

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

June 9, 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; Tim Czaja, Community Corrections Director; Tracey Guilliams, Grants Administrator; Elizabeth Lapchak, Grants Administrator; Colleen Stephens, Deputy Fiduciary Supervisor; Shawn Wolford, Emergency Manager; Gary Wine, Deputy County Administrator

Re: Call to Order

President Copenhaver called the June 9, 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 June 9, 2022 Berkeley County Council meeting. Councilperson Gochenour seconded the motion. The motion carried unanimously.

Re: Consent Agenda

- 1. Purchase Order Log**
- 2. Internal Budget Revisions**

There were none to be addressed.

3. Changes in Status

President Copenhagen stated that a new hire recommendation was received from Tim Czaja, Community Corrections Director for Jody Hernandez as an Administrative Assistant/Billing Specialist effective June 21, 2022 with an annual salary of \$40,652.

President Copenhagen stated that a change in status was also received from Mr. Czaja for Miranda Bartley to change from Administrative Assistant to Billing Specialist effective June 21, 2022 with an annual salary change from \$27,265 to \$47,776.

4. Approval of Minutes

There were no changes to the May 19, 2022 Berkeley County Council meeting minutes.

5. Council Calendar

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

Vice President Whitacre stated that he would be out on June 16th for the WV Corp meeting. President Copenhagen stated that he would be out of town on June 23.

6. Board and Commission Calendar

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

Councilperson Barnhart stated that the Health board meeting was cancelled and Region 9 would be meeting on June 13th at the Airport.

7. Cancelled Check Request – County Clerk’s Finance Office

Re: Consent Agenda Approval

Councilperson Dulyea made a motion to approve the Consent Agenda for the June 9, 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 Assessor’s Office has nothing to present this week.

Re: Board Meeting Reports

Councilperson Barnhart reported that he had no meetings this week.

Councilperson Dulyea reported that he attended the Development Authority meeting.

Vice President Whitacre that he had no meetings this week.

Councilperson Gochenour reported that he attended the Association of Counties meet and greet. He also reported that he and Councilperson Dulyea met with Senator Capito and the Water District and

met at the plant to discuss the needs of the Development Authority. Councilperson Gochenour reported that he attended the Planning Commission meeting where seven (7) public hearings were held. He also reported that he and Mr. Davis spoke with CDC regarding the Route 9 project. Councilperson Gochenour reported that he attended the Landmarks Commission meeting and reported that they are having problems with the wallpaper at Boydville and have reached out to Farmland Protection, now the legal owners to ensure they can cover and protect. He also reported that he attended the Stormwater Management board meeting where they addressed issues with mud on the highways and reviewed plant upgrades. Councilperson Gochenour reported that he attended the Development Authority meeting where they have active projects and have created a new video to showcase Berkeley County.

President Copenhaver reported that he had no meetings this week.

Re: Board and Commission Vacancies

Councilperson Gochenour requested to have Margie Shockey Bartles scheduled for an interview as a candidate for the Development Authority.

Councilperson Gochenour made a motion to reappoint Amy Orndorff and Brad Close to the Development Authority for full terms. Councilperson Dulyea seconded the motion. The motion carried unanimously.

Vice President Whitacre made a motion to appoint Jim Moffitt to the Ambulance Authority to replace Bill Polk. Councilperson Barnhart seconded the motion. The motion carried unanimously.

Re: Bid Opening – RFQ Fiber Optics Infrastructure Master Plan

Alan Davis, County Administrator reviewed the RFQ for the Fiber Optics Infrastructure Master Plan. He stated that the RFQ was posted on the county web site and advertised in the Journal with the Certification of Publication present in the bid file and the read ahead.

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

Bid #	Vendor
Bid # 1	Ice Miller Whiteboard, Columbus, OH
Bid # 2	Design Nine, Blacksburg, VA

**Re: Board and Commission Interview
Tracy Regalia – Candidate – Senior Services Board**

Tracy Regalia appeared before the Council and was interviewed as a candidate for the Senior Services Board.

**Re: Tim Czaja, Community Corrections Director
Michelle Walls, Executive Director of Rosedale Cemetery
Recovery Walk Financial Donation**

Tim Czaja, Community Corrections Director appeared before the Council and welcomed Michelle Walls, Executive Director of Rosedale Cemetery. Mr. Czaja stated that Rosedale created an event in memory of families who have lost loved ones and donations were raised and the donations were provided to the Day Report Center. The DRC used those funds to hold a Recovery event at the War Memorial Park last year for recovering participants and families to unite. Ms. Walls presented a check

again this year to the DRC in the amount of \$2,800. Mr. Czaja stated that they have their second Recovery event scheduled for Saturday, October 8th. The Council unanimously decided that each of them on their own would also make a donation to the DRC for the event, but would not be using any county or tax payer funds as this would be their own private donations.

Re: Tracey Guilliams, Grants Administrator
WV Court Security Grant
BJA De-Escalation Grant
MOU Board of Education for BJA STOP School Violence Grant

Tracey Guilliams, Grants Administrator appeared before the Council and presented the WV Court Security Grant reviewing the grant requirements and what the grant would cover. She stated that this grant required a 0% match.

Councilperson Barnhart made a motion to authorize the submission for the WV Court Security Grant. Councilperson Gochenour seconded the motion. The motion carried unanimously.

Mrs. Guilliams reviewed the BJA De-Escalation Grant stating that it would be for an instructor for all sixty seven (67) uniformed officers and reviewed additional items covered by the grant. She stated that the total request was \$250,000 with a 0% match.

Vice President Whitacre made a motion to approve the submission for the BJA De-Escalation Grant. Councilperson Gochenour seconded the motion. The motion carried unanimously.

Mrs. Guilliams reviewed the MOU with the Board of Education for the BJA Stop Violence Grant.

Councilperson Dulyea made a motion to approve the MOU with the Board of Education for the BJA Stop Violence Grant and authorize the President to sign. Councilperson Barnhart seconded the motion. The motion carried unanimously.

Re: Colleen Stephens, Deputy Fiduciary Supervisor
Estate Hearing – Estate of Dorothy M. Touart

Colleen Stephens, Deputy Fiduciary Supervisor appeared before the Council and reviewed the Estate of Dorothy M. Touart. She requested that the Council probate a copy of the will in solemn form.

Councilperson Gochenour made a motion to probate the copy of the will in solemn form for the Estate of Dorothy M. Touart. Vice President Whitacre seconded the motion. The motion carried unanimously.

Re: Board and Commission Interview
Shawn Wolford – Candidate – 9-1-1 Advisory Board

Shawn Wolford appeared before the Council and was interviewed as a candidate for the 9-1-1 Advisory board.

Vice President Whitacre made a motion to appoint Shawn Wolford to the 9-1-1 Advisory Board for a full term. Councilperson Dulyea seconded the motion. The motion carried unanimously.

**Re: Alan Davis, County Administrator
State Budget Revision # 13 Fund 001
Recommendation to Reject Health Department Construction Bids
Recommendation to Retain an Engineering Firm for Parks Development**

Alan Davis, County Administrator reviewed State Budget Revision # 13 for Fund 001.

Councilperson Barnhart made a motion to approve State Budget Revision # 13 for Fund 001. Councilperson Dulyea seconded the motion. The motion carried unanimously.

Mr. Davis recommended that the Council reject the Health Department Construction bids for the alterations and additions to 122 Waverly Court that were received. He stated that the WV Community Development Block Grant RFP should have been sent to HUD to review before putting the RFP on the street. Mr. Davis stated that the bids were not opened and could reject the bids and not lose the \$608,000 in grant funding. Mr. Davis stated that it was his recommendation to reject the bids with no public disclosure bid amount.

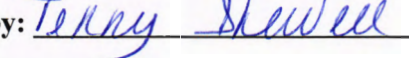
Councilperson Gochenour made a motion to reject the bids for the Health Department Construction. Councilperson Dulyea seconded the motion. The motion carried unanimously.

Mr. Davis stated that the committee met and reviewed the Engineering Firms for the park development and were recommending CEC, "Civil Engineering Consultants, Inc." pending cost negotiation as the Engineering firm for the parks development.

Councilperson Gochenour made a motion to accept the recommendation of the committee and award the parks development to CEC, "Civil Engineering Consultants, Inc.". Councilperson Dulyea seconded the motion. The motion carried unanimously.

Re: Recess

Councilperson Barnhart made a motion to Recess the June 9, 2022 Berkeley County Council meeting.

Submitted by: 

Penny Shewell, Office Administrator