

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

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

**Present:**

**Douglas E. Copenhaver, Jr., President**

**James P. Whitacre, Vice President**

**Dan Dulyea, Councilperson**

**James R. Barnhart, Councilperson**

**G. Edgar Gochenour, Councilperson**

**Alan J. Davis, County Administrator**

**Penny Shewell, Office Administrator**

Also Present: Tracie McCormick, Procurement Coordinator; Anthony Delligatti, Legal Director; Jack Laing, Facilities Director; Doug Smith, County Engineer; The Honorable Elaine Mauck, County Clerk; The Honorable Sheriff Nathan Harmon

**Re: Call to Order**

President Copenhaver called the January 27, 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**

Vice President Whitacre made a motion to approve the Agenda for the January 27, 2022 Berkeley County Council meeting. Councilperson Gochenour seconded the motion. The motion carried unanimously.

**Re: Consent Agenda**

**1. Purchase Order Log**

Alan Davis, County Administrator stated that the payment in the amount of \$300,000 was made to the 9-1-1 Account for the non-emergency payments.

**2. Internal Budget**

There were no internal budget revisions to be addressed.

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

President Copenhaver stated that a new hire recommendation was received from Tim Czaja, Community Corrections Director for Bruce Orr as a part time Driver effective February 1, 2022 with an hourly rate of \$15.50.

President Copenhaver stated that a new hire recommendation was received from Mr. Czaja for Emma Lardner as a Peer Recovery Coach effective February 8, 2022 with an annual salary of \$37,509.

President Copenhaver stated that a new hire recommendation was received from Mr. Czaja for Katherine Blunt as a Recovery Technician effective January 31, 2022 with an annual salary of \$37,509.

President Copenhaver stated that a new hire recommendation was received from Kristin Cook as a Peer Recovery Coach effective February 7, 2022 with an annual salary of \$37,509.

President Copenhaver stated that a change in status was received from Jen Swisher, 9-1-1 Director for Noah Kinney to go from part time to full time effective January 31, 2022 with a salary change from \$22.00 per hour to \$41,785 annually.

President Copenhaver stated that a change in status was received from Mike Laing, Chief Court Marshal for Calvin Blythe, Deputy Court Marshal who is retiring effective March 1, 2022 to be moved into a part time as needed status with an hourly rate of \$19.83.

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

Councilperson Dulyea made a motion to approve the minutes for the January 20, 2022 Berkeley County Council meeting. Councilperson Barnhart seconded the motion. Vice President Whitacre abstained due to absence. The motion carried.

### **5. Council Calendar**

President Copenhaver reviewed the Council calendar for the month of January.

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

President Copenhaver reviewed the Board and Commission calendar for the month of January.

### **7. Bond Reduction – Middle Creek Vistas Section 1, Phase 1, (Final), BCP File #2110-396 tied to BCP File #2012-380, LOC #05-21 – Engineering Department**

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

Vice President Whitacre made a motion to approve the Consent Agenda for the January 20, 2022 Berkeley County Council meeting. Councilperson Dulyea seconded the motion. The motion carried unanimously.

**Re: Correction of Assessment Log, Apportionment of Assessment Applications, Consolidations and Deconsolidation of Properties Applications – Assessor’s Office**

The Assessor had nothing to present this week.

**Re: Board Meeting Reports**

Councilperson Barnhart reported that he attended the Board of Health meeting via ZOOM and stated that Angie Gray submitted her resignation effective February 7, 2022. He also reported that he was unable to attend the Public Service Water District board meeting.

Councilperson Dulyea reported that he attended the Airport Authority meeting where they discussed a good year in review. He further stated that EPTA is working with the Airport on the County’s Anniversary celebration. He also reported that he attended the Roundhouse Authority meeting and they are receiving requests for tours again. Councilperson Dulyea reported that he attended the Senior Services board meeting where they discussed working with Meals on Wheels to combine meals, but discovered that their services are too different to combine.

Vice President Whitacre reported that he attended the EPTA board meeting where they received a resignation from Amanda.

Councilperson Gochenour reported that he attended the Historic Landmarks meeting where Susan Crowell was appointed as the new Chairman. He stated that they discussed the possibility of the easement to Boydville being transferred from Farmland Protection to Historic Landmarks.

President Copenhaver reported that he attended the building construction meeting for the Dunn Building and the Health Department.

**Re: Board and Commission Vacancies**

Councilperson Dulyea requested Tracie McCormick to look at the board appointment for the CVB for Patrick Darlington.

**Re: Board and Commission Interview  
Charles “Chip” Hensell – Candidate – BC Parks & Recreation**

Charles “Chip” Hensell appeared before the Council and was interviewed as a candidate for the BC Parks and Recreation board.

President Copenhaver left the meeting at 10:17 A.M.

Vice President Whitacre took over the meeting.

**Re: Katie Spriggs, Eastern Panhandle Empowerment Center  
FY2022-23 Budget Presentation**

Katie Spriggs, Eastern Panhandle Empowerment Center, formerly known as the Shenandoah Women’s Center appeared before the Council and presented their FY2022-23 budget requesting \$150,000. Ms. Spriggs reviewed the services offered by their program.

President Copenhaver returned to the meeting at 10:53 A.M. and Vice President Whitacre turned the meeting back over to him.

**Re: Elaine Bartoldson, Eastern Panhandle Transit Authority  
FY2022-23 Budget Presentation**

Elaine Bartoldson, Eastern Panhandle Transit Authority appeared before the Council and presented their FY2022-23 budget requesting \$150,000. Ms. Bartoldson reviewed the ridership numbers stating they were down from COVID and the need to continue to do a better job with their drivers at tracking the ridership numbers. She also stated they were requesting more funding this year to assist with federal grant matches.

**Re: Clint Hogbin, Chairman, BC Solid Waste Authority  
FY2022-23 Budget Presentation**

Clint Hogbin, Chairman, BC Solid Waste Authority appeared before the Council and presented his FY2022-23 budget requesting \$72,657. Mr. Hogbin reviewed a powerpoint presentation on recycling and the programs offered.

**Re: Stacie Rohn, CEO, Boys & Girls Club of the Eastern Panhandle  
FY2022-23 Budget Presentation**

Stacie Rohn, CEO, Boys & Girls Club of the Eastern Panhandle appeared before the Council and presented their FY2022-23 budget requesting \$45,000. Ms. Rohn reviewed the services and programs offered by the Boys & Girls Club.

**Re: Sheriff Nathan Harmon  
Request to Add Vendor to Towing Rotation**

Sheriff Nathan Harmon appeared before the Council requesting to add All American Towing to the current towing rotation.

Councilperson Barnhart made a motion to approve the Sheriff's request to add All American Towing to the Sheriff's towing rotation. Councilperson Gochenour seconded the motion. The motion carried unanimously.

**Re: Executive Session – County Council Personnel, Real Estate Acquisition, Legal Matters and  
Economic Development**

Councilperson Dulyea made a motion to go into executive session for County Council personnel, real estate acquisition, legal matters and economic development at 12:29 P.M. Vice President Whitacre seconded the motion. The motion carried unanimously.

President Copenhaver declared the Council out of executive session at 12:56 P.M.

Councilperson Dulyea made a motion to move forward with the purchase of the property from the Estate of Mildred K. Shipp at Sportsman's Paradise in the amount of \$11,000 and authorize the President to sign. Councilperson Barnhart seconded the motion. The motion carried unanimously.

Councilperson Gochenour made a motion to enter into an Agreement with Mile Zero, LLC for the purchase of the property at 8274 Winchester Avenue in the amount of \$280,000 and authorize the President to sign. Vice President Whitacre seconded the motion. The motion carried unanimously.

**Re: Recess**

Councilperson Barnhart made a motion to Recess the January 20, 2022 Berkeley County Council meeting.

Submitted by: Penny Shewell

**Penny Shewell, Office Administrator**

**Berkeley County Council Meeting**

**January 27, 2022**

**Board of Review & Equalization**

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

**2:00 P.M.**

**Martinsburg, WV 25401**

**Present:**

**Douglas E. Copenhaver, Jr., President**

**James P. Whitacre, Vice President**

**Dan Dulyea, Councilperson**

**James R. Barnhart, Councilperson**

**G. Edgar Gochenour, Councilperson**

**Alan J. Davis, County Administrator**

**Penny Shewell, Office Administrator**

Also Present: The Honorable Larry Hess, Assessor; Rhonda Loudan, Assessor's Office; John Streets, Assessor's Office; Doc Trenary, Assessor's Office; Jack Laing, Facilities Director

**Re: Call to Order**

President Copenhaver called the January 27, 2022 Berkeley County Council Meeting Sitting as the Board of Review & Equalization to Order at 2:00 P.M.

**Re: Board of Review & Equalization**

**Larry Hess, Assessor, Review & Equalization – Session #1  
Presentation of the 2022 Appraisal/Assessment Information  
Discussion of Procedures – 2022 Review & Equalization**

The Honorable Larry Hess, Assessor appeared before the Council and stated that there were no books to present as the State was unable to provide documentation to their office, however they would still be able to make changes to the books through the Board of Review process. He stated that all the keying was done to the books and all the construction had been added to the books.

**Re: Jack Laing, Facilities Director  
FY2022-23 Budget Presentation**

Jack Laing, Facilities Director appeared before the Council and reviewed his FY2022-23 budget reviewing each line item. He also requested one (1) additional part time custodian to cover the 24/7 buildings.

**Re: Beverly VanMetre, President, CCAP Loaves & Fishes  
FY2022-23 Budget Presentation**

Beverly VanMetre, President, CCAP Loaves & Fishes appeared before the Council and presented their FY2022-23 budget requesting \$2,500. Ms. VanMetre reviewed the services offered at CCAP.

**Re: Virginia Sine, Circuit Clerk  
FY2022-23 Budget Presentation**

The Honorable Virginia Sine, Circuit Clerk appeared before the Council and reviewed her FY2022-23 budget reviewing each line item.

**Re: Alan Davis, County Administrator  
FY2022-23 Budget Presentation**

Alan Davis, County Administrator presented the County Council budgets reviewing each account and each line item.

Vice President Whitacre left the meeting at 4:19 P.M.

**Re: Recess**

Councilperson Barnhart made a motion to Recess the January 27, 2022 Berkeley County Council Meeting Sitting as the Board of Review & Equalization.

Submitted by: Penny Shewell

**Penny Shewell, Office Administrator**