

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

**October 27, 2022**  
**9:30 A.M.**

**Present:**

**James P. Whitacre, Vice President**  
**James R. Barnhart, Councilperson**  
**G. Edgar Gochenour, Councilperson**  
**Alan J. Davis, County Administrator**  
**Penny Shewell, Office Administrator**

**President Copenhaver and Councilperson Dulyea were not present for the meeting.**

Also Present: Tracie McCormick; Procurement Coordinator; Anthony Delligatti, Legal Director; Randy Lilly, Director, Emergency Services; Mary Roberts, Fire Chief; Tracey Guilliams, Grants Administrator; Elizabeth Lapchak, Grants Administrator, April Hollem, Grants Coordinator

**Re: Call to Order**

President Pro Tem Whitacre called the October 7, 2022 Berkeley County Council Meeting to Order at 9:35 A.M.

**Re: Items from the Public**

Sheriff Nathan Harmon spoke in favor via phone conference regarding the Transportation Division through the Court Marshals for Mental Hygiene transports and arraignments stating it would be a great cost savings to the county, He stated that he had been working with his staff and Mike Laing for approximately a year now.

**Re: Approval of Agenda**

Councilperson Gochenour made a motion to approve the Agenda for the October 27, 2022 Berkeley County Council meeting with the removal of the Honorary Councilperson and Jennifer Swisher, 9-1-1 Director as they were unable to attend. Councilperson 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**

There were no internal budget revisions to be addressed.

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

President Pro Tem Whitacre stated that a new hire recommendation was received from Tim Czaja, Community Corrections Director for Danielle Cooper Goldenzin as a JOTIPP Peer Recovery Coach effective October 31, 2022 with an annual salary of \$43,135.

President Pro Tem Whitacre stated that a letter of resignation was received from the Sheriff's Department for Brandon Frick effective November 6, 2022.

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

There were no changes to the October 13, 2022 Berkeley County Council meeting minutes.

### **5. Council Calendar**

President Pro Tem Whitacre reviewed the Council calendar for the month of October.

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

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

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

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

Councilperson Barnhart made a motion to approve the Consent Agenda for the October 27, 2022 Berkeley County Council meeting. Councilperson 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 Council and presented eight (8) personal tax exonerations for reason of office error totaling \$2,657.11.

Councilperson Gochenour made a motion to approve the eight (8) personal tax exonerations for reason of office error totaling \$2,657.11. Councilperson Barnhart seconded the motion. The motion carried unanimously.

Mr. Hess presented two (2) real estate tax exonerations for reason of office error totaling \$292.58.

Councilperson Barnhart made a motion to approve the two (2) real estate exonerations for reason of office error totaling \$292.58 Councilperson Gochenour seconded the motion. The motion carried unanimously.

Mr. Hess presented one (1) application for consolidation of properties.

Councilperson Gochenour made a motion to approve the one (1) application for consolidation of properties. Councilperson Barnhart seconded the motion. The motion carried unanimously.

**Re: Board Meeting Reports**

Councilperson Barnhart reported that he attended the Public Service Water District board meeting where they approved payments and looking for a location for a bulk fueling station in Inwood. He also reported that he participated in an LEPC call via ZOOM regarding an upcoming meeting with the Chesapeake Bay.

Vice President Whitacre reported that he attended and spoke at the Clorox grand opening ceremony.

Councilperson Gochenour reported that he attended the Development Authority meeting where they are working on replacing the Executive Director. He also reported that Historic Landmarks board would not be meeting in November or December as they were working on the budget.

**Re: Board and Commission Vacancies**

Councilperson Gochenour made a motion to reappoint Susan Crowell and Chris Cox to the Historic Landmarks board for full terms. Councilperson Barnhart seconded the motion. The motion carried unanimously.

**Re: Bid Opening – RFP Video Production Services for County Departments and Agencies**

Alan Davis, County Administrator reviewed the RFP for Video Production Services for the county departments and agencies. He stated that the RFP was distributed to four (4) companies, placed on the county web site, posted on social media advertised in the Martinsburg Journal with the Certification of Publication present in the bid file and read ahead and a mandatory pre-bid conference was held.

At 10:00 A.M. President Copenhaver opened the sealed bids as follows:

<b>Bid #</b>	<b>Company</b>	<b>Bid Total</b>
Bid # 1	Highrock Hagerstown, MD	\$94,080
Bid # 2	Bad Read Productions, Martinsburg, WV	\$33,000
Bid # 3	Social Connections Marketing Ranson, WV	\$39,900

**Re: Randy Lilly, Director, Emergency Services  
Marty Roberts, Fire Chief  
Recognition of Fire Department**

Randy Lilly, Director of Emergency Services and Marty Roberts, Fire Chief appeared before the Council for the recognition of the Berkeley County Fire Department. Chief Roberts stated that the State Fire Commission required that the obtain a First Due Run Area and have gone through Phase I and Phase II at the same time and are now recognized as the First Career Fire Department in West Virginia.

**Re: Tracey Guilliams, Grants Administrator  
Elizabeth Lapchak, Grants Administrator  
April Hollern, Grants Coordinator Grants Activity Update Rejection of Bids for Training &  
Technical Assistance Violence Terrorism Prevention Grant**

Tracey Guilliams, Grants Administrator appeared before the Council and presented a department summary overview from October, 2021 to October, 2022.

April Hollern, Grants Coordinator appeared before the Council and presented an overview of grants by Department from October, 2021 to October, 2022.

Elizabeth Lapchak, Grants Administrator appeared before the Council and presented highlights from the JOTIPP and Project Aware grants working with the Board of Education. Ms. Lapchak read a letter from a participant in the JOTIPP program.

Mrs. Guilliams reviewed the RFP and bids received for the Training & Technical Assistance Violence Terrorism Prevention Grant. She stated that two (2) bids were received and both were both well over the budget so she is requested that both bids be rejected and the RFP be re-bid.

Councilperson Gochenour made a motion to reject the bids received for the Training & Technical Assistance Violence Terrorism Prevention Grant and the RFP be re-bid. Councilperson Barnhart seconded the motion. The motion carried unanimously.

**Re: Board and Commission Interview  
Craig Potter – Interview – Candidate Senior Services Board**

Craig Potter appeared before the Council and was interviewed as a candidate for the Senior Services board.

**Re: Alan Davis, County Administrator  
State Budget Revision # 05 Fund 00  
Bid Recommendation Seven (7) Passenger Van**

Alan Davis, County Administrator presented State Budget Revision # 05 for Fund 001.

Councilperson Barnhart made a motion to approve State Budget Revision # 05 for Fund 001. Councilperson Gochenour seconded the motion. The motion carried unanimously.

Mr. Davis reviewed the RFP for the seven (7) passenger van for the DRC. He stated that the lowest bid was received from Hagerstown Ford in the low bid amount of \$33,650 for a 2023 Transit Connect and recommend the bid be awarded to Hagerstown Ford.

Councilperson Gochenour made a motion to award the bid for the seven (7) passenger van for the DRC to Hagerstown Ford in the low bid amount of \$33,650 for a 2023 Transit Connect. Councilperson Barnhart seconded the motion. The motion carried unanimously.

**Re: Recess**

Councilperson Barnhart made a motion to Recess the October 27, 2022 Berkeley County Council meeting.

Submitted by: Penny Shewell

**Penny Shewell, Office Administrator**