

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

**October 12, 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**

**Penny Shewell, Office Administrator**

Also Present: Anthony Delligatti, Legal Director; Tracie McCormick, Procurement Coordinator; Will Lorensen, Fiduciary Supervisor; The Honorable Sheriff Harmon; Chief Deputy Tom Young; Tracey Guilliams, Grants Administrator; The Honorable Shelly Schoppert, Circuit Clerk; Marsha Kelley, Sheriff's Department; Brandy Sullivan, Sheriff's Department

**Re: Call to Order**

President Whitacre called the October 12, 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**

Commissioner Catlett made a motion to approve the Agenda for the October 12, 2023 Berkeley County Commission meeting. Vice President Gochenour 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 new hire recommendation was received from Gary Wine, County Administrator for Chad Winebrenner as Deputy County Administrator effective November 6, 2023 with an annual salary of \$129,903.

President Whitacre stated that new hire recommendations were received from Jennifer Swisher, 9-1-1 Director for Jace Alexander, Margaret Packer and Mary Stockett as Call Taker Trainees effective October 23, 2023 with annual salaries of \$46,356.

President Whitacre stated that changes in status were received from Mrs. Swisher for Melanie Collazo, Crystal Cutlip and Ana Hernandez for step increases due to years of service effective October 16, 2023 with annual salary increases from \$52,848 to \$54,443.

President Whitacre stated that a change in status was received from Mrs. Swisher for Phillip Peters for a step increase due to years in service effective October 16, 2023 with an annual salary increase from \$62,354 to \$64,226.

President Whitacre stated that changes in status were received from the Honorable Sheriff Nathan Harmon effective October 1, 2023 for Jason Wolfe being promoted to Sergeant with an annual salary increase from \$74,713 to \$80,854; Joshua Shockey being promoted to Corporal with an annual salary increase from \$59,456 to \$65,756; Chelsea McBee promoted to Corporal with an annual salary increase from \$59,456 to \$65,756 and Jody Strickler being promoted to Corporal with an annual salary increase from \$56,617 to \$62,626,

President Whitacre stated that a letter of resignation was received from Emergency Communications from Justin Alexander effective October 4, 2023.

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

Commissioner Barnhart made a motion to approve the September 28, 2023 Berkeley County Commission meeting minutes. Commissioner Boyd seconded the motion. President Whitacre and Commissioner Catlett abstained due to absence. The motion carried.

### **5. Commission Calendar**

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

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

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

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

Commissioner Boyd made a motion to approve the Consent Agenda for the October 12, 2023 Berkeley County Commission meeting. Commissioner Barnhart seconded the motion. The motion carried unanimously.

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

The Honorable Larry Hess, Assessor appeared before the Commission and presented seven (7) personal tax exonerations for reason of office error totaling \$1,620.50.

Commissioner Catlett made a motion to approve the seven (7) personal tax exonerations for reason of office error totaling \$1,620.50. Vice President Gochenour seconded the motion. The motion carried unanimously.

Mr. Hess presented one (1) real estate exoneration for reason of office error totaling \$62,806.82.

Commissioner Barnhart made a motion to approve the one (1) real estate exoneration for reason of office error totaling \$62,806.82. Commissioner Boyd seconded the motion. The motion carried unanimously.

**Re: Board Meeting Reports**

Commissioner Boyd reported that he attended the Roundhouse Authority meeting where they discussed fundraisers and a holiday market with the farmer’s market ending. He reported that progress is being made on the steps and the elevator. Commissioner Boyd stated that James Rumsey will be working on the portable bathrooms at a great price.

Commissioner Barnhart recognized the passing of Bill Moore, former Mayor of Hedgesville. Commissioner Barnhart reported that he attended the Public Service Water District board meeting and reported that the Jumper pumping station is in dry designation and ninety (90) new meters were installed in September.

Commissioner Catlett reported that he attended the CCAWV strategic planning board meeting held in Charleston. He stated that all counties represented were in favor of the Home Rule. He also reported that the upcoming Legislative meeting would be held in Cacapon on October 29 and 30. Commissioner Catlett reported that he attended the Farmland Protection board meeting where they closed on the Sperrow Farm with this being the eightieth (80) parcel with 8,475 acres in the program.

Vice President Gochenour reported that he attended the 9-1-1 Advisory board meeting where they spoke about celebrating their one (1) year anniversary of their ACE accreditation. He reported that they are beginning a new academy with three (3) new employees. Vice President Gochenour reported that he attended the Development Authority meeting where they are looking at new parcels and a presentation was given by American Water. Vice President Gochenour stated that the dedication of the playground equipment at Poor House Farm Park from county funds would be held on Friday, October 13 at 10:00 A.M.

President Whitacre reported that he had no meetings this week.

**Re: Board and Commission Vacancies**

There were no board and Commission vacancies to be addressed.

**Re: Honorary County Commissioner**

Councilperson Gochenour introduced and swore in Payton Hill, a student at Hedgesville High School as Honorary County Commissioner and presented her with a certificate. Ms. Hill stated that she planned to attend Wesleyan College and study physiology or something to help kids.

**Re: Bid Opening – RFP Fleet Replacement Program Financing**

Gary Wine, County Administrator reviewed the RFP for the Fleet Replacement Program Financing stating the RFP was advertised on social media, published on the county web site and advertised in the Martinsburg Journal with the Certification of Publication present in the read ahead.

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

<b>Bid #</b>	<b>Financial Institute</b>	<b>\$2,750,000.00 (5) Year Interest Rate</b>
Bid # 1	First American Equipment Financing	5.07%
Bid # 2	United Bank	5.06%
Bid # 3	Bank Funding, LLC	4.76%
Bid # 4	City National Bank	7.45%
Bid # 5	First United Bank & Trust	6.00%

**Re: Will Lorensen, Fiduciary Supervisor  
Estate Hearing – Estate of William Byrd, Jr.**

Will Lorensen, Fiduciary Supervisor appeared before the Commission and reviewed the history of the estate of William Byrd, Jr. requesting a thirty (30) continuance for the estate.

Vice President Gochenour made a motion to grant a thirty (30) day continuance for the Estate of William Byrd, Jr. Commissioner Boyd seconded the motion. The motion carried unanimously.

**Re: Will Lorensen, Fiduciary Supervisor  
Recognition of Retiring Employee  
Proclamation for Retiring Employee**

Will Lorensen, Fiduciary Supervisor appeared before the Commission and recognized Janet Holzhauser for her years of service in the Fiduciary Office.

Mr. Lorensen read the Proclamation for Janet Holzhauser on her retirement.

Vice President Gochenour made a motion to adopt the Proclamation for the Retirement of Janet Holzhauser. Commissioner Barnhart seconded the motion. The motion carried unanimously.

The Commission also thanked Mrs. Holzhauser for her service and wished her well on her retirement.

**Re: Sheriff Nathan Harmon  
Hiring Incentives  
Request to Convert Full Time Position to Part Tim Position**

The Honorable Sheriff Nathan Harmon appeared before the Commission requesting to be permitted to offer hiring incentives for new Deputies. He stated that he would like to offer a one (1) time hiring incentive for those who pass and graduate the academy in the amount of \$5,000 for uncertified level and \$10,000 for certified level. The Sheriff stated they were currently down five (5) Deputies and were looking for a three (3) year commitment with the hiring incentives.

The consensus of the Commission was to allow the Sheriff to move forward with the hiring incentives.

Sheriff Harmon requested to reclassify his one (1) current full time Process Server position to two (2) part time Process Server positions and fill one of those part time positions with Robert Showe who is retiring, but would like to continue to work part time.

Commissioner Catlett made a motion to reclassify the current full time Process Server position into two (2) part time positions. Commissioner Barnhart seconded the motion. The motion carried unanimously.

**Re: Tracey Guilliams, Grants Administrator  
Application FY25 WV Records Management Grant & Preservation Board Grant  
Resolution FY25 WV Records Management Grant & Preservation Board Grant  
Acceptance of Emergency Medical Services Salary Enhancement Fund Grant**

Tracey Guilliams, Grants Administrator appeared before the Commission and reviewed the grant application for the FY25 WV Records Management & Preservation Board grant stated the total amount requested was \$23,380.00 with a \$2,125.45 match.

Commissioner Barnhart made a motion to apply for the FY25 WV Records Management & Preservation Board grant with a match of \$2,125.45. Commissioner Boyd seconded the motion. The motion carried unanimously.

Mrs. Guilliams reviewed the Resolution for the FY25 WV Records Management & Preservation Board grant.

Commissioner Barnhart made a motion to approve the Resolution for the FY25 WV Records Management & Preservation Board grant. Commissioner Boyd seconded the motion. The motion carried unanimously.

Mrs. Guilliams reviewed the award for the Emergency Medical Services Salary Enhancement Fund grant in the amount of \$143,763.21 stating that the funds would be accepted by the County Commission with the funds being administered by the Office of Emergency Medical Services. Brian Costello, Executive Director, Berkeley County Emergency Ambulance Authority appeared before the Commission and stated that these funds were based on call volume and were distributed between the Ambulance Authority and the City of Martinsburg.

Vice President Gochenour made a motion to accept the Emergency Medical Services Salary Enhancement Fund Grant. Commissioner Catlett seconded the motion. The motion carried unanimously.

**Re: Gary Wine, County Administrator  
Declaration of Surplus Property  
Bid Recommendation RFP Ammunition for Sheriff's Department**

Gary Wine, County Administrator reviewed the Declaration of Surplus Property for the Stinger Spike System.

Commissioner Barnhart made a motion to declare the Stinger Spike System as surplus. Commissioner Boyd seconded the motion. The motion carried unanimously.

Mr. Wine reviewed the RFP for the ammunition for the Sheriff's Department and stated that the Sheriff was requesting that the bid be awarded to Mountaineer Custom Cartridge in the low bid amount of \$89,200.

Commissioner Catlett made a motion to award the bid recommendation for ammunition for the Sheriff's Department to Mountaineer Cartridge in the low bid amount of \$89,200. Vice President Gochenour seconded the motion. The motion carried unanimously.

**Re: Executive Session – Legal Matters**

Vice President Gochenour made a motion to go into executive session at 11:18 A.M. for legal matters. Commissioner Boyd seconded the motion. The motion carried unanimously.

President Whitacre declared the Commission out of executive session at 12:10 P.M.

There were no motions made during or after executive session.

**Re: Recess**

Commissioner Barnhart made a motion to Recess the October 12, 2023 Berkeley County Commission meeting.

Submitted by: \_\_\_\_\_

*Penny Shewell*

**Penny Shewell, Office Administrator**