

**Berkeley County Commission Meeting**

**October 19, 2023**

**400 W. Stephen Street, Suite 205**

**9:30 A.M.**

**Martinsburg, WV 25401**

**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; the Honorable Larry Hess, Assessor; Tracey Guilliams, Grants Administrator

**Re: Call to Order**

President Whitacre called the October 19, 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 October 19, 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**

There were no internal budget revisions to be addressed.

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

President Whitacre stated that new hire recommendations were received from Tim Czaja, Community Corrections Director for Steven Grant and John Godish as part time drivers effective October 24, 2023 with hourly rates of \$17.82.

Vice President Whitacre stated that a change in status was received from the Honorable Sheriff Nathan Harmon for Skylar Beasley to receive a salary increase due to graduating from the Academy effective September 16, 2023 with an annual increase from \$52,466 to \$54,187.

President Whitacre stated that a change in status was received from Sheriff Harmon for Phillip Butcher to be promoted to Corporal effective September 9, 2023 with a salary increase from \$71,206 to \$74,713.

President Whitacre stated that a change in status was received from Randy Lilly, Emergency Services Director for Timothy Beaton to adjust his part time hourly rate from \$15.50 per hour to \$17.53 per hour effective October 19, 2023.

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

Commissioner Barnhart made a motion to approve the minutes for the October 5, 2023 Berkeley County Commission meeting. Commissioner Boyd seconded the motion. President Whitacre abstained due to absence. The motion carried.

### **5. Commission Calendar**

Vice 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.

### **7. Bond Release – ROC’s Route 9 West, File #16-04 tied to #2301-016 &#2301-017, Bond #1010464842 – Engineering Department**

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

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

Commissioner Catlett made a motion to approve the Consent Agenda for the October 19, 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 four (4) personal tax exonerations for reason of office error totaling \$555.26.

Commissioner Boyd made a motion to approve the four (4) personal tax exonerations totaling \$555.26. Commissioner Barnhart seconded the motion. The motion carried unanimously.

Mr. Hess presented two (2) real estate exonerations for reason of office error totaling \$1,252.34.

Vice President Gochenour made a motion to approve the two (2) real estate exonerations for reason of office error totaling \$1,252.34. Commissioner Catlett seconded the motion. The motion carried unanimously.

**Re: Board Meeting Reports**

Commissioner Boyd reported that he was unable to attend the Main Street Martinsburg meeting.

Commissioner Barnhart reported that he attended the Health Department board meeting where departmental reports were presented. He also reported that he attended the MPO meeting along with Commissioner Catlett where Mark Baldwin, City Manager made a presentation for his last meeting.

Commissioner Catlett reported that he appeared on the WRNR radio program and spoke about broadband possibilities and Gary Wine appeared today and followed up with more detailed information. He also reported that he attended the Public Service Sewer and Stormwater District meetings where they discussed the new fee structure. Commissioner Catlett reported that he attended the MPO meeting and reported that they are going to increase fees as they are currently based on the 2010 census and will now be based on the 2020 census and will increase \$14,356. He also reported that Morgan County dropped out of the MPO. Commissioner Catlett reported that the Ambulance Authority extended the Homestead Exemption until the end of October.

Vice President Gochenour reported that he attended the Planning Commission meeting where three (3) public hearings were held. He also reported that he attended the Parks & Recreation board meeting and reported that the search for a new Director will close on October 26. He also reported that they are applying for a grant for ADA compliant playground equipment for War Memorial Park. Vice President Gochenour reported that he attended the Dunn building construction meeting and the Out of State Tags meeting with 2,591 contacts being made and 90 new tags issued and 40 exempt. He also reported that he attended the Criminal Justice board meeting and reported that they currently have 237 active participants in the DRC, 35 children in the Catalyst program and 123 participants in Home Confinement.

President Whitacre reported that he attended the Airport Authority meeting and reported that the Flight Training school was sold to another entity. He also reported that he along with Vice President Gochenour attended the benefit dinner for a Hand Up not a Hand Out that netted \$40,000.

**Re: Board and Commission Vacancies**

President Whitacre requested to have John Reisneweber scheduled for an interview as a candidate for the Development Authority.

President Whitacre stated that a letter of resignation was received from Dena Morgan from the Roundhouse Authority.

**Re: Honorary County Commissioner**

Commissioner Catlett introduced Bryanna Hamlin a student from Hedgesville High School. He swore Ms. Hamlin in as Honorary County Commissioner and presented her with a certificate. Ms. Hamlin stated that she planned to attend YLA Fall Conference and attend college to study radiology.

**Re: Board and Commission Interview  
Sharmika Brooks – Candidate – Roundhouse Authority**

Sharmika Brooks appeared before the Commission and was interviewed as a candidate for the Roundhouse Authority.

**Re: Tracey Guilliams, Grants Administrator  
Application for WC Cybersecurity Grant**

Tracey Guilliams, Grants Administrator appeared before the Commission and reviewed the applications for the WC Cybersecurity grant two (2) applications being submitting stating the first application project total was \$57,180 with a 10% match of \$5,718 and the second project total was \$15,420 with a 10% match of \$1,542.

Commissioner Barnhart made a motion to approve the two applications for WC Cybersecurity grant. Vice President Gochenour seconded the motion. The motion carried unanimously.

**Re: Gary Wine, County Administrator  
Bid Recommendation RFP Audit Services  
Contract Renewal Access Strategies Lobbying & Legislative Services**

Gary Wine, County Administrator reviewed the RFP for the Audit Services stating that the Berkeley County Auditing Committee reviewed and scored the bids and as a result are recommending that the bid be awarded to BHM CPA group in the low bid amount of \$30,000. With a \$2,400 (8% administrative fee) for the WV State Auditor's Office totaling \$32,400).

Commissioner Catlett made a motion to award the bid for the RFP Audit Services to BHM CPA group in the low bid amount of \$30,000. Vice President Gochenour seconded the motion. The motion carried unanimously.

Mr. Wine reviewed the contract renewal for Access Strategies Lobbying & Legislative Services in the amount of \$192,000 annually or \$16,000 monthly not to exceed \$24,000 which is the same as the current rate with no increase for the period of December 1, 2023 through November 30, 2024.

Commissioner Catlett made a motion to renew the contract with Access Strategies Lobby & Legislative Services for the period of December 1, 2023 through November 30, 2024 in the amount of \$192,000 annually not to exceed \$24,000 monthly and authorize the President to sign. Commissioner Boyd seconded the motion. The motion carried unanimously.

**Re: Items from the Public**

Kelly Bartgis appeared before the Commission and stated that their job was the most thankless position in the county and he appreciated their service.

**Re: Executive Session – Personnel Issues**

Commissioner Barnhart made a motion to go into executive session at 10:44 A.M. for personnel issues. Commissioner Boyd seconded the motion. The motion carried unanimously.

President Whitacre declared the Commission out of executive session at 11:23 A.M.

There were no motions made during or after executive session.

**Re: Recess**

Commissioner Barnhart made a motion to Recess the October 19, 2023 Berkeley County Commission meeting.

Submitted by: *Penny Shewell*

**Penny Shewell, Office Administrator**