

Berkeley County Commission Meeting

August 31, 2023

400 W. Stephen Street, Suite 205

9:30 A.M.

Martinsburg, WV 25401

Present:

James P. Whitacre, President

G. Edgar Gochenour

James R. Barnhart, Commissioner

H. D. Boyd, Commissioner (via phone conference)

R. Stephen Catlett, Commissioner

Gary A. Wine, County Administrator

Penny Shewell, Office Administrator

Also Present: Anthony Delligatti, Legal Director; The Honorable Larry Hess, Assessor; Tim Czaja, Community Corrections Director; Mike Laing, Chief Court Marshal, Rebecca Wenintsky

Re: Call to Order

President Whitacre called the August 31, 2023 Berkeley County Commission 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 August 31, 2023 Berkeley County Commission meeting. Commissioner 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, County Administrator reviewed the one (1) internal budget revision received.

3. Changes in Status

President Whitacre stated that a new hire recommendation was received from the Honorable Larry Hess for Tanner Bridges as a Field Data Collector effective date to be determined with an annual salary of \$36,000.

President Whitacre stated that a change in status was received from the Honorable Anthony Petrucci, County Clerk for Jennifer Miller to receive a salary increase due to years of service effective September 1, 2023 with an annual increase from \$46,000 to \$48,000.

President Whitacre stated that a change in status was received from Randy Lilly, Emergency Services Director for Jalen Heslen for a step increase from Firefighter I to Firefighter II effective September 6, 2023 with an annual salary increase from \$54,227 to \$56,005.

President Whitacre stated that a letter of retirement was received from the Sheriff's Department from Trampus Boyles effective September 8, 2023.

President Whitacre stated that a letter of resignation was received from Emergency Communications from Samantha Stonestreet effective August 28, 2023.

4. Approval of Minutes

There were no changes to the August 17, 2023 Berkeley County Commission Meeting minutes.

Commissioner Barnhart made a motion to approve the August 17, 2023 Berkeley County Council meeting minutes. Commissioner Catlett seconded the motion. Vice President Gochenour abstained due to absence. The motion carried.

5. Commission Calendar

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

6. Board and Commission Calendar

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

7. Cancelled Check Request – County Clerk's Finance Office

8. Bond Release – Yorkshire Glen Phase 1, Section 2 & Borrow Area (Grading), BCP #105-05, Grading Permit #04422, Performance Bond #800015497 – Engineering Department

9. Bond Release – Yorkshire Glen, Phase 1, Section 1 (Grading), BCP File #032-04, Grading Permit #03496, Performance Bond #800015495 – Engineering Department

10. Bond Release – Elizabeth Station, Section F, Phase 3B (Lots 214-217 & 238-250), BCP #050-07 Tied to BCP #2007-094 & 2007-095, LOC #100003850-44 – Engineering Department

11. Bond Release – Elizabeth Station, Section F, Phase 2 & 3C, BCP File #119-05 tied to BCP #2007-094 & 2007-0095, LOC #1000038500-45 – Engineering Department

12. Bond Reduction – Dollar General, 129 Eagle School Road, BCP #2203-067 tied to BCP #2206-075 & 2308-262 (Grading), LOC #784 – Engineering Department

Re: Consent Agenda Approval

Commissioner Catlett made a motion to approve the Consent Agenda for the August 31, 2023 Berkeley County Commission meeting. Vice President Gochenour seconded the motion. The motion carried unanimously.

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

The Honorable Larry Hess, Assessor appeared before the Commission and presented fifteen (15) personal tax exonerations for reason of office error totaling \$5,703.23.

Commissioner Boyd made a motion to approve the fifteen (15) personal tax exonerations for reason of office error in the amount of \$5,703.23. Commissioner Barnhart seconded the motion. The motion carried unanimously.

Mr. Hess presented fifteen real estate exonerations for reason of office error totaling \$11,184.09.

Commissioner Barnhart made a motion to approve the fifteen (15) real estate exonerations for reason of office error totaling \$11,184.09. Vice President Gochenour seconded the motion. The motion carried unanimously.

Mr. Hess presented one (1) application for consolidation of properties.

Vice President Gochenour made a motion to approve the one (1) application for consolidation of properties. Commissioner Catlett seconded the motion. The motion carried unanimously.

Re: Board Meeting Reports

Commissioner Boyd reported that he had no meetings this week as the CVB meeting had been rescheduled and he was unable to attend.

Commissioner Barnhart reported that he attended the Health Department board meeting where they voted on a new Chair and Vice Chair. He stated that he was unable to attend the Public Service Water District board meeting as it was held the same time as the Health Department board meeting.

Commissioner Catlett reported that he had no board meetings this week, however he and Vice President Gochenour met with CEC, Bob Williams, Director of Parks and Recreation, Mark Baldwin, City Manager and Andy Blake regarding at 750 Baltimore Street regarding pickle ball courts and reported that the City appropriated \$100,000 in ARPA funding for the pickle ball courts.

President Whitacre reported that he appeared on the WEPM radio program along with Matthew Umstead regarding the Annual Report that Mr. Umstead had completed. He also reported that he attended the Air Show. President Whitacre requested that a letter of thanks be sent to the Governor for his contribution to the Air Show.

Re: Board and Commission Vacancies

President Whitacre made a motion to appoint Phillip Barrow to the Fire Board for a full term. Vice President Gochenour seconded the motion. The motion carried unanimously.

**Re: Councilperson Issues - Vice President Gochenour
Request form Parks & Recreation for Pickle Ball Courts at 750 Baltimore Street**

Vice President Gochenour stated that he met with the City of Martinsburg regarding pickle ball Courts at 750 Baltimore Street. Commissioner Catlett stated that he felt eight (8) courts could be built there and stated that Mr. Wine advised the county could provide a camera for security.

Vice President Gochenour made a motion that the county work with the city and Parks and Recreation to provide real estate at 750 Baltimore Street for pickle ball courts. Commissioner Catlett seconded the motion. The motion carried unanimously.

Re: Bid Opening – RFP Ammunition for Sheriff’s Department

Gary Wine, County Administrator reviewed the RFP for Ammunition for the Sheriff’s Department. He stated that the RFP had been advertised on the county web site and in the Martinsburg Journal with the Certification of Publication present in the read ahead.

At 9:55 A.M. President Whitacre opened the sealed bids as follows:

Bid #	Vendor	9 mm Ammo	223 Rem	9 mm Duty Ammo	223 Duty Ammo
Bid #	Mountaineer Custom Cartridge Gafton, WV	\$20,000.00	\$29,600.00	\$11,100.00	\$28,500.00
Bid # 2	RFP Armour, LLC Lincoln, NE	\$22,400.00	\$39,960.00	\$24,000.00	\$30,000.00
Bid # 3	Kiesler Police Supply, Inc. Jeffersonville, IN	\$22,358.40	\$39,680.00	No Bid	No Bid
Bid # 4	Vance Outdoors, Inc. Cleveland, OH	No Bid	\$34,560	No Bid	No Bid

**Re: Mike Laing, Chief Court Marshal
Recognition of Retiring Employee
Proclamation by Berkeley County Commission**

Mike Laing, Chief Court Marshal appeared before the Commission and recognized Rebecca Wenintsky on her retirement effective August 31, 2023. Chief Laing presented her with her retirement badge and wallet.

President Whitacre read the Proclamation for Rebecca Wenintsky.

Commissioner Catlett made a motion to adopt the Proclamation for Rebecca Wenintsky for her retirement. Vice President Gochenour seconded the motion. The motion carried unanimously.

**Re: Erin Gaertner, Transition Agent, Jobs & Hope West Virginia
Proclamation International Overdose Awareness Day**

Erin Gaertner, Transition Agent, Jobs & Hope West Virginia appeared before the Commission and presented a Proclamation for International Overdose Awareness Day. Ms. Gaertner read the Proclamation and reviewed the program. Ms. Gaertner stated that they had four (4) graduates from the their program from Berkeley County, two (2) of which were present and spoke James Davis and Andrew Knoeller, who is an employee of the Berkeley County Commission an Daniel Anno and Michael Marzavo who were not present. Daryl Cowles, Governor Justice representative appeared before the Commission and presented certificates to the graduates from the Governor.

Commissioner Catlett made a motion to adopt the Proclamation for International Overdose Awareness Day. Vice President Gochenour seconded the motion. The motion carried unanimously.

**Re: Gary Wine, County Administrator
State Budget Revision # 02 Fund 001**

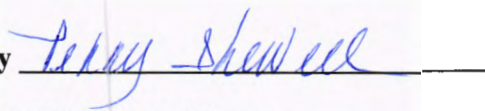
Gary Wine, County Administrator reviewed State Budget Revision # 02 for Fund 001.

Vice President Gochenour made a motion to approve State Budget Revision # 02 for Fund 001. Commissioner Catlett seconded the motion. The motion carried unanimously.

Re: Recess

Commissioner Barnhart made a motion to Recess the August 31, 2023 Berkeley County Commission meeting.

Submitted by

A handwritten signature in blue ink that reads "Penny Shewell". The signature is written over a horizontal line that extends to the right.

Penny Shewell, Office Administrator