

Berkeley County Council Meeting

June 16, 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

James R. Barnhart, Councilperson

G. Edgar Gochenour, Councilperson

Alan J. Davis, County Administrator

Penny Shewell, Office Administrator

Councilperson Dulyea was not present for the meeting.

Also Present: The Honorable Larry Hess, Assessor; Doug Smith, County Engineer; Anthony Delligatti, Legal Director; Tracey Guilliams, Grants Administrator; Elizabeth Lapchak, Grants Administrator; April Hollern, Grants Coordinator; Will Lorensen, Fiduciary Supervisor

Re: Call to Order

President Copenhaver called the June 16, 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 motion to approve the Agenda for the June 16, 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

Alan Davis, County Administrator reviewed the eight (8) internal budget revisions received.

3. Changes in Status

President Copenhaver stated that a new hire recommendation was received from Mike Laing, Chief Court Marshal for Stephen Thomas as a Deputy Court Marshal effective July 1, 2022 with an annual salary of \$33,928.

4. Approval of Minutes

There were no changes to the May 26, 2022 Berkeley County Council meeting minutes.

5. Council Calendar

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

6. Board and Commission Calendar

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

Vice President Whitacre stated that the Airport Authority and EPTA will not be meeting on Monday. Councilperson Gochenour stated that he would be representing Berkeley County and speaking to Berkeley Leadership on Tuesday.

President Copenhaver recused himself from the meeting at 9:50 A.M.

7. Bond Release – P&G Project, Independence Pond #1, Diversion, BCP File #2106-207, Tied to BCP File #2105-199 and BCP File #2008-0005 (Grading), Bond #107274679 – Engineering Department

8. Bond Release – Liberty Run Subdivision Phase 1, BCP File #87-04 (Grading) – Engineering Department

9. Bond Reduction – Red Hill Phase 11, (Final Plat), BCP File #2201-014 Tied to BCP #35-05 and BCP File #2009-237 – Engineering Department

10. Bond Release – Hedgesville Assembly of God (Grading) BCP File #2102-058 Tied to BCP File #02-17 & BCP #R01005-18 (Grading) LOC #6002485 – Engineering Department

Vice President Whitacre made a motion to approve the bond releases. Councilperson Gochenour seconded the motion. The motion carried.

President Copenhaver returned to the meeting at 9:52 A.M.

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

Re: Consent Agenda Approval

Councilperson Barnhart made a motion to approve the Consent Agenda for the June 16, 2022 Berkeley County Council meeting. Vice President Whitacre 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 fifteen (15) personal tax exonerations for reason of office error totaling \$2,557.78.

Councilperson Gochenour made a motion to approve the fifteen (15) personal tax exonerations for reason of office error totaling \$2,557.78. Councilperson Barnhart seconded the motion. The motion carried unanimously.

Re: Board and Commission Vacancies

Councilperson Barnhart reported that he attended the Public Service Water District board meeting where they authorized bill payments and approval of design plants. He also reported that he attended the Region 9 board meeting where elections were held and he was re-appointed board President and they approved their budget.

Vice President Whitacre reported that he attended the EPTA meeting and stated that two members were receiving awards. He also reported that they received the Federal Transit Triennial report and received a clean report. Vice President Whitacre reported that he attended the Airport Authority meeting where they approved an RFP for their audit to be awarded to Perry & Associates and also have a new aircraft which will not be part of the charter.

Councilperson Gochenour reported that he attended the GIG Ready subcommittee meeting where they reviewed applications. He also reported that he attended the Stormwater District meeting where they are working to come up with a resolution with the permit.

President Copenhaver reported that he attended the Fire board meeting where budgets were completed. He also reported that the Baker Heights VFD is completed.

Re: Board and Commission Vacancies

Councilperson Gochenour made a motion to Chris Palmer to the Parks & Recreation board for a full term. Vice President Whitacre seconded the motion. The motion carried unanimously.

Councilperson Gochenour requested to have Charles Walker scheduled for an interview as a candidate for the LEPC.

**Re: Tracey Guilliams, Grants Administrator
Resolution and Acceptance of the FY23 WV Community Corrections Grant**

Tracey Guilliams, Grants Administrator appeared before the Council and presented a Resolution for the FY23 WV Community Corrections Grant. She stated that the grant award was for \$244,000 which was \$44,000 over what was received last year and reviewed what the grant would cover and what we were using as a match.

Councilperson Barnhart made a motion to adopt the Resolution for the FY23 Community Corrections Grant. Vice President Whitacre seconded the motion. The motion carried unanimously.

**Re: Will Lorensen, Fiduciary Supervisor
Estate Hearing – Estate of Emma Payne**

Will Lorensen, Fiduciary Supervisor appeared before the Council and reviewed the Estate of Emma Payne. He stated that Dennis Allen, Jr. the petitioner was requesting to remove Shanita Allen as the Administratrix for the estate.

Dennis Allen, Jr. appeared before the Council and was sworn in by Penny Shewell, Office Administrator. Mr. Allen testified as to why he wanted to remove Shanita Allen as Administratrix for the Estate of Emma Payne.

Vice President Whitacre made a motion to appoint a Fiduciary Commissioner to the Estate of Emma Payne. Councilperson Gochenour seconded the motion. The motion carried unanimously.

**Re: Board and Commission Interview
Margaret (Maggie) Shockey Bartles – Candidate – BC Development Authority**

Margaret (Maggie) Shockey Bartles appeared before the Council and was interviewed as a candidate for the Berkeley County Development Authority.

**Re: Alan Davis, County Administrator
FY2021 Audit Results**

Alan Davis, County Administrator reviewed the FY2021 Audit results stated that this was a clean audit with no audit findings and no management letters. He thanked Cheri Horvath, Finance Director, Penny Shewell, Office Administrator, Tracie McCormick, Procurement Coordinator and Julie Wright, Administrative Assistant for assisting with the audit.

Re: Executive Session – Contractual and Real Estate

Councilperson Barnhart made a motion to go into executive session at 11:42 A.M. for contractual and real estate matters. Vice President Whitacre seconded the motion. The motion carried unanimously.

President Copenhaver declared the Council out of executive session at 1:05 P.M.

There were no motions made during or after executive session.

Re: Recess

Councilperson Barnhart made a motion to Recess the June 16, 2022 Berkeley County Council meeting.

Submitted by: Penny Shewell

Penny Shewell, Office Administrator