

**REGULAR ADJOURNED SESSION OF THE COUNTY COMMISSION OF BROOKE COUNTY,
WEST VIRGINIA, HELD TUESDAY, NOVEMBER 3, 2015**

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The County Commission of Brooke County, West Virginia met in regular adjourned session this 3rd day of November, 2015 at 10:30 a.m. at the Courthouse.

**Present: Tim Ennis, President
Jim Andreozzi and Stacey Wise, Commissioners
Sylvia J. Benzo, County Clerk**

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The Commission held their preliminaries before the meeting including a prayer and pledge of allegiance which was led by Lorie Williams of the Windsor Heights Church of God.

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A motion was made by Jim Andreozzi, seconded by Stacey Wise and unanimously passed to approve the minutes of the meeting held on October 27, 2015.

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This being the first regular meeting of the month of November, 2015 fiduciary matters were presented to the Commission for approval after having been cared for in the absence of the Commission by the County Clerk. The meeting will remain open until the end of the regular meeting and if no objections are filed will close at the end of the regular meeting.

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A copy of the following correspondence was given to each of the Commissioners for their review:

An Invitation was received to participate in the Wellsburg Chamber of Commerce Christmas Parade on November 27, 2015 which will line up at Eagle Manufacturing at 3:00 p.m.

A notice was received from XFINITY TV Services notifying us that on January 14, 2016 CMT Spike TV and POP Channels will change.

A Request for Revision to the Approved Budget which needs sent to the State for approval to revise the Gas & Oil Severance Tax money collected. Stacey Wise made a motion seconded by Jim Andreozzi and unanimously passed to approve the revision.

A copy of a letter Barb Zimmox sent to the West Virginia Development Office in answer to requirements associated with Section 3 for the Mahan Lane Project. This Section deals with the hiring of low income for this project and we have not had any new hires.

A letter was received from the West Virginia Mountain AIRS letting us know of a free program known as WV 211 which is a free service to link individuals to programs and services to meet needs and challenges of everyday life, including parenting classes to hospice and end of life issues. The free service is accessible by dialing 2-1-1, anytime 24-7.

A notice from the West Virginia Association of Counties of various Roundtable meetings to be held in various locations with Brooke County being scheduled for November 4, 2015 at 6:00 p.m. at the Wheeling Island Resort. The Commission has already made their reservations for participation.

A copy of the monitoring fees and report for the month of September, 2015 was received from the Northern Panhandle Community Criminal Justice Board.

The above correspondence was ordered filed in the County Clerk's Office.

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A motion was made by Jim Andreozzi, seconded by Stacey Wise and unanimously passed to rescind a former motion on the hiring of a Company called Sovos who was to do the IRS 1095 Forms pertaining to the Affordable Care Act. A company known as Assured Business Services met with the Commission, Clerk and Bookkeeping to discuss the forms which need to be completed for each employee and after the discussion felt they offered more services for a lower price. A motion was made by Jim Andreozzi, seconded by Stacey Wise and unanimously passed to let Assured Business Services do the necessary 1095 forms.

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The Commission announced that there are vacant positions available for anyone wishing to serve on the Planning Commission Board.

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Wayne Buxton was present and announced that he will be going to Petco on Saturday to take some dogs down for possible adoption. This will be at the Highlands.

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Ruby Greathouse was present and informed the Commission that the Museum members will be participating in the Brooke County Veterans' Day Ceremony on Monday. They will be providing some information on the book they are publishing concerning local veterans'.

Bud Billiard was present and let the Commission know that Brooke Hills will also be hosting a Veterans' Day Ceremony on November 11, 2015 at 1:00 p.m. at the Park. They will be honoring the late John Chernenko and had a gun made which is an exact replica of the gun he carried on Normandy Beach.

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Commissioner Andreozzi thanked Bob Sadler for doing some recent repairs at the Hammond PSD. He recently retired from Hammond PSD but was able to help them do the repair.

Commissioner Ennis reported that Yost Excavating is tearing up the concrete in the parking lot across from the courthouse and should be done in a few days and then the concrete will be laid. He also indicated that Commissioner Wise is working on other areas to beautify our area.

The Commission reported that Bowles, Rice from Wheeling is working to help update the Personnel Policy Handbook. The Clerk indicated she would like to see a Travel Policy, Fraud Policy and some other items put in the book. A draft will be done and the officials will have a chance to review and add items before it is finalized.

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Invoices and vouchers were approved and the following checks were ordered written:

General County Fund – Check Nos. 16017 through 16047 for \$43,901.80
Payroll Withholding – Check Nos. 16006 through 16016 for \$49,043.80
(Includes Three ACHS)
Payroll Check Nos. – 15942404 through 15942483
Payroll Vouchers – 440001 through 440062 for \$134,367.79
E-911 Communications – Check Nos. 1543 through 1546 for \$2,469.86
Ambulance Fund – Check Nos. 2596 through 2604 for \$3,890.37
Shelter Levy – Check Nos. 163 through 166 for \$3,217.56
Dog Fund – Check Nos. 1098 through 1102 for \$1,290.59

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No further business to come before the Commission a motion was made by Jim Andreozzi seconded by Stacey Wise and unanimously passed to adjourn.

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Timothy R. Ennis, President

Teste:

Sylvia J. Benzo, County Clerk