded the motion and the motion passed.

Auditor McCuskey arrived a few minutes later and spoke with the Commissioners for a few minutes.

Fiduciary Commissioner Logan Mantz had prepared a recommended order in regard to the Glenn Timbrook Estate, with determinations as to which assets had been directed prior to Mr. Timbrook's death and which assets remained part of the intestate estate. Commissioner Hott moved to approve the Fiduciary Commissioner's order and President Cannon seconded the motion. The motion passed.

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

Note: all actions were approved by a voice vote and all were unanimous in this meeting.  
Respectfully submitted, Eric W Strite, Hampshire County Clerk.