

**Berkeley County Council Meeting**  
**400 W. Stephen Street, Suite 205**  
**Martinsburg, WV 25401**

**February 23, 2023**  
**9:30 A.M.**

**Present:**

**James P. Whitacre, President**  
**G. Edgar Gochenour, Vice President**  
**James R. Barnhart, Councilperson**  
**H. D. Boyd, Councilperson**  
**R. Stephen Catlett, Councilperson**  
**Gary Wine, Deputy County Administrator**  
**Penny Shewell, Office Administrator**

Also Present: Tracie McCormick, Procurement Coordinator; The Honorable Anthony Petrucci, County Clerk; Will Lorensen, Fiduciary Supervisor; Doug Smith, County Engineer; The Honorable Catie Delligatti, Prosecuting Attorney; Dominic Orsini, Prosecuting Attorney's Office; Anthony Delligatti, Legal Director; Marcia Noll, County Clerk's Office' The Honorable Shelly Schoppert, Circuit Clerk; The Honorable Larry Hess, Assessor; Cheri Horvath, Finance Director; Tracey Guilliams, Grants Administrator; Elizabeth Lapchek, Grants Administrator

**Re: Call to Order**

President Whitacre called the February 23, 2023 Berkeley County Council meeting to Order at 9:35 A.M.

**Re: Items from the Public**

There were no items from the public.

**Re: Agenda**

Vice President Gochenour made a motion to approve the Agenda for the February 23, 2023 Berkeley County Council meeting. Councilperson Catlett seconded the motion. The motion carried unanimously.

**Re: Consent Agenda**

**1. Purchase Order Log**

There were no questions regarding the Purchase Order Log.

**2. Internal Budget Revisions**

Gary Wine, Deputy County Administrator reviewed the three (3) internal budget revisions received.

### **3. Changes in Status**

President Whitacre stated that a new hire recommendation was received from Mike Laing, Chief Court Marshal for Holly Miller as a part time Custodian effective March 1, 2023 with an hourly rate of \$17.80.

President Whitacre stated that a new hire recommendation was approved last week from the Honorable Sheriff Nathan Harmon for Hunter Rieff as an Animal Control Officer and has requested a new start date of March 2, 2023.

### **4. Approval of Minutes**

There were no changes to the February 7 or February 9, 2023 Berkeley County Council meeting minutes.

### **5. Council Calendar**

President Whitacre reviewed the Council calendar for the month of March. Penny Shewell, Office Administrator advised the Council that they had received documentation from the Youth Fair which would be held August 5-12, 2023 and inquired if they wanted a booth this year. The consensus of the Council was to have a booth at the Youth Fair.

### **6. Board and Commission Calendar**

President Whitacre reviewed the Board and Commission calendar for the month of March.

### **7. Bond Release – Webber Springs Section 1, Phase 1, 2 & 3, BCP #15-08, LOC #519387 Engineering Department**

### **8. Bond Release – Associated Asphalt, BCP #2007-0417 tied to BCP #020-01, Bond #CIC1907879 – Engineering Department**

### **9. Bond Release – Linaburg Properties, BCP #2011-341 tied to BCP #2104-0087 (Grading) & BCP #2207-206, LOC #518622-44 – Engineering Department**

### **10. Bond Release – Goldfinch Meadows, Phase 1, BCP #41-04 tied to #R02146-16 (Grading), BCP #2111-420 & BCP #2102-044, LOC#7300001813-73003 – Engineering Department**

### **11. Bond Release – Goldfinch Meadows, Phase 2, BCP #41-04 tied #R00716-17 (Grading) BCP #2111-420 & BCP #2102-44 LOC #871 – Engineering Department**

### **Re: Correction of Assessment Logs, Apportionment of Assessment, Deconsolidation and Consolidation or Properties Applications – Assessor’s Office**

The Assessor had nothing to present this week.

### **Re: Board Meeting Reports**

Councilperson Boyd reported that he was unable to attend the Historic Landmarks board meeting so Vice President Gochenour attended for him. He reported that he attended the CVB meeting where they have created a new Berkeley County App. He stated that the Chamber took on the app with assistance

from the CVB so everyone would be on the same app with the new logo being worked on. He also stated that finances were good.

Councilperson Barnhart reported that he had no meetings this week.

Councilperson Catlett reported that he attended the Public Service Sewer and Stormwater District meetings and stated that they were very appreciative of the vote to be co-permit holders for the MS4. He stated that they are working on an MOU with Anthony Delligatti, Legal Director and will then begin to work on the Ordinance. Councilperson Catlett stated that he met with the Sheriff and Mr. Delligatti regarding out of state tags and collecting those taxes and thanked everyone that attended the meeting.

Vice President Gochenour reported that he appeared on the WRNR radio program and spoke about the fire service, jail bill and legislative issues. He also reported that he attended the Parks & Recreation board meeting where they discussed the Spring Mills Park, and spoke about the facilities. He also reported that he attended the Planning Commission meeting where the largest concerns were regarding Clover Hill. Vice President Gochenour reported that he attended the Historic Landmarks board meeting for Councilperson Boyd and facilitated a meeting with Morgan Cabin. He also reported that he met with representatives from the Water District.

President Whitacre reported that he had no meetings this week.

**Re: Board and Commission Vacancies**

President Whitacre requested to have Clarence Martin and Robert Mahaffey scheduled for interviews as candidates for the BC Museum board.

**Re: Will Lorensen, Fiduciary Supervisor  
FY2023-24 Budget Presentation**

Will Lorensen, Fiduciary Supervisor appeared before the Council and presented his FY2023-24 budget.

**Re: Michael Withrow, 4-H Agent, Extension Office  
FY2023-24 Budget Presentation**

Michael Withrow, 4-H Agent, Extension Office appeared before the Council and presented his FY2023-24 budget and reviewed their annual report.

President Whitacre left the meeting at 10:30 A.M.

Vice President Gochenour took over the meeting.

**Re: Catie Delligatti, Prosecuting Attorney  
Fy2023-24 Budget Presentation**

The Honorable Catie Delligatti, Prosecuting Attorney appeared before the Council and presented her FY2023-24 budget.

President Whitacre returned to the meeting at 11:00 A.M.

**Re: Larry Hess, Assessor  
FY2023-24 Budget Presentation**

The Honorable Larry Hess, Assessor appeared before the Council and presented his FY2023-24 budget.

**Re: Anthony Petrucci, County Clerk  
FY2023-24 Budget Presentation**

The Honorable Anthony Petrucci, County Clerk appeared before the Council and presented his FY2023-24 budget. He stated that he was going to take the expense of Maria Childers working contractually in the Fiduciary Department and place her in the County Clerk's budget.

**Re: Kevin Whitney, Crabtree, Rohrbaugh and Associates  
Final Review Day Report Center**

Kevin Whitney, Crabtree, Rohrbaugh and Associates appeared before the Council and presented a final review of the Day Report Center. Mr. Whitney reviewed the history of the project and then reviewed Phase I and Phase II of the construction of the building.

**Re: Tracey Guilliams, Grants Administrator  
Acceptance of FY22 HSGP Grant for Berkeley County Council  
Acceptance of FY22 HSGP Grant for Berkeley County Emergency Management  
Acceptance of FY22 HSGP Award SWAT  
Acceptance of RMPB FY24 Grant Award**

Tracey Guilliams, Grants Administrator appeared before the Council and presented the HSGP grant for the Berkeley County Council. She stated that this was a \$0 match and would pay for cybersecurity hardware equipment.

Councilperson Catlett made a motion to accept the FY22 HSGP Grant for the Berkeley County Council. Councilperson Barnhart seconded the motion. The motion carried unanimously.

Mrs. Guilliams presented the FY22 HSGP Grant for the Berkeley County Emergency Management. She stated that this would be a \$0 match and would be used to purchase a drone.

Councilperson Catlett made a motion to accept the FY22 HSGP Grant for the Berkeley County Emergency Management. Councilperson Barnhart seconded the motion. The motion carried unanimously.

Mrs. Guilliams presented the FY22 HSFP Grant for the SWAT. She stated that this would be a \$0 match and would pay for fourteen (14) night vision devices.

Councilperson Catlett made a motion to approve the FY22 HSGP Grant for the SWAT. Councilperson Barnhart seconded the motion. The motion carried unanimously.

Mrs. Guilliams presented the FY22FMPB grant for the Circuit Clerk and County Clerk. She stated that this was a \$2,327 match and would pay for personnel cost to continue digitization in the Circuit Clerk's Office and storage and shelving for the County Clerk's Office.

**Re: Jeffrey Mauzy, Deputy Legal Director  
Order Regarding Lease Revenue Bonds (Berkeley Judicial Center Project) Series 2023A**

Jeff Mauzy, Deputy Legal Director appeared before the Council and presented the Order for the Lease Revenue Bond (Berkeley Judicial Center Project) Series 2023A. Mr. Mauzy read the Order by title only.

Councilperson Barnhart made a motion to approve the Order for the Lease Revenue Bond (Berkeley Judicial Center Project) Series 2023A. Councilperson Boyd seconded the motion. The motion carried unanimously.

**Re: Gary Wine, Deputy County Administrator  
LED Lighting Financing Recommendation**

Gary Wine, Deputy County Administrator stated that due to the expertise of former Legal Director, Norwood Bentley and the leadership and expertise of Alan Davis, County Administrator Berkeley County is the only AA rated body in the state of WV and they are why we are where we are today. Mr. Wine reviewed the financing history of the LED Lighting. Mr. Wine recommended that the Council approve the issuance of bonds totaling \$5 million using Carty & Company and it further recommended that the bonds issued contain a five (5) year call.

Councilperson Catlett made a motion to approve the issuance of bond totaling \$5 million be used by Carty & Company with a five year call. Councilperson Barnhart seconded the motion. The motion carried unanimously.

**Re: Items from the Public**

Shawn Wilk appeared before the Council and stated that he served as a poll worker in 2022 and glad to see training be taken more seriously.

**Re: Recess**

Councilperson Barnhart made a motion to Recess the February 23, 2023 Berkeley County Council meeting.

Submitted by: *Penny Shewell*

**Penny Shewell, Office Administrator**