

Berkeley County Council Meeting

February 24, 2022

400 W. Stephen Street, Suite 205

9:30 A.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: Gary Wine., Deputy County Administrator; Anthony Delligatti, Legal Director; The Honorable Larry Hess, Assessor; Tracey Guilliams, Grants Administrator; April Hollern, Grants Coordinator; Elizabeth Lapchak, Grants Administrator; Brian Ross, Director, Community Development; Mike Laing, Chief Court Marshal; Calvin Blythe, Deputy Court Marshal; Ted Cyhanick, Deputy Court Marshal; Matthew Umstead, Director, Strategic Planning; The Honorable Virginia Sine, Circuit Clerk; Brandy Sullivan, Sheriff's Department; Chief Deputy Tom Young; Tim Czaja, Community Corrections Director; Cheri Horvath, Finance Director; Randy Lilly, Director, Emergency Management; Will Lorensen, Fiduciary Supervisor; Jennifer Swisher, 9-1-1 Director; The Honorable Elaine Mauck, County Clerk; The Honorable Catie Delligatti, Prosecuting Attorney; Dominic Orsini, Prosecuting Attorney's Office; Marcia Noll, County Clerk's Office; Nathan Emery, Voter's Registration Supervisor; Jack Laing, Facilities Director

Re: Call to Order

President Copenhaver called the February 24, 2022 Berkeley County Council meeting to Order at 9:35 A.M.

Re: Items from the Public

Tracey Guilliams, Grants Administrator appeared before the Council and introduced Elizabeth Lapchak as the new Grants Administrator for the Grants Department.

Re: Agenda

Vice President Whitacre made a motion to approve the Agenda for the February 24, 2022 Berkeley County Council meeting. Councilperson Dulyea 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 Copenhaver stated that a new hire recommendation was received from Tim Czaja, Community Corrections Director for Michael Marchessani as a part time Driver effective March 1, 2022 with an hourly rate of \$15.50.

President Copenhaver stated that a change in status was received from Alan Davis, County Administrator for Julie Wright to be reclassified as an Administrative Assistant II effective February 21, 2022 with a salary increase from \$37,076 to \$40,784.

President Copenhaver stated that a letter of resignation was received from the Assessor's Office from Gwen Campbell effective February 9, 2022.

4. Approval of Minutes

There were no changes to the February 8, 2022 Berkeley County Council meeting minutes.

5. Council Calendar

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

6. Board and Commission Calendar

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

7. Bond Reduction – Lot 18 JD Rockefeller Science Tech Center (Grading) BCP File #2201-021 Tied to #2201-020, 2013-0388 & 2012-379, Bond #0783639 – Engineering Department

8. Cancelled Check Request – County Clerk's Finance Office

Re: Consent Agenda Approval

Vice President Whitacre made a motion to approve the Consent Agenda for the February 24, 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 three (3) personal tax exonerations for reason of office error totaling \$106.34.

Councilperson Barnhart made a motion to approve the three (3) personal tax exonerations for reason of office error totaling \$106.34. Councilperson Dulyea seconded the motion. The motion carried unanimously.

Re: Board Meeting Reports

Councilperson Barnhart reported that he had no meetings this week.

Councilperson Dulyea reported that the CVB meeting was cancelled due to lack of a quorum. He reported that he attended the Senior Services board meeting and stated that the results of the audit were received and the audit went well. Councilperson Dulyea also reported that he attended the Main Street Martinsburg meeting where they reviewed upcoming events.

Vice President Whitacre reported that he participated in the 250th Celebration committee meeting via ZOOM.

Councilperson Gochenour reported that he attended the Planning Commission meeting where several public hearings were conducted.

President Copenhaver reported that he had no meetings this week.

Re: Board and Commission Vacancies

President Copenhaver requested to have James Moffit scheduled for an interview as a candidate for the Ambulance Authority and Todd Alter for the Building Code Appeals Board.

Councilperson Gochenour made a motion to appoint David Michaels to the BC Historic Landmarks board to fill an unexpired vacancy. Vice President Whitacre seconded the motion. The motion carried unanimously.

**Re: Mike Laing, Chief Court Marshal
Recognition of Retiring Deputy Court Marshal**

Mike Laing, Chief Court Marshal appeared before the Council and recognized Sir Calvin Blythe on his retirement effective March 1, 2022. Mr. Laing presented him with a retirement star and read a Proclamation from the Governor. President Copenhaver presented Mr. Blythe with a Proclamation from the County Council.

Re: Meet with Elected Officials & Department Heads FY2022-23 Budgets

President Copenhaver reviewed the budget allocations with each Elected Official and Department Head.

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

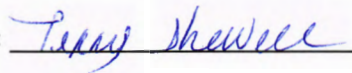
Councilperson Barnhart made a motion to go into executive session at 12:02 P.M. for County Council personnel, real estate acquisition, legal matters and economic development. Vice President Whitacre seconded the motion. The motion carried unanimously.

President Copenhaver declared the Council out of executive session at 12:40 P.M.

There were no motions made during or after executive session.

Re: Recess

Councilperson Barnhart made a motion to Recess the February 24, 2022 Berkeley County Council meeting.

Submitted by: 

Penny Shewell, Office Administrator