

Berkeley County Council Meeting

April 14, 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: Tracie McCormick, Procurement Coordinator; Anthony Delligatti, Legal Director; Tracey Guilliams, Grants Administrator; Elizabeth Lapchack, Grants Administrator; Tim Czaja, Community Corrections Director; Will Lorensen, Fiduciary Supervisor

Re: Call to Order

President Copenhaver called the April 14, 2022 Berkeley County Council Meeting to Order at 9:35 A.M

Re: Items from the Public

Diane Waldron, Director, Meals on Wheels appeared before the Council and advised the Council about a meal delivery and home check on a patron who had fallen from her wheel chair that their driver was able to call 911 and get help to her.

Pastor Hall appeared before the Council and thanked the Council for programs such as Meals on Wheels that watch out for the citizens of our community.

Re: Agenda

Vice President Whitacre made a motion to approve the Agenda for the April 14, 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 on page 4 of the Purchase Order Log, the invoice for Priority Install in the amount of \$4,250 was for materials for outfitting an Explorer and was not for labor. He also stated on page 7 the invoice in the amount of \$46, 125 to the Solid Waste Authority was for supplemental funding previously approved by the Council.

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 the Honorable Elaine Mauck, County Clerk for Shally Lapp as a Clerk effective April 18, 2022 with an annual salary of \$31,000.

President Copenhaver stated that a letter of resignation was received from Emergency Communications from Kayla Orrison effective May 1, 2022.

President Copenhaver stated that a request was received from the County Clerk to remove Erin Dunn-Carey from payroll as the position was being eliminated.

4. Approval of Minutes

There were no changes to the March 31, 2022 Berkeley County Council meeting minutes.

Councilperson Barnhart made a motion to approve the March 31, 2022 Berkeley County Council meeting minutes. Councilperson Dulyea seconded the motion. President Copenhaver abstained due to absence. The motion carried.

5. Council Calendar

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

6. Board and Commission Calendar

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

Re: Consent Agenda Approval

Vice President Whitacre made a motion to approve the Consent Agenda for the April 14, 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 Honorable Larry Hess, Assessor appeared before the Council and presented one (1) personal tax exoneration for reason of tax payer error totaling \$65.08.

Councilperson Barnhart made a motion to approve the one (1) personal tax exoneration for reason of tax payer error in the amount of \$65.08. Councilperson Dulyea seconded the motion. The motion failed with a vote of zero to five.

Mr. Hess presented two (2) personal tax exonerations for reason of office error totaling \$144.88

Councilperson Dulyea made a motion to approve the two (2) personal tax exonerations for reason of office error totaling \$144.88. Councilperson Barnhart seconded the motion. The motion carried unanimously.

Mr. Hess presented one (1) real estate exoneration for reason of office error totaling \$747.18.

Vice President Whitacre made a motion to approve the one (1) real estate exoneration for reason of office error totaling \$747.18. Councilperson Gochenour 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 the design plans for Mountaineer Recovery Village and a main line extension.

Councilperson Dulyea reported that was unable to attend the Farmland Protection board and the Development Authority board meetings as he was out of town. He reported that he did attend the Main Street Martinsburg board meeting and the Roundhouse Authority meeting where they discussed the good and bad of the home show and ways to resolve the issues with the historic doors for emergency access.

Vice President Whitacre reported that he had no meetings this week.

Councilperson Gochenour reported that he attended the 9-1-1 Advisory board meeting where they reported starting a new academy with five (5) in attendance and working on by-laws and meeting accreditations.

Councilperson Dulyea reported that he attended the Development Authority meeting and stated that 300 and 400 Foxcroft Avenue buildings were now 100% leased. He also stated that they are working on a promotional video for anyone interested in doing business in Berkeley County. President Copenhaver stated that there is a lot of activity with eight (8) businesses working to negotiate deals to do business in Berkeley County.

Re: Board and Commission Vacancies

President Copenhaver stated that a letter of resignation was received from Home Speaker from the Criminal Justice Board effective April 6, 2022 and requested a letter be sent thanking him for his service.

Vice President Whitacre made a motion to appoint James Marshall, III to the Ambulance Authority to fill the vacancy of Sandy Hamilton. Councilperson Gochenour seconded the motion. The motion carried unanimously.

The Council commended Matthew Umstead on the tree planting for the 250th anniversary celebration.

Re: Bid Opening – RFP Ammunition Law Enforcement

Alan Davis, County Administrator stated that the RFP for ammunition for Law Enforcement had been placed on the county web site and advertised in the Journal with the Certification of Publication present in the bid file and read ahead.

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

Bid #	Vendor	Type of Ammo	Bid Total
Bid # 1	Keisler Police Supply	9MM	\$246.87 per case/49 Cases \$49,374
		223 REM	\$242.39 per case/320 Cases \$77,564.80

**Re: Tracey Guilliams, Grants Administrator
Tim Czaja, Community Corrections Director
Request to Apply for FY2022 SAMISA Certified Community Behavioral Health Clinic
Planning, Development and Implementation Grant and Resolution**

Tracey Guilliams, Grants Administrator and Tim Czaja, Community Corrections Director appeared before the Council to request to apply for the FY2022 SAMISA Certified Community Behavioral Health Clinic Planning, Development and Implementation Grant and Resolution. She stated that the grant was a max of \$4 million each year for four (4) years with a 0% match. Mrs. Guilliams reviewed the purpose of this program and what the grant will cover. Mr. Davis stated that these are positions that have already been approved by the Council and have now identified a funding source for the next four years and will also create a revenue stream through medicade. Mrs. Guilliams also reviewed the Resolution.

Vice President Whitacre made a motion to apply for the FY2022 SMISA Certified Community Behavioral Health Clinic Planning, Development and Implementation Grant. Councilperson Dulyea seconded the motion. The motion carried unanimously.

Vice President Whitacre made a motion to adopt the Resolution for the grant. Councilperson Dulyea seconded the motion. The motion carried unanimously.

**Re: Will Lorensen, Fiduciary Supervisor
Order for the Estate of Elizabeth Kay Washington**

Will Lorensen, Fiduciary Supervisor appeared before the Council and presented an Order for the Estate of Elizabeth Kay Washington which would postpone the estate hearing of April 28th pending a Fiduciary Commissioner. Mr. Lorensen reviewed the history of the Estate of Elizabeth Kay Washington.

Councilperson Gochenour made a motion to approve the Order for the Estate of Elizabeth Kay Washington. Vice President Whitacre seconded the motion. The motion carried unanimously.

**Re: Alan Davis, County Administrator
Bunker Hill Roadside Park Lease
Senate Bill 172 – Compensation Elected Officials**

Alan Davis, County Administrator reviewed the Bunker Hill Roadside Park Lease. President Copenhaver stated that community service could assist with the clean-up and could then be turned over to Parks and Recreation. Matthew Umstead, Director, Policies & Strategic Planning appeared before the Council and spoke regarding the park.

Councilperson Barnhart made a motion to approve lease for the Bunker Hill Roadside Park. Councilperson Dulyea seconded the motion. The motion carried unanimously.

Mr. Davis stated that Senate Bill 172 would allow for salary increases for elected officials effective July 1, 2022. He stated that current elected officials could accept or deny the compensation increase, however newly elected officials would automatically begin with the new rate. If these are elected they would be submitted through a state budget revision.

Re: Items from the Public

The Honorable Elaine Mauck, County Clerk appeared before the Council and stated that Civics has admitted that they were only prepared to provide assistance not completely over haul. She then updated the Council on public testing, early voting and poll worker's classes.

Re: Recess

Councilperson Barnhart made a motion to Recess the April 14, 2022 Berkeley County Council meeting.

Submitted by: Penny Shewell

Penny Shewell, Office Administrator