

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

**October 26, 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**

**Penny Shewell, Office Administrator**

**Gary A. Wine, County Administrator was not present for the meeting.**

Also Present: Anthony Delligatti, Legal Director; Tracie McCormick, Procurement Coordinator; Will Lorensen, Fiduciary Supervisor; Tracey Guilliams, Grants Administrator; Doug Smith, County Engineer; The Honorable Larry Hess, Assessor

**Re: Call to Order**

President Whitacre called the October 26, 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 26, 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 Tim Czaja, Community Corrections Director for Danielle Dietz as JOTIPP Therapist effective November 20, 2023 with an annual salary of \$76,065.

President Whitacre stated that a letter of resignation was received from the Day Report Center from Constant Amoa effective October 18, 2023.

President Whitacre stated that a letter of resignation was received from the Circuit Clerk's Office from Mary Snow effective August 23, 2023.

Vice President Whitacre stated that a letter of resignation was received from the Sheriff's Office for Jay Longerbeam effective September 22, 2023.

**4. Approval of Minutes**

There were no changes to the October 12, 2023 Berkeley County Commission meeting minutes.

**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.

**7. Bond Release – Lord Fairfax Estates, Section 3 (Final Plat/Grading) BCP File #2310-331 tied to #2107-249; 2107-0191 (Grading), LOC #10705269-45 – Engineering Department**

**8. Bond Release – ROCs Route 9 West, File #160-04 tied to 2301-016 & #2301-17 – Engineering Department**

**Re: Consent Agenda Approval**

Vice President Gochenour made a motion to approve the Consent Agenda for the October 26, 2023 Berkeley County Commission meeting. Commissioner Boyd seconded the motion. The motion carried unanimously.

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

The Honorable Larry Hess, Assessor appeared before the Commission and presented three (3) personal tax exonerations for reason of office error totaling \$5,076.36.

Commissioner Barnhart made a motion to approve the three (3) personal tax exonerations for reason of office error totaling \$5,076.36. Commissioner Boyd seconded the motion. The motion carried unanimously.

Mr. Hess presented five (5) real estate exonerations for reason of office error totaling \$1,953.15.

Vice President Gochenour made a motion to approve the five (5) real estate exonerations for reason of office error totaling \$1,953.15. Commissioner Barnhart seconded the motion. The motion carried unanimously.

**Re: Board Meeting Reports**

Commissioner Boyd reported that he attended the CVB meeting where grants were given out for the Main Street Martinsburg Christmas event and Christmas market at the Roundhouse is being planned with ninety vendors scheduled. Commissioner Boyd reported that he will be going to LA with representatives from the CVB to try and bring back film producers to WV. Commissioner Boyd stated that the Main Street Martinsburg Food Truck Festival would be held Saturday downtown. He also reported that he would be attending the Museum and Library board meetings tonight.

Commissioner Barnhart reported that he would be attending the Public Service Water District board meeting tonight.

Commissioner Catlett reported that he met with the President of the Girls Softball fields at PO Faulkner Park regarding signage in agreement with the Board of Education. He also reported that the parking lot should be paved in the next few months and the City of Martinsburg is going to cover the cost of the paving on the tennis courts parking lot as well. Commissioner Catlett reported that he and Vice President Gochenour met with CEC and tried to meet with individuals to gain a right of way for stormwater for Inwood Park. Commissioner Catlett reported that he attended the Senior Services board meeting and reported that they have a new web site and are trying to take seniors on day trips which seems to be going well and enjoyed by the seniors as they have been to Walmart and also attended a Volleyball Game at Musselman High School. He also reported that he would be attending the CCAWV meetings held in Cacapon on Sunday and Monday and he was asked to speak about Berkeley County's Ambulance and Fire fees.

Vice President Gochenour reported that he met with CEC regarding a drainage easement. He also thanked Commissioner Catlett for his leadership on Charlotte Prather and PO Faulkner Parks and pulling everyone together to include the City of Martinsburg and the Board of Education.

President Whitacre reported that he had no meetings this week, but did attend the Apple Harvest events.

**Re: Board and Commission Vacancies**

Commissioner Catlett made a motion to reappoint Dave Irvin to the Ambulance Authority for a full term. Vice President Gochenour seconded the motion. The motion carried unanimously.

**Re: Honorary County Commissioner**

Vice President Gochenour introduced Lydia Banks, a student from Hedgesville High School and swore her in as Honorary County Commissioner and presented her with a certificate. Ms. Banks stated that she was Captain of Berkeley County Teen Court and helped them with community service hours and planned to attend WVU and study Political Science and become a Federal Judge.

**Re: Bid Opening – RFP Juvenile Opioid Treatment Intervention Prevention Program**

Penny Shewell, Office Administrator reviewed the RFP for the Juvenile Opioid Treatment Intervention Prevention Program stating that this was advertised on social media, on the county web site and published in the Martinsburg Journal with Certification of Publication present in the read ahead.

President Whitacre stated that there were no bids received.

**Re: Will Lorensen, Fiduciary Supervisor  
Estate Hearing Janet Mae Shultz**

Will Lorensen, Fiduciary Supervisor appeared before the Commission and reviewed the history of the estate of Jane Mae Shultz requesting to probate the will in solemn form.

Vice President Gochenour made a motion to probate the will in solemn form for the Estate of Jane Mae Shultz. Commissioner Catlett seconded the motion. The motion carried unanimously.

**Re: Board and Commission Interview  
Jason Stedman – Candidate – Airport Authority**

Jason Stedman appeared before the Commission and was interviewed as a candidate for the Airport Authority.

**Re: Tracey Guilliams, Grants Administrator  
Acceptance of FY23 HSGP Office of Emergency Management Grant  
Acceptance of FY23 HSGP Law Enforcement Swat Team Grant  
Acceptance of FY23 HSGP Law Enforcement Dive Team Grant  
Acceptance of FY23 HSGP Law Enforcement Evidence Grant  
Acceptance of WV DHHR Adult Mental Health Grant**

Tracey Guilliams, Grants Administrator appeared before the Commission and presented the FY23 Office of Emergency Management Grants stating that this grant was for \$50,000 with a 0% match to purchase two (2) portable light towers.

Commissioner Barnhart made a motion to accept the grant in the amount of \$50,000 with a 0% match. Vice President Gochenour seconded the motion. The motion carried unanimously.

Mrs. Guilliams stated that the next grant was for \$40,000 with a 0% match to purchase two (2) full matrix LED message boards.

Commissioner Boyd made a motion to accept the grant in the amount of \$40,000 with a 0% match. Commissioner Catlett seconded the motion. The motion carried unanimously.

Mrs. Guilliams stated that the next grant was for \$125,000 with a 0% match to purchase mobile enhanced encrypted radio project with a 0% match.

Commissioner Catlett made a motion to accept the grant in the amount of \$125,000 with a 0% match. Vice President Gochenour seconded the motion. The motion carried unanimously.

Mrs. Guilliams presented the FY23 HSGP Law Enforcement Swat Team Grant in the amount of \$50,000 with a 0% match to purchase a drone.

Vice President Gochenour made a motion to accept the grant in the amount of \$50,000 with a 0% match. Commissioner Boyd seconded the motion. The motion carried unanimously.

Mrs. Guilliams presented the Law Enforcement Dive Team Grant in the amount of \$30,000 with a 0% match for the purchase of an underwater drone.

Commissioner Catlett made a motion to accept the grant in the amount of \$30,000 with a 0% match. Commissioner Barnhart seconded the motion. The motion carried unanimously.

Mrs. Guilliams presented the Law Enforcement Evidence Grant in the amount of \$17,353 with a 0% match to purchase approved equipment.

Commissioner Boyd made a motion to accept the grant in the amount of \$17,353 with a 0% match. Commissioner Catlett seconded the motion. The motion carried unanimously.

Mrs. Guilliams presented the WV DHHR Adult Mental Health Grant in the amount of \$118,464.56 with a match of \$34,465.44 which will cover the salaries of current Peer Recovery Coaches.

Commissioner Barnhart made a motion to accept the WV DHHR Mental Health Grant in the amount of \$118,464.56 with a \$34,465.44 match. Commissioner Boyd seconded the motion. The motion carried unanimously.

**Re: Maria Lorensen, Development Director, Hospice of the Panhandle  
Proclamation National Hospice Month**

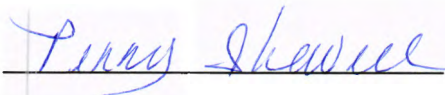
Maria Lorensen, Development Director, Hospice of the Panhandle appeared before the Commission and spoke about National Hospice Month. Niki Bigereli, Marketing Director appeared before the Commission and read the Proclamation.

Commissioner Catlett made a motion to adopt the Proclamation for National Hospice Month. Vice President Gochenour seconded the motion. The motion carried unanimously.

**Re: Recess**

Commissioner Barnhart made a motion to Recess the October 26, 2023 Berkeley County Commission meeting.

Submitted by:



**Penny Shewell, Office Administrator**