

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

March 17, 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

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

Also Present: Anthony Delligatti, Legal Director; Matthew Umstead, Director, Policies and Strategic Planning; Tracey Guilliams, Grants Administrator; Elizabeth Lapchak, Grants Administrator; The Honorable Elaine Mauck, County Clerk; Catie Delligatti, Prosecuting Attorney

Re: Call to Order

President Copenhaver called the March 17, 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 Dulyea made a motion to approve the Agenda for the March 17, 2022 Berkeley County Council meeting. Councilperson Gochenour seconded the motion. The motion carried unanimously.

Re: Consent Agenda

1. Purchase Order Log

President Copenhaver stated that the item listed on the Agenda for Councilperson Dulyea was for mileage reimbursement not car rental.

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 Mike Laing, Chief Court Marshal for James Dunn as a Deputy Court Marshal effective April 1, 2022 with an annual salary of \$33,928.

President Copenhaver stated that a new hire recommendation was received from Jennifer Swisher, 9-1-1 Director for Delaney Lison as a Telecommunicator I effective April 2, 2022 with an annual salary of \$43,775.

President Copenhaver stated that a change in status was received from Mrs. Swisher for Carla White to decrease her salary from \$50,287 to \$49,787 effective March 11, 2022 as she is no longer certified as a Training Officer.

President Copenhaver stated that a letter of resignation was received from the County Council Office from Kristian Davis effective March 25, 2022.

4. Approval of Minutes

There were no changes to the February 24, 2022 Berkeley County Council meeting minutes.

5. Council Calendar

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

6. Board and Commission Calendar

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

Re: Consent Agenda Approval

Councilperson Gochenour made a motion to approve the Consent Agenda for the March 17, 2022 Berkeley County Council meeting. Councilperson Dulyea 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

Councilperson Barnhart reported that he attended the Public Service Water District board meeting where pay applications were reviewed. He also reported that he attended the MPO meeting and it was a general meeting.

Councilperson Dulyea reported that he attended the Farmland Protection board meeting where a discussion was held on federal money as it pertains to farmland protection. He stated that he was unable to attend the MPO meeting. Councilperson Dulyea reported that he attended the Development Authority Business Development committee meeting of which both were held in executive session.

Councilperson Gochenour reported that he attended the Parks and Recreation board meeting and all the programs are up and running strong with more kids involved than pre-covid. He also reported that the Dough Boy is now complete and they are working on a standardized pay plan for employees.

President Copenhaver reported that he was unable to attend the Fire Board meeting, but was advised that Baker Heights VFD was having some issues with their generator. He also reported that the Fire Board is putting their banking services out for bid.

Re: Board and Commission Vacancies

President Copenhaver requested to have John Marshall scheduled for an interview as a candidate for the Ambulance Authority.

Councilperson Barnhart made a motion to appoint Tammy McDaniel to the Ambulance Authority to fill the unexpired term of John Taylor to expire on February 16, 2024. Councilperson Gochenour seconded the motion. The motion carried unanimously.

**Re: Councilperson Issues – Councilperson Dulyea
Frog Hollow Rt. 9 Extension**

Councilperson Dulyea reviewed the Agreement for Frog Hollow Rt. 9 Extension with the City of Martinsburg.

Councilperson Dulyea made a motion to approve the Agreement for Frog Hollow Rt. 9 Extension with the City of Martinsburg and authorize the President to sign. Councilperson Gochenour seconded the motion. The motion carried unanimously.

Re: Bid Opening – FY 2020-21 Financial Audit

Gary Wine, Deputy County Administrator reviewed the RFP for the FY2020-21 Financial Audit.

At 10:00 A.M. President Copenhaver opened the one (1) sealed bid received as follows:

Bid #	Vendor	Bid Total
Bid # 1	Perry & Associates	\$32,750

President Copenhaver stated that seven (7) emails were received from firms confirming they could not bid due to the size of the county.

Re: Bid Opening – RFP Police Interceptors

Gary Wine, Deputy County Administrator reviewed the RFP for the Police Interceptors. He stated that the RFP was advertised on the county web site and in the Journal with Certification of Publication present in the bid file and the read ahead.

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

Bid #	Quantity	Vendor	Price Per Vehicle	Total Cost
Bid # 1	4	Hagerstown Ford Black 2022 F-150 Police Responder 4x4 5.5' Box 145" WB XL	\$38,520	\$154,080
Bid # 1	1	Hagerstown Ford Silver 2022 F-150 Police Responder 4x4 5.5' Box 145" WB XL	\$38,520	\$38,520

Re: Bid Opening – RFP Engineering/Inspection Vehicles

Gary Wine, Deputy County Administrator reviewed the RFP for the Engineering/Inspection Vehicles. He stated that the RFP was published on the county web site and in the Journal with the Certification of Publication present in the bid file and the read ahead.

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

Bid #	Quantity	Vendor	Price Per Vehicle	Total Cost
Bid # 1	7	Hagerstown Ford 2022 Escape 4 Dr AWD S	\$26,815	\$187,705
Bid # 2	7	Keystone Ford 2022 Escape 4 Dr AWD S	\$28,215	\$197,505
Bid # 3	7	Whiteside of Clairsville 2023 Chevrolet Trailblazer AWD 4 Dr S	\$23,000	\$161,000

Re: Bid Opening – Facilities Trucks

Gary Wine, Deputy County Administrator reviewed the RFP for the Facilities Trucks. He stated that the RFP had been published on the county web site and in the Journal with the Certification of Publication present in the bid file and the read ahead.

At 10:15 A.M. President Copenhaver opened the sealed bids as follows:

Bid #	Quantity	Vendor	Price Per Vehicle	Total Cost
Bid # 1	2	Kent Parsons Ford 2022 F-150 4x4 Extended Cab 6.5"	\$38,798	\$77,596
	2	Kent Parsons Ford 2022 F-150 4x4 Extended Cab 8.0"	\$41,160	\$82,320
Bid # 2	2	Hagerstown Ford 2022 F-150 4x4 Regular Cab 8" Box 141" WB XL	\$39,903	\$79,806

	2	Hagerstown Ford 2022 F-150 4x4 Supercab 6.5' Box 145" WB XL	\$37,003	\$74,006
Bid # 3	2	Keystone Ford 2022 F-0150 4x4 Regular Cab 8' Box WB XL	\$37,075	\$74,150
	2	Keystone Ford 2022 F-150 4x4 Supercab 6.5' Box WB XL	\$39,815	\$79,630
Bid # 4	2	Whiteside of St. Clairsville 2022 Chevrolet Silverado 1500 4WD Reg Cab	\$39,980	\$79,960
		Whiteside of St. Clairsville 2022 Chevrolet Silverado 1500 4WD Double Cab	\$41,269	\$85,538

Councilperson Barnhart left the meeting at 11:00 A.M.

**Re: Matthew Umstead, Director of Policies and Strategic Planning
250 Commemoration Celebration Update**

Matthew Umstead, Director of Policies and Strategic Planning appeared before the Council and presented an update on the 250 Commemoration Celebration reviewing the planned events. He also presented a Proclamation.

Councilperson Dulyea made a motion to adopt the Proclamation for the 250 Commemoration Celebration. Councilperson Gochenour seconded the motion. The motion carried unanimously.

**Re: Board and Commission Interview
Charles Brian Smith – Candidate – Building Code Appeals Board**

Charles Brian Smith appeared before the Council and was interviewed as a candidate for the Building Code Appeals board.

Councilperson Gochenour made a motion to appoint Charles Brian Smith to the Building Code Appeals board for a full term. Councilperson Dulyea seconded the motion. The motion carried unanimously.

**Re: Board and Commission Interview
James Kief – Candidate – BC Public Stormwater Board**

James Kief appeared before the Council and was interviewed as a candidate for the Stormwater board.

**Re: Tracey Guilliams, Grants Administrator
Bid Recommendation Yoga Classes
Resolution Registration with United States Department of Agriculture (USDA)
Victims of Crime Act (VOCA) Grant Application**

Tracey Guilliams, Grants Administrator appeared before the Council and recommended that the bid for Yoga Classes be awarded to Moving Mountains Yoga, Owner/Instructor Whitney Ingram, Shepherdstown, WV in the amount of \$15,600 annual for two (2) years ending September 30, 2023.

Councilperson Dulyea made a motion to award the bid for Yoga Classes to Moving Mountains Yoga for two years at the rate of \$15,600 annually. Councilperson Gochenour seconded the motion. The motion carried unanimously.

Mrs. Guilliams presented a Resolution for Registration with the United States Department of Agriculture (USDA).

Councilperson Gochenour made a motion to approve the Resolution with the United States Department of Agriculture (USDA). Councilperson Dulyea seconded the motion. The motion carried unanimously.

Mrs. Guilliams spoke regarding the grant application for the Victims of Crime Act (VOCA). The Honorable Catie Delligatti, Prosecuting Attorney appeared before the Council and spoke regarding the VOCA grant for the Victims Advocate position.

Councilperson Gochenour made a motion to move forward with the Victims of Crime Act (VOCA) grant with the 20% match using the current staff. Councilperson Dulyea seconded the motion. The motion carried unanimously.

**Re: Gary Wine, Deputy County Administrator
Broadband Feasibility Study**

Gary Wine, Deputy County Administrator spoke regarding the broadband feasibility study. He stated that over 40,000 people in Berkeley County didn't have access to broadband. He further stated that they had spoken to Senator Capito regarding some seed monies.

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 12:08 P.M. Councilperson Gochenour seconded the motion. The motion carried unanimously.

President Copenhaver declared the Council out of executive session at 2:00 P.M.

There were no motions made during or after executive session.

Re: Recess

Councilperson Dulyea made a motion to Recess the March 17, 2022 Berkeley County Council meeting.

Submitted by: Penny Shewell

Penny Shewell, Office Administrator