

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

**September 28, 2023**  
**9:30 A.M.**

**Present:**

**G. Edgar Gochenour, President Pro Tem**

**James R. Barnhart, Commissioner**

**H. D. Boyd, Commissioner**

**Penny Shewell, Office Administrator**

**President Whitacre, Commissioner Catlett and County Administrator Gary Wine were not present for the meeting.**

Also Present: Tracie McCormick, Procurement Coordinator; Anthony Delligatti, Legal Director; Elizabeth Lapchak, Grants Administrator

**Re: Call to Order**

President Pro Tem Gochenour called the September 28, 2023 Berkeley County Commission meeting to Order at 9:30 A.M.

**Re: Items from the Public**

Ken Matson appeared before the Commission and expressed his concerns with the Commission hiring a lobbyist and could not locate where the position was advertised or an application and requested they extend the filing. He also expressed concerns about the Commission working towards the 1% sales tax. President Pro Tem Gochenour requested Mr. Matson to leave his phone number and he would call and address his concerns.

**Re: Agenda**

Commissioner Boyd made a motion to approve the Agenda for the September 28, 2023 Berkeley County Commission meeting. Commissioner Barnhart 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**

Penny Shewell, Office Administrator reviewed the one (1) internal budget revision received.

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

President Pro Tem Gochenour stated that a change in status was received from Randy Lilly, Emergency Management Director for Candace Schafer Horman for taking on additional responsibilities effective October 1, 2023 with a salary increase from \$34,515 to \$37,970.

President Pro Tem Gochenour stated that a change in status was received from Mike Laing, Chief Court Marshal for Carroll Marshal for a step increase effective October 1, 2023 with an increase from \$40,678 to \$43,118.

President Pro Tem Gochenour stated that a letter of resignation was received from the Planning Department from Brian Mann effective September 22, 2023.

President Pro Tem Gochenour stated that a letter of resignation was received from the Day Report Center from Anthony Gonzalez effective September 19, 2023.

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

There were no changes to the September 14, 2023 Berkeley County Commission meeting minutes.

### **5. Commission Calendar**

President Pro Tem Gochenour reviewed the Commission calendar for the month of October.

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

President Pro Tem Gochenour reviewed the Board and Commission calendar for the month of October.

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

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

Commissioner Barnhart made a motion to approve the Consent Agenda for the September 28, 2023 Berkeley County Commission meeting. Commissioner Boyd seconded the motion. The motion carried unanimously.

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

The Honorable Larry Hess, Assessor appeared before the Commission and presented five (5) personal tax exonerations for reason of office error totaling \$489.42.

Commissioner Boyd made a motion to approve the five (5) personal tax exonerations for reason of office error totaling \$489.42. Commissioner Barnhart seconded the motion. The motion carried unanimously.

Mr. Hess presented six (6) real estate exonerations due to office error totaling \$3,757.23.

Commissioner Barnhart made a motion to approve the six (6) real estate exonerations for reason of office error totaling \$3,757.23. Commissioner Boyd seconded the motion. The motion carried unanimously.

**Re: Bid Opening – RFP Matrice 350 Public Safety Drone Package**

Vice President Gochenour reviewed the RFP for the Matrice 350 Public Safety Drone Package stating that the RFP was published on social media, on the county web site and in the Martinsburg Journal with Certification of Publication present in the read ahead.

At 10:00 A.M. President Pro Tem Gochenour opened the sealed bids as follows:

<b>Bid #</b>	<b>Vendor</b>	<b>Bid Total</b>
Bid # 1	Adorana	\$32,242.04 includes a case and training

President Pro Tem Gochenour stated that that Randy Lilly, Emergency Management Director was a licensed drone operator.

**Re: Elizabeth Lapchak, Grants Administrator  
Acceptance of FY24 WV Court Security Grant  
Resolution WV Court Security Grant**

Elizabeth Lapchak, Grants Administrator appeared before the Commission and reviewed the FY24 WV Court Security Grant stating that the grant would be for \$43,000 with a 0% match and reviewed what the grant would cover.

Commissioner Boyd made a motion to apply for the FY24 WV Court Security Grant. Commissioner Barnhart seconded the motion. The motion carried unanimously.

Commissioner Barnhart made a motion to approve the Resolution for the WV Court Security Grant. Commissioner Boyd seconded the motion. The motion carried unanimously.

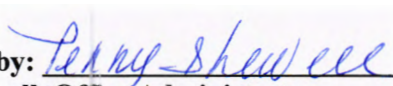
**Re: Bid Recommendation – Outfitting Equipment Police Pursuit Vehicles**

Penny Shewell, Office Administrator reviewed the bid recommendation from Gary Wine, County Administrator for the Outfitting Equipment for the Police Pursuit vehicles stating that Mr. Wine was recommending the bid be awarded to Priority Install in the low bid amount of \$41,096.

Commissioner Boyd made a motion to award the bid for Outfitting Equipment for Police Pursuit Vehicles to Priority Install in the low bid amount of \$41,096. Commissioner Barnhart seconded the motion. The motion carried unanimously.

**Re: Recess**

Commissioner Barnhart made a motion to Recess the September 28, 2023 Berkeley County Commission meeting.

Submitted by:   
Penny Shewell, Office Administrator