

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

November 3, 2022
9:30 A.M.

Present:

Douglas E. Copenhaver, Jr., President

Dan Dulyea, Councilperson

James R. Barnhart, Councilperson

G. Edgar Gochenour, Councilperson

Gary Wine, Deputy County Administrator

Penny Shewell, Office Administrator

Vice President Whitacre and Alan Davis, County Administrator were not present for the meeting.

Also Present: Tracie McCormick, Procurement Coordinator; Anthony Delligatti, Legal Director; The Honorable Larry Hess, Assessor; Tracey Guilliams, Grants Administrator; Elizabeth Lapchak, Grants Administrator; Will Lorensen, Fiduciary Supervisor; Jennifer Swisher, 9-1-1 Director

Re: Call to Order

President Copenhaver called the November 3, 2022 Berkeley County Council Meeting to Order at 9:35 A.M.

Re: Items from the Public

There were no items from the public.

Re: Agenda

Councilperson Gochenour made a motion to approve the Agenda for the November 3, 2022 Berkeley County Council meeting. Councilperson Dulyea seconded the motion. The motion carried unanimously.

Re: Consent Agenda

1. Purchase Order Log

Councilperson Barnhart questioned the invoice for the Berry Solution Group. Gary Wine, Deputy County Administrator stated that this was for the annual contract agreement for the web spam filter.

2. Internal Budget Revisions

Mr. Wine reviewed the one (1) internal budget revision.

3. Changes in Status

President Copenhagen stated that a letter of resignation was received from Emergency Communications from Katie McQuaid effective November 14, 2022.

4. Approval of Minutes

There were no changes to the October 20, 2022 Berkeley County Council meeting minutes.

5. Council Calendar

President Copenhagen reviewed the Council calendar for the month of November.

6. Board and Commission Calendar

President Copenhagen reviewed the Board and Commission calendar for the month of November.

Councilperson Dulyea stated that the Airport would now be meeting on the second Monday of the month. Councilperson Barnhart stated that the Region 9 board meeting would be held in the City Police Station in the George Karos conference room.

7. Step Payment Check Request – County Clerk’s Finance Office

Re: Consent Agenda Approval

Councilperson Dulyea made a motion to approve the Consent Agenda for the November 3, 2022 Berkeley County Council meeting. Councilperson Barnhart 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 five (5) personal tax exonerations for reason of office error totaling \$335.50.

Councilperson Barnhart made a motion to approve the five (5) personal tax exonerations for reason of office error totaling \$335.50. Councilperson Gochenour seconded the motion. The motion carried unanimously.

Mr. Hess presented (1) real estate exoneration for reason of office error totaling \$431.38.

Councilperson Dulyea made a motion to approve the one (1) real estate exoneration for reason of office error totaling \$431.38. 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 Report

Councilperson Barnhart reported that the Telemon board meeting was cancelled due to the lack of a quorum.

Councilperson Dulyea reported that he had no meetings.

Councilperson Gochenour reported that he attended the Development Authority meeting where Jennifer Smith was chosen as the new Director. He also reported that he attended the Building Commission meeting.

President Copenhaver reported that he was unable to attend the Ambulance Authority board meeting.

Re: Board and Commission Vacancies

Councilperson Dulyea made a motion to appoint Craig Potter to the Senior Services Board for a full term. Councilperson Barnhart seconded the motion. The motion carried unanimously.

Councilperson Dulyea made a motion to reappoint Raleigh Hamilton to the Senior Services boards for a full term. Councilperson Gochenour seconded the motion. The motion carried unanimously.

Councilperson Dulyea stated that the Roundhouse Authority meetings were being changed from 6:00 P.M. to 6:30 P.M.

Councilperson Dulyea requested to have a letter of thanks sent to Jim Klien for his service on the Airport Authority.

Re: Honorary Councilperson

Councilperson Gochenour introduced Layla Al-Saleh an eighth grade student at St. Joseph School. Miss Al-Saleh stated that she planned to attend St. James and being a veterinarian. Councilperson Gochenour swore in Miss Al-Saleh as Honorary County Councilperson and presented her with a certificate.

Re: Bid Opening – RFP Training for Special Weapons & Tactics Officers (SWAT) and School Resource Officers (SRO)

Gary Wine, Deputy County Administrator stated that the RFP had been placed on the county web site, social media and advertised in the Martinsburg Journal with the Certification of Publication present in the bid file and the read ahead. Tracey Guilliams, Grants Administrator reviewed the RFP.

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

Bid #	Vendor	Bid Total
Bid # 1	Controlled Force San Antonio, TX	\$17,500
Bid # 2	PFT. LLC Alderson, WV	\$16,800

Re: Bid Opening – RFP Domestic Terrorism & Hate Groups Training Class

Gary Wine, Deputy County Administrator stated that the RFP for Domestic Terrorism & Hate Groups Training Class had been posted on the county web site, social media and was advertised in the Martinsburg Journal with the Certification of Publication present in the bid file and the read ahead. Tracey Guilliams, Grants Administrator appeared before the Council and reviewed the RFP.

At 10:05 A.M. President Copenhaver opened the sealed bids as follows:

Bid #	Vendor	Bid Total
Bid # 1	Proactive Consulting, Inc. Colfax, NC	\$9,200

Re: Bid Opening – RFP Domestic Terrorism; Ideologies, Groups, Symbols and Tactics Training Classes

Gary Wine, Deputy County Administrator stated that the RFP for Domestic Terrorism, Ideologies, Groups, Symbols and Tactics Training Classes was posted on the county web site, social media and advertised in the Martinsburg Journal with the Certification of Publication present in the bid file and the read ahead. Tracey Guilliams, Grants Administrator reviewed the RFP.

President Copenhaver stated that no bids were received for this RFP.

Re: Bid Opening – RFP Training for Special Weapons & Tactics Officers (SWAT)

Mr. Wine stated that the RFP for the Training for Special Weapons & Tactics Officers (SWAT) was posted on the county web site, social media and advertised in the Martinsburg Journal with the Certification of Publication present in the bid file and the read ahead. Mrs. Guilliams reviewed the RFP.

President Copenhaver stated that no bids were received for this RFP.

Re: Bid Opening – RFP Vehicle Outfitting Equipment

Mr. Wine reviewed the RFP for the vehicle outfitting equipment. He stated that the RFP was placed on the county web site, social media and advertised in the Martinsburg Journal with the Certification of Publication present in the bid file and read ahead.

At 10:20 President Copenhaver opened the sealed bids as follows:

Bid #	Vendor	Explorers	Ford Eco Sports	Total Bid
Bid # 1	Priority Install Gaithersburg, MD	\$111,469.00	\$18,192.00	\$129,061.00
Bid # 2	First Mobile Technologies Inc. Cincinnati, OH	\$89,933.84	\$18,323.58	\$108,257.42

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

Will Lorensen, Fiduciary Supervisor appeared before the Council and presented thirty nine (39) estate accounts for the month of November.

Councilperson Gochenour made a motion to approve the thirty nine (39) estate accounts for the month of November. Councilperson Dulyea seconded the motion. The motion carried unanimously.

Mr. Lorensen had no estate accounts to be scheduled.

**Re: Jennifer Swisher – Director, Emergency Communications
Emergency Communication Schedule**

Jennifer Swisher, Emergency Communications Director appeared before the Council and stated that her staff currently work ten (10) hour shifts and she has been approached about the possibility of working twelve (12) hour shifts. She stated that all employees, but three are interested which would have thirty six (36) employees on twelve hour days and three (3) on ten hour days. Mrs. Swisher stated that the cost for the additional hours would be approximately \$160.00 per day per employee or \$150,000 a year which she believes the cost savings on a month and increase would be flush and would like to do a six month trial.

The direction of the Council was to move forward with the twelve (12) hour shifts on a six month trial.

**Re: Brian Costello, Executive Director, Berkeley County Emergency Ambulance Authority
Follow UP Discussion Proposed Ambulance Authority Commercial Fees**

Brian Costello, Executive Director, Berkeley County Emergency Ambulance Authority appeared before the Council and reviewed a power point presentation on what commercial accounts they still have challenges with and which accounts they can confirm at this time. He also reviewed a timeline for the rate fee from 2022-2024.

**Re: Tracey Guilliams, Grants Administrator
Bid Award Recommendation RFP Yoga Instructor for Health & Wellness Grant**

Tracey Guilliams, Grants Administrator appeared before the Council and reviewed the RFP for the Yoga Instructor for the Health & Wellness grant. Mrs. Guilliams stated that she was recommending the bid be awarded to Marlon Powell in the low bid amount of \$18,900 to begin December 1, 2022 and end on September 30, 2023.

Councilperson Barnhart made a motion to award the bid for the RFP for the Yoga Instructor for the Health & Wellness Grant to Marlon Powell in the low bid amount of \$18,900 to begin December 1, 2022 and end September 30, 2023. Councilperson Dulyea seconded the motion. The motion carried unanimously.

**Re: Gary Wine, Deputy County Administrator
Bid Award Recommendation RFP Berkeley County Procurement Card Program**

Gary Wine, Deputy County Administrator reviewed the RFP for the Berkeley County Procurement card program. He stated that two bids were received from Truist Bank and United Bank and after analysis of the proposals it was the recommendation of himself, Alan Davis, County Administrator, Cheri Horvath, Finance Director, Penny Shewell, Office Administrator and Tracie McCormick, Procurement Coordinator that we enter into an agreement with United Bank to provide a VISA Purchasing card effective January 1, 2023.

Councilperson Gochenour made a motion to award the bid for the Berkeley County Procurement Card Program to United Bank. Councilperson Dulyea seconded the motion. The motion carried unanimously.

Re: Recess

Councilperson Barnhart made a motion to Recess the November 3, 2022 Berkeley County Council meeting.

Submitted by:

Penny Shewell

Penny Shewell, Office Administrator