

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

August 17, 2023
9:30 A.M.

Present:

James P. Whitacre, President

James R. Barnhart, Commissioner

H. D. Boyd, Commissioner

R. Stephen Catlett, Commissioner

Gary A. Wine, County Administrator

Penny Shewell, Office Administrator

Vice President Gochenour was not present for the meeting.

Also Present: Jeff Mauzy, Deputy Legal Director; Tracie McCormick, Procurement Coordinator; April Cassady, Grants Coordinator; Doug Smith, County Engineer; The Honorable Larry Hess, Assessor; Tim Czaja, Community Corrections Director

Re: Call to Order

President Whitacre called the August 17, 2023 Berkeley County Commission Meeting to Order at 9:35 AM.

Re: Items from the Public

Alvin Benjamin, retired Firefighter appeared before the Commission and spoke about County Policy PR-7, Employment of Family Members as it applies to Firefighters and would like to see the policy waived for the Fire Department.

Penny Shewell, Office Administrator introduced the new Grants Coordinator in the County Commission Office, April Cassady.

Re: Agenda

Commissioner Catlett made a motion to approve the Agenda for the August 17, 2023 Berkeley County Commission meeting. Commissioner Boyd seconded the motion. The motion carried unanimously.

Re: Consent Agenda

1. Purchase Order Log

Commissioner Boyd questioned the invoice for Grant Amazon Capital Services. Gary Wine, County Administrator stated that this was grant funding received from the JOTIPP grant which is involved with the school system.

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 Randy Lilly, Emergency Services Manager for Justin Murphy for a step increase from Firefighter II to Firefighter III effective August 10, 2023 with a salary change from \$56,005 to \$58,514,

President Whitacre stated that a change in status was received from Tim Czaja, Community Corrections Director for Taylor Parker to receive an increase for receiving her Peer Recovery Support Specialist classification effective July 21, 2023 with a salary increase from \$43,135 to \$43,635.

President Whitacre stated that a letter of resignation was received from the Recovery Resource Center from Airaka Riner effective August 31, 2023.

President Whitacre stated that a letter of retirement was received from the Sheriff's Department from Ronald Gardner effective September 28, 2023.

4. Approval of Minutes

There were no changes to the August 3, 2023 Berkeley County Commission meeting minutes.

5. Commission Calendar

President Whitacre reviewed the Commission calendar for the month of August.

6. Board and Commission Calendar

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

Commissioner Barnhart stated that the Health Department board meeting was moved from August 21 to August 28.

- 7. Bond Release – Spring Mills, Phase 11, Section 2, Plat 1, Lots 149-165, BCP File #016-14 tied to LAMA Case #2102-074 & #2301-002, Bond #100435721– Engineering Department**
- 8. Bond Release – Seasonal Services, LLC, File #2208-255 tied to File #2012-0012 (Grading) Bond #BND76300151 – Engineering Department**
- 9. Bond Release – Yorkshire Glen, Phase 1, Section 3, File #017-06 tied to #213-098 & 2108-320, Bond #800015499 – Engineering Department**
- 10. Bond Release – Yorkshire Glen Phase 1, Section 2B, File #105-05 tied to 2106-214, Bond #1048580 – Engineering Department**
- 11. Bond Reduction – Spring Mills PUD, Section 1, Phase 11, Plat 2, Lots 115-118 & 137-139, BCP File #016-14 tied to #2102-074 & 2104-139, Bond #100367373 – Engineering Department**

12. Cancelled Check Request – County Clerk’s Finance Office

Re: Consent Agenda Approval

Commissioner Catlett made a motion to approve the Consent Agenda for the August 17, 2023 Berkeley County Commission meeting. Commissioner Boyd 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 Honorable Larry Hess, Assessor appeared before the Commission and presented twenty four (24) personal tax exonerations for reason of office error totaling \$7,437.11.

Commissioner Barnhart made a motion to approve the twenty four (24) personal tax exonerations for reason of office error totaling \$7,437.11. Commissioner Boyd seconded the motion. The motion carried unanimously.

M. Hess presented three (3) Apportionments of Assessment per Final Divorce Order.

Commissioner Catlett made a motion to approve the three (3) Apportionments of Assessment per Final Divorce Order. Commissioner Barnhart seconded the motion. The motion carried unanimously.

Re: Board Meeting Reports

Commissioner Boyd reported that he had no board meetings this week, but did attend the County Commissioner training in Glade Springs. He also stated that July 4, 2026 would be the 250th Anniversary of the U.S. and he has been working with the Director or the Arts Council. Commissioner Boyd stated that the Back to School Program conducted by Main Street Martinsburg would be held on Saturday from 10:00 A.M. to 2:00 P.M. at the Roundhouse and the Farmers Market would also be open.

Commissioner Barnhart reported that he attended the MPO meeting along with Commissioner Catlett and reported that a lot of projects were going on for the TIF. He also stated that Meals on Wheels held their annual golf Tournament yesterday.

Commissioner Catlett reported that he attended the Inwood Park meeting where they are close to going to bid design and hope to break ground next year to get started on the infrastructure. He also reported that he attended the County Commission training in Glade Springs and was appointed Legislative Chair for our Region for the Legislative committee. Commissioner Catlett reported that he attended the MPO meeting where they discussed curbs for 901.

President Whitacre reported that he attended the Airport Authority meeting where they discussed the August 26 and 27 Airshow and looking for volunteers. He reported that the charter business has picked up slightly. President Whitacre reported that he attended the Fire Board meeting and reported that the stations are doing upgrades to their systems and looking at pre-alert systems to assist with their scratch rate.

Re: Board and Commission Vacancies

Commissioner Catlett requested to have Cynthia Thurston scheduled for an interview as a candidate for the Senior Services board.

**Re: Barbara Fortner, Senior Community Employment Program
Review of Senior Community Employment Programs**

Barbara Fortner with the Senior Community Employment Program appeared before the Commission and reviewed the programs and services offered by the Senior Community Employment Programs. She stated that you must be 55 years old or older to participate in their program with priority to those over 65 years old or low income, unemployed, veterans or homeless.

**Re: Gary Wine, County Administrator
SRO Contract Berkeley County Schools
Drug Free Workplace Testing Policy PR-22**

Gary Wine, County Administrator reviewed the SRO Contract with the Berkeley County Schools not to exceed \$195,000.

Commissioner Catlett made a motion to approve the SRO Contract with Berkeley County Schools. Commissioner Barnhart seconded the motion. The motion carried unanimously.

Mr. Wine reviewed the Drug Free Workplace Testing Policy PR-22.

Commissioner Catlett made a motion to adopt the Drug Free Workplace Testing Policy PR-22 effective immediately. Commissioner Boyd seconded the motion. The motion carried unanimously.

**Re: Executive Session - County Commission Personnel, Real Estate Acquisition, Legal Matters
Economic Development**

Commissioner Barnhart made a motion to go into executive session at 10:45 A.M. for County Commission Personnel, Real Estate Acquisition, Legal Matters and Economic Development. Commissioner Boyd seconded the motion. The motion carried unanimously.

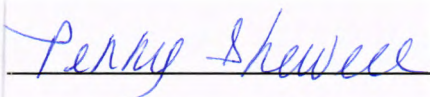
President Whitacre declared the Commission out of executive session at 11:00 A.M.

Commissioner Catlett made a motion to terminate Heather Grandstaff, Emergency Communications employee effective immediately. Commissioner Boyd seconded the motion. The motion carried unanimously.

Re: Recess

Commissioner Barnhart made a motion to Recess the August 17, 2023 Berkeley County Commission meeting.

Submitted by:



Penny Shewell, Office Administrator