

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

**September 14, 2023**  
**9:30 A.M.**

**Present:**

**James P. Whitacre, President**

**G. Edgar Gochenour, Vice President**

**James R. Barnhart, Commissioner**

**H. D. Boyd, Commissioner**

**R. Stephen Catlett, Commissioner**

**Gary A. Wine, County Administrator**

**Tracie McCormick, Procurement Coordinator**

Also Present: Anthony Delligatti, Legal Director; The Honorable Larry Hess, Assessor; Tracey Guilliams, Grants Administrator

**Re: Call to Order**

President Whitacre called the September 14, 2023, Berkeley County Commission Meeting to Order at 9:34 A.M.

**Re: Items from the Public**

Al Benjamin, retired Firefighter appeared before the Commission to advise them he would not be in attendance to any Commission meeting during the month of September, due to having a hard time due to the 9/11 terrorist attack.

**Re: Agenda**

Commissioner Catlett made a motion to approve the Agenda for the September 14, 2023 Berkeley County Commission meeting. Commissioner 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**

There were no internal budget revisions to be addressed.

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

President Whitacre stated that a change in status was received from Gary Wine, County Administrator for David Stephens. He is going from Fleet Specialist to Fleet Specialist Supervisor with a salary increase from \$51,192 to \$58,000, effective September 1, 2023.

President Whitacre stated that a change in status was received from Randy Lilly, Emergency Services Director for Thomas Presley for a step increase for years of service with an annual salary increase from \$68,864 to \$70,931, effective September 16, 2023

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

Commissioner Catlett noted a correction to the August 31, 2023, Berkeley County Commission Meeting minutes under Board Meeting Reports. He stated the location of the meeting with City Officials was held at 750 Baltimore Street, instead of PO Faulkner Park.

### **5. Commission Calendar**

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

Gary Wine, County Administrator stated that the Commission meeting will be held at 9:00 A.M. on September 21, 2023.

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

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

Commissioner Barnhart stated that the Health Department board meeting was on September 18, 2023, instead of September 25, 2023.

### **7. Development Authority LED Grant Resolution**

### **8. Cancelled Check Request – County Clerk’s Finance Office**

#### **Re: Consent Agenda Approval**

Commissioner Catlett made a motion to approve the Consent Agenda with the correction to the minutes for the September 14, 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 seventeen (17) personal tax exonerations for reason of office error totaling \$7,398.00.

Vice President Gochenour made a motion to approve the seventeen (17) personal tax exonerations for reason of office error in the amount of \$7,398.00. Commissioner Boyd seconded the motion. The motion carried unanimously.

Mr. Hess presented eight (8) real estate exonerations for reason of office error totaling \$6,372.46.

Commissioner Barnhart made a motion to approve the eight (8) real estate exonerations for reason of office error totaling \$6,372.46. Vice President Gochenour seconded the motion. The motion carried unanimously.

Mr. Hess presented three (3) apportionments of assessment of taxes per final divorce.

Vice President Gochenour made a motion to approve three (3) apportionments of assessment of taxes per final divorce. Commissioner Barnhart seconded the motion. The motion carried unanimously.

Mr. Hess presented two (2) application for consolidation of properties.

Commissioner Catlett made a motion to approve the two (2) applications for consolidation of properties. Vice President Gochenour seconded the motion. The motion carried unanimously.

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

Commissioner Boyd reported that he attended the Roundhouse Authority meeting via zoom. He stated they discussed fundraising efforts to raise money for windows. He also stated the HVAC was close to completion. He also reported that he attended the Governor's Convention on Tourism where they discussed the upcoming American Film Market in California.

Commissioner Barnhart reported that he attended the Public Service Water District board meeting where they discussed a drought management plan. He also reported that he attended the Region 9 meeting where they elected Lynn Goodman as Chair of the board.

Commissioner Catlett reported that he was unable to attend the Farmland Protection board meeting.

Vice President Gochenour reported that he attended the LEPC meeting where they discussed a mass casualty training exercise and alert testing. He also stated a nationwide alert test would be issued on October 4, 2023. He also stated he attended the Development Authority meeting where they invited American Water to provide information. He also stated the Director of Parks and Recreation Director has resigned.

President Whitacre reported that he attended the Airport Authority meeting where they reviewed a recap of the Air Show such as budget, expenses, and revenue.

### **Re: Board and Commission Vacancies**

Vice President Gochenour made a motion to appoint Steve Roach to the Berkeley County Building Commission for a full term. Commissioner Boyd seconded the motion. The motion carried unanimously.

President Whitacre requested to have Robert MaHaffey scheduled for an interview as a candidate for the Library board.

**Re: Tracey Guilliams, Grants Administrator  
Request to Apply for BBH Adult Mental Health Grant FY24**

Tracey Guilliams, Grants Administrator appeared before the Commission and requested to apply for the BH Adult Mental Health Grant FY24. She stated that the grant was for \$124,736.32 with a match of \$38,465.44.

Commissioner Barnhart made a motion to approve to apply for the BJA FY2023 JAG Grant. Commissioner Catlett seconded the motion. The motion carried unanimously.

**Re: Board and Commission Interview  
Ken Collinson – Candidate – Senior Services Board**

Ken Collinson appeared before the Commission and was interviewed as a candidate for the Senior Services Board.

**Re: Barbara Frankenberry, Shenandoah Valley Chapter, Daughters of the American Revolution  
Proclamation Constitution Week**

Barbara Frankenberry from the Shenandoah Valley Chapter of the Daughters of the American Revolution appeared before the Commission and presented a Proclamation for Constitution Week. Mrs. Frankenberry played history trivia and read the Proclamation.

Vice President Gochenour made a motion to adopt the Proclamation for Constitution Week. Commissioner Boyd seconded the motion. The motion carried unanimously.

**Re: Gary Wine, County Administrator  
Declaration of Surplus Property**

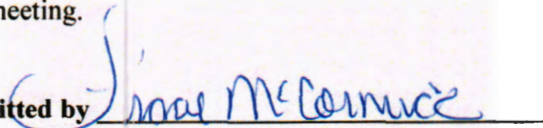
Gary Wine, County Administrator requested declaration of surplus property for two (2) glock 17 Gen 5 weapons.

Vice President Gochenour made a motion to approve the declaration of surplus property for two (2) glock 17 Gen 5 weapons. Commissioner Boyd seconded the motion. The motion carried unanimously.

**Re: Recess**

Commissioner Barnhart made a motion to Recess the September 14, 2023 Berkeley County Commission meeting.

Submitted by



**Tracie McCormick  
Procurement Coordinator**