

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

June 1, 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

Alan J. Davis, County Administrator

Penny Shewell, Office Administrator

Also Present: Tracie McCormick, Procurement Coordinator; Anthony Delligatti, Legal Director; Will Lorensen, Fiduciary Supervisor; Tim Czaja, Community Corrections Director, Jeff Mauzy, Deputy Legal Director

Re: Call to Order

President Whitacre called the June 1, 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 June 1, 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

There were no internal budget revisions to be addressed.

3. Changes in Status

President Whitacre stated that a change in status was received from Jack Laing, Facilities Director for Andrew Knoeller to transfer from Custodian to Facilities Worker II effective July 1, 2023 with a salary increase from \$32,265 to \$43,135.

4. Approval of Minutes

There were no changes to the May 18, 2023 Berkeley County Council meeting minutes.

5. Council Calendar

President Whitacre reviewed the Council calendar for the month of May. Alan Davis, County Administrator stated that the Council needed to schedule a date for a public hearing for the Subdivision Ordinance and the consensus of the Council was Thursday, July 13, 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 May.

7. Cancelled Check Request

Re: Consent Agenda Approval

Councilperson Catlett made a motion to approve the Consent Agenda for the June 1, 2023 Berkeley County Council meeting. Vice President Gochenour seconded the motion. The motion carried unanimously.

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

The Assessor’s Office had nothing to present this week.

Re: Board Meeting Reports

Councilperson Boyd reported that he had no board meetings, but did attend the meeting with the Department of Highways held in Jefferson County where they provided some great information.

Councilperson Barnhart reported that he had no scheduled board meetings, however he did attend the Tuscarora Creek Project meeting put on by Alana Hartman with DEP. He stated that they spoke about Tuscarora Creek Water Shed and other water shed issues and Bob Williams, Director of Parks and Recreation spoke about Tuscarora Creek and Poor House Farm Creek.

Councilperson Catlett reported that he attended the Department of Highways meeting along with Vice President Gochenour and Councilperson Boyd and stated that Lee Thorne from DOH directed the meeting and Matt Mullenex from the MPO was in attendance. Councilperson Catlett stated that he was able to spend some time with some of the DOH representatives after the meeting and advise them of the county’s issues and concerns. He also reported that he attended the Ambulance Authority meeting where it was business as usual. Councilperson Catlett reported that he attended the Shug Kinser bridge dedication and also met with representatives from the Girls Softball field along with Anthony Delligatti, Legal Director

and Superintendent of Schools regarding an MOU on responsibilities of the field and scheduling the use of the field with no fees to the school. He stated that Gary Wine, Deputy Gary Administrator will be assisting with lighting for the fields.

Vice President Gochenour reported that he attended the Department of Highways meeting, the Morgan Cabin Memorial and the memorial service at the War Memorial Park. He also reported that he appeared on the WRNR radio. Vice President Gochenour reported that he attended the construction meeting for the Dunn building and reported that they are working aggressively to get the Tax office moved before the busy tax season.

President Whitacre reported that he had no meetings.

Re: Board and Commission Vacancies

The Council requested to have Scott McAboy scheduled for an interview as a candidate for the Board of Zoning Appeals.

Re: Bid Opening – RFP Dunn Building – Furniture Package 1 and 2

Alan Davis, County Administrator reviewed the RFP for the Dunn Building Furniture Package 1 and 2. He stated that the RFP was distributed to twelve (12) office furniture companies, placed on the county web site and social media platforms and advertised in the Journal with Certification of Publication in the bid file and the read ahead. He also stated that three (3) addendums were issued.

At 10:00 A.M. President Whitacre opened the sealed bids received as follows:

Bid #	Company	Amount Package # 1 IT Department	Amount Package #2 Voter's
# 1	One Nation Distribution, LLC New Wilmington, PA	\$109,950.00	\$44,998.00
# 2	Summer Furniture & Design Sterling, VA	\$80,098.38	\$34,228.35
# 3	Labers Office Furniture Hagerstown, MD	\$68,336.47.	\$34,027.36
# 4	WB Mason Columbia, OH	\$82,165.00	\$32,110.00
# 5	The Supply Room Companies	\$54,372.84	\$146,471.25

**Re: Will Lorensen, Fiduciary Supervisor
Estate Accounts – Month of June
Estate Hearings to be Scheduled**

Will Lorensen, Fiduciary Supervisor appeared before the Council and presented thirty one (31) estate accounts for the month of June.

Councilperson Barnhart made a motion to approve the thirty one (31) estate accounts for the month of June. Vice President Gochenour seconded the motion. The motion carried unanimously.

Mr. Lorensen had no estate accounts to schedule.

**Re: Mark Schiavone, Executive Director, Farmland Protection Board
Introduction of New Executive Director, Rese Ingram-Orsini**

Mark Schiavone, Executive Director, Farmland Protection Board appeared before the Council and introduced the new Executive Director, Rese Ingram-Orsini. Mr. Schiavone stated that he would be retiring the end of June and Ms. Orsini would be taking the reins at the Farmland Protection board.

Councilperson Barnhart left the meeting at 11:00 A.M.

**Re: Tim Czaja, Community Corrections Director
Update on CATALIST Program**

Tim Czaja, Community Corrections Director appeared before the Council and reviewed the history of the CATALIST Program stating that the juvenile program launched in October, 2021 with HIDTA being a huge supporter of the program providing over \$2 million in grant funding for the program. Eryn Miller, Therapist for the DRC appeared before the Council and reviewed the statistics of the CATALIST program stating they currently have sixty seven (67) participants. Dr. Laura Poppard, Deputy Director of Treatment for HIDTA appeared before the Council and stated that they recognized the need for our juvenile and was happy that HIDTA could assist with this program and spoke about the program. Tom Carr, Director of HIDTA appeared before the Council and also spoke about the program. Two graduates of the CATALIST program appeared before the Council and spoke about their experience with the program and how it helped them get their life back on track and they thanked everyone for their support.

**Re: Board and Commission Interview
Helen Harris – Candidate – Museum Board**

Helen Harris appeared before the Council and was interviewed as a candidate for the Museum board.

Re: Executive Session – Legal Matters

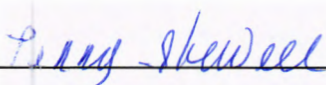
Councilperson Boyd made a motion to go into executive session for legal matters at 11:21 A.M. Councilperson Catlett seconded the motion. The motion carried unanimously.

President Whitacre declared the Council out of executive session at 11:35 A.M.

Vice President Gochenour made a motion to approve the Opioid Settlement with Amneal Pharmaceuticals, LLC and authorize the President to sign the release. Councilperson Boyd seconded the motion. The motion carried unanimously.

Re: Recess

Councilperson Boyd made a motion to Recess the June 1, 2023 Berkeley County Council meeting.

Submitted by: 

Penny Shewell, Office Administrator