

**Berkeley County Council Meeting**  
**400 W. Stephen Street, Suite 201**  
**Martinsburg, WV 25401**

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

**Present:**

**James P. Whitacre, President**

**G. Edgar Gochenour, Vice President**

**H. D. Boyd, Councilperson**

**R. Stephen Catlett, Councilperson**

**Alan J. Davis, County Administrator**

**Penny Shewell, Office Administrator**

**Councilperson Barnhart was not present for the meeting.**

Also Present: Tracie McCormick, Procurement Coordinator; Anthony Delligatti, Legal Director; Tim Czaja, Community Corrections Director; Chief Thomas Young; Tracey Guilliams, Grants Administrator; Elizabeth Lapchak, Grants Administrator; Doug Smith, County Engineer

**Re: Call to Order**

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

**Re: Items from the Public**

Jim Ouellette, Executive Director, Berkeley County Public Service Water District appeared before the Council and spoke regarding the rate modification process for the Water District. He also stated that the Water District would be conducting a public hearing on April 10, 2023 at 5: 00 P.M.

**Re: Agenda**

Councilperson Catlett made a motion to approve the Agenda for the March 23, 2023 Berkeley County Council meeting. Councilperson Boyd 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**

Alan Davis, County Administrator reviewed the two (2) internal budget revisions received.

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

President Whitacre stated that a new hire recommendation had been received from Tim Czaja, Community Corrections Director for Lindsey Siford as a QRT Peer Recovery Coach effective March 27, 2023 with an annual salary of \$43,135.

President Whitacre stated that a new hire recommendation was received from Mike Laing, Chief Court Marshal for William Parks as a Deputy Court Marshal effective April 17, 2023 with an annual salary of \$39,017.

President Whitacre stated that a new hire recommendation was received from the Honorable Catie Delligatti, Prosecuting Attorney for Caleigh Williams as a Legal Director effective April 10, 2023 with an annual salary of \$41,000.

President Whitacre stated that change in statuses were received from Jennifer Swisher, Emergency Communications Director for April Hedrick to go from Telecommunicator II to Shift Supervisor effective April 1, 2023 with a salary change from \$54,443 to \$60,024; Sabrina Hess to go from Shift Supervisor to Custodian of Records effective April 1, 2023 with a salary change from \$66,921 to \$60,699 and Chasity Loveless to go from Telecommunicator II to Shift Supervisor effective April 1, 2023 with a salary change from \$52,858 to \$55,501.

President Whitacre stated that a change in status was received from Mike Laing, Chief Court Marshal for Ronald Avey for a salary increase due to years of service effective April 15, 2023 with a salary change from \$39,017 to \$40,678.

President Whitacre stated that a letter of resignation was received from the Sheriff's Department from Cory Welcome effective March 16, 2023.

President Whitacre stated that a letter of resignation was received from the Recovery Resource Center from Katherine Blunt effective March 16, 2023.

President Whitacre stated that a letter of resignation was received from the Assessor's Office from Melissa Grajales effective March 20, 2023.

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

There were no changes to the March 6, 2023 Berkeley County Council meeting minutes.

### **5. Council Calendar**

President Whitacre reviewed the Council calendar for the month of March.

The Council discussed the Stormwater Management Ordinance and scheduled a Public Hearing for April 27, 2023 at 11:00 A.M. and 6:00 P.M.

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

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

7. **Bond Reduction – Cold Spring run, Section 1, 2 & 3, Lots 1-29, 50-65 & 68-73 (Final Plat) File #017-15 tied to #2208-241, LOC #7965098 – Engineering Department**
8. **Bond Reduction – Thistle Lane, Section C, (Final Plat), File #020-15 tied to 2106-211, LOC #7972383 – Engineering Department**

**Re: Consent Agenda Approval**

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

**Re: Correction of Assessment Log, Apportionment of Assessments, Deconsolidation and Consolidation of Properties Applications – Assessor’s Office**

The Assessor had nothing to present this week.

**Re: Board Meeting Reports**

Councilperson Boyd reported that he attended the Main Street Martinsburg meeting, but they did not have a quorum. He stated that they discussed the St. Patrick’s Day Event, the budget and the upcoming wine festival.

Councilperson Catlett reported that he attended the Public Service Sewer District board meeting and the meeting was business as usual. He also reported that he attended the Public Service Stormwater District meeting where they spoke regarding a new Ordinance. Councilperson Catlett reported that he attended the Senior Services board meeting where they reviewed their audit and thanked the Council for their support and would be providing lunch for the Council to show their appreciation. He also stated that he would be attending the Ambulance Authority meeting later today.

Vice President Gochenour reported that he attended the Planning Commission meeting where they approved an apartment building at Overlook. He also reported that he attended the dedication at Martinsburg High School for Patrick Jackson for a new field.

President Whitacre stated that he was unable to attend his meetings this week.

**Re: Board and Commission Vacancies**

President Whitacre requested to have Dean Polk scheduled for an interview as a candidate for the Parks & Recreation board and the CVB.

**Re: Honorary County Councilperson**

Vice President Gochenour introduced Grant McDonald, a student at St. Joseph School. Mr. McDonald stated that he played football and planned to attend Martinsburg High School. Vice President Gochenour swore in Mr. McDonald as Honorary County Councilperson and presented him with a certificate.

**Re: Tracey Guilliams, Grants Administrator  
MOU Berkeley County Council and Board of Education for FY23 Comprehensive Opioid,  
Stimulant and Substance (COSSUP) Grant**

Tracey Guilliams, Grants Administrator appeared before the Council and presented an MOU between the Berkeley County Council and the Board of Education for FY23 Comprehensive Opioid Stimulant and Substance (COSSUP) Grant,

Vice President Gochenour made a motion to approve the MOU between the Berkeley County Council and the Board of Education for FY23 Comprehensive Opioid Stimulant and Substance (COSSUP) Grant and authorized the President to sign. Councilperson Catlett seconded the motion. The motion carried unanimously.

**Re: Chief Thomas Young  
Request for Contingency Fund to Hire Deputy**

Chief Thomas Young appeared before the Council and stated that they have three (3) names to hire as Deputies and requested to have the funds moved from the Contingency Fund to the Sheriff's budget to hire the third Deputy as they have the funding for two of the vacancies.

Vice President Gochenour made a motion to move the funds from the Contingency fund to the Sheriff's budget to cover one Deputy. Councilperson Catlett seconded the motion. The motion carried unanimously.

**Re: Board and Commission Interview  
Matthew Howard – Candidate – BC Museum Board**

Matthew Howard appeared before the Council and was interviewed as a candidate for the BC Museum board.

**Re: Public Hearing Non-Residential Ambulance Service Fees**

Councilperson Catlett made a motion to open the public hearing for the Non-Residential Ambulance Service Fees at 11:00 A.M. Vice President Gochenour seconded the motion. The motion carried unanimously.

Alan Davis, County Administrator reviewed the history of the proposed rate increases. Brian Costello, Executive Director, Berkeley County Emergency Ambulance Authority appeared before the Council and the reviewed the Non-Residential Ambulance Service Fee structure via a powerpoint presentation.

There were no comments from the public.

Councilperson Catlett made a motion to close the public hearing. Councilperson Boyd seconded the motion. The motion carried unanimously.

**Re: Tim Czaja, Community Corrections Director  
Update on Recovery Services and Home Confinement**

Tim Czaja, Community Corrections Director appeared before the Council and presented an update on recovery services and home confinement. He also reviewed the stats on home confinement.

**Re: Alan Davis, County Administrator  
MOU Transportation Division**

Alan Davis, County Administrator reviewed the MOU for the Transportation Division.

Councilperson Catlett made a motion to approve the MOU for the Transportation Division and authorize the President to sign. Vice President Gochenour seconded the motion. The motion carried unanimously.

**Re: Executive Session – Legal Matters and County Council Personnel**

Councilperson Boyd made a motion to go into executive session at 12:00 P.M. for legal matter and County Council personnel. Vice President Gochenour seconded the motion. The motion carried unanimously.

President Whitacre declared the Council out of executive session at 12:45 P.M.

No motions were made during or after executive session.

**Re: Public Hearing Non-Residential Ambulance Service Fees**

Councilperson Catlett made a motion to open the public hearing for Non-Residential Ambulance Service Fees at 6:00 P.M. Vice President Gochenour seconded the motion. The motion carried unanimously.

. Brian Costello, Executive Director, Berkeley County Emergency Ambulance Authority appeared before the Council and the reviewed the Non-Residential Ambulance Service Fee structure via a powerpoint presentation.

There were no public comments.

Vice President Gochenour made a motion to close the public hearing. Councilperson Boyd seconded the motion. The motion carried unanimously.

**Re: Recess**

Councilperson Boyd made a motion to Recess the March 23, 2023 Berkeley County Council meeting.

Submitted by: Penny Shewell

**Penny Shewell, Office Administrator**