

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

November 2, 2023
9:30 A. M.

Present:

James P. Whitacre, President
G. Edgar Gochenour, Vice President
James R. Barnhart, Commissioner
R. Stephen Catlett, Commissioner
Gary A. Wine, County Administrator
Penny Shewell, Office Administrator

Commissioner Boyd was not present for the meeting.

Also Present: Anthony Delligatti, Legal Director; Tracie McCormick, Procurement Coordinator; Will Lorensen, Fiduciary Supervisor; Tim Czaja, Community Corrections Director; Matthew Umstead, Director, Policy & Strategic Planning; Tom Guilliams, Voter's Registration Supervisor; , Doug Smith, County Engineer; The Honorable Tony Petrucci, County Clerk

Re: Call to Order

President Whitacre called the November 2, 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

President Whitacre stated that the 10:15 item for Michelle Walls needed to be pulled from the Agenda.

Vice President Gochenour made a motion to approve the Agenda with the amendment. Commissioner Catlett seconded the motion. The motion carried unanimously.

Re: Consent Agenda

1. Purchase Order Log

Commissioner Barnhart questioned the invoice to clean up Sportsman's Paradise. Gary Wine, County Administrator advised that rather than contract the work out Facilities performed the demo and clean up in house and the only cost was to rent the equipment.

2. Internal Budget Revisions

There were no internal budget revisions to be addressed.

3. Changes in Status

President Whitacre stated that a request was received from the Honorable Larry Hess, Assessor to increase the salaries of all full time employees in account 406 and 407 by \$1,000 annually in addition to all part time employees by \$1.00 per hour effective November 1, 2023. He further stated that the Assessor has advised he is not requesting additional funding from the County Commission.

President Whitacre stated that a new hire recommendation was received from Will Lorensen, Fiduciary Supervisor for Kristen Green as a Fiduciary Coordinator effective November 27, 2023 with an annual salary of \$43,135.

President Whitacre stated that a change in status was received from Jennifer Swisher, 9-1-1 Director for Cynthia Bell and Delaney Lison to go from Telecommunicator II to Senior Telecommunicator effective November 16, 2023 with salary changes from \$54,443 to \$57,166.

President Whitacre stated that changes in status were received from Tim Czaja, Community Corrections Director for Julie McDaniel to go from Case Manager to Therapist effective November 1, 2023 with a salary change from \$50,676 to \$60,000 and Danielle Goldizen to go from Peer Recovery Coach to DRC Case Manager effective November 1, 2023 with a salary change from \$43,135 to \$50,676.

4. Approval of Minutes

There were no changes to the October 19, 2023 Berkeley County Commission meeting minutes.

5. Commission Calendar

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

6. Board and Commission Calendar

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

7. Order to Open Fund 040 “Opioid Settlement Fund” with United Bank

8. Order to Open Fund 041 “County Fire Protection Fund” with United Bank

9. Bond Release – Hickory Run Section 2, Phases A & B, BCP File #100-03 tied to #2011-347 Engineering Department

Re: Consent Agenda Approval

Commissioner Catlett made a motion to approve the Consent Agenda for the November 2, 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 Assessor’s Office had nothing to present this week.

Re: Board Meeting Reports

Commissioner Barnhart reported that he had no meetings this week, but noting the passing of former County Commissioner Wayne Dunham and current member of the Public Service Water District.

Commissioner Catlett reported that he along with Gary Wine, County Administrator and Vice President Gochenour attended the CCAWV Legislative Board meeting held in Cacapon on Sunday. He stated that the 1% sales tax was listed as a priority for the Legislative items for the board. Commissioner Catlett reported that he presented information on Berkeley County’s ambulance and fire fees to the board and our out of state tag fees.

Vice President Gochenour reported that he attended the CCAWV meeting on Sunday in Cacapon. He also reported that he attended the Dunn Building Construction meeting and the reported the second floor restrooms would be done today and reviewed the demo. He also reported that he attended the DRC construction project meeting and reported updates and also attended the out of state tags meeting.

President Whitacre reported that he had no meetings this week, but did receive phone calls regarding the traffic issues regarding picking up and dropping off students at Pikeside School.

Re: Board and Commission Vacancies

There were no Board and Commission vacancies to be addressed.

Re: Honorary County Commissioner

Vice President Gochenour introduced Jaxson Guenther a student from St. Joseph School and swore him in as Honorary County Commissioner and presented him with a certificate. Mr. Guenther stated that he planned to be a pro football player and today was his birthday.

Re: Bid Opening – RFP Firefighter Turnout Gear

Gary Wine, County Administrator reviewed the RFP for the Firefighter Turnout Gear stating that the RFP was published on social media, the county web site and advertised in the Martinsburg Journal with the Certification of Publication present in the read ahead.

At 10:00 President Whitacre opened the one sealed bid received as follows:

Bid #	Vendor	Bid Total
Bid # 1	Atlantic Emergency Services	\$3,935.36 + \$95.00 Freight

**Re: Will Lorensen, Fiduciary Supervisor
Estate Accounts – Month of November
Estate Hearings to be Scheduled**

Will Lorensen, Fiduciary Supervisor appeared before the Commission and presented twenty two (22) estate accounts for the month of November.

Commissioner Barnhart made a motion to approve the twenty two (22) estate accounts for the month of November. Vice President Gochenour seconded the motion. The motion carried unanimously.

Mr. Lorensen had no estate hearings to schedule.

**Re: Tim Czaja, Community Corrections Director
DUI Safety and Treatment Program Staffing**

Tim Czaja, Community Corrections Director appeared before the Commission and reviewed the DIU Safety and Treatment Program and staffing needs stating that the DRC is now an approved site and the program has three (3) treatment levels. He stated that per the state every participant must be charged \$400. Mr. Czaja stated that the program would require a therapist, but the program would generate approximately \$10,000 a month which would more than cover the cost of a Therapist of approximately \$5,800 per month.

Commissioner Catlett made a motion to approve the DUI Safety and Treatment Program and the staffing with the staffing position generating revenue. Vice President Gochenour seconded the motion. The motion carried unanimously.

**Re: Matthew Umstead, Director, Policies & Strategic Planning
County Flag**

Matthew Umstead, Director, Policies & Strategic Planning appeared before the Commission and reviewed several options for a county flag. The consensus of the Commission was the blue and gold flag, but would like to see it on a larger scale adjustment. Mr. Umstead stated he would have the flag adjusted to a larger scale and bring back before the Commission at a later date.

**Re: Tom Guilliams, Voter's Registration Supervisor
Changes in City of Martinsburg Precincts
Approval of Early Voting Locations**

Tom Guilliams, Voter's Registration Supervisor appeared before the Commission and presented the changes in the City of Martinsburg precincts. Anthony Delligatti, Legal Director stated that no action would be needed from the Commission until thirty (30) days after the publication notification. He also presented the early voting locations which no action was needed on until after the publication notification per Mr. Delligatti.

**Re: Board and Commission Interview
John Reisenweber – Candidate – Development Authority**

John Reisenweber appeared before the Commission and was interviewed as a candidate for the Development Authority.

**Re: Gary Wine, County Administrator
State Budget Revision # 04 Fund 001
FY2024-25 Budget Timeline
Bid Recommendation Fleet Financing
Agreement Frontier West Virginia, Inc.**

Gary Wine, County Administrator reviewed State Budget Revision # 04 for Fund 001.

Vice President Gochenour made a motion to approve State Budget Revision # 04 for Fund 001. Commissioner Barnhart seconded the motion. The motion carried unanimously.

Mr. Wine reviewed the Budget Timeline for FY2024-25.

Vice President Gochenour made a motion to approve the FY2024-25 Budget Timeline. Commissioner Catlett seconded the motion. The motion carried unanimously.

Mr. Wine reviewed the RFP for the Fleet Financing recommending the bid be awarded to United Bank with a current rate of 5.06%.

Commissioner Barnhart made a motion to award the Fleet Financing to United Bank with a current rate of 5.05%. Vice President Gochenour seconded the motion. The motion carried unanimously.

Mr. Wine reviewed the Agreement with Frontier West Virginia, Inc. to provide broadband services to Northccccb Mountain with a \$1 million commitment from the county.

Commissioner Catlett made a motion to approve the Agreement with Frontier West Virginia, Inc. to provide broadband services to North Mountain with a \$1 million commitment from the county and authorize the President to sign. Vice President Gochenour seconded the motion. The motion carried unanimously.

Re: Executive Session – Legal Matters

Commissioner Barnhart made a motion to go into executive session at 11:36 A.M. for legal matters. Vice President Gochenour seconded the motion. The motion carried unanimously.

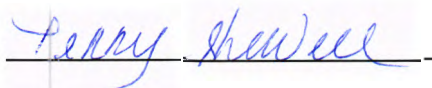
President Whitacre declared the Commission out of executive session at 12:54 P.M.

No motions were made during or after executive session.

Re: Recess

Commissioner Barnhart made a motion to Recess the November 2, 2023 Berkeley County Commission meeting.

Submitted by



Penny Shewell, Office Administrator