

Berkeley County Council Meeting
400 W. Stephen Street, Suite 201
Martinsburg, WV 25401

July 7, 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; Will Lorensen, Fiduciary Supervisor; Tracey Guilliams, Grants Administrator, Elizabeth Lapchack, Grants Administrator; The Honorable Elaine Mauck, County Clerk; Jeff Mauzy, Deputy Legal Director

Re: Call to Order

President Copenhaver called the July 7, 2022 Berkeley County Council Meeting to Order at 9:35 A.M.

Re: Items from the Public

Larry Kump appeared before the Council and spoke about the voting precincts in Berkeley County.

Re: Agenda

Vice President Whitacre made a motion to approve the Agenda with the removal of the Councilpersons Issues. Councilperson Gochenour seconded the motion. The motion carried unanimously.

Re: Consent Agenda

1. Purchase Order Log

Alan Davis, County Administrator stated that the invoice on page 4 in the amount of \$8,815.86 was for the Tax Department for the mandatory quarterly payment for Statewide Computers for October, November and December as the state is still lagging in their billing. He also stated on page 15 the invoice in the amount of \$12,813 to Carpet Gallery was to complete the renovations to the Senior Center.

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 Randy Lilly, Director of Emergency Management for Zachary Younker as a Firefighter/HAZMAT Tech effective August 1, 2022 with an annual salary of \$44,909.

President Copenhaver stated that new hire recommendations were received from Tim Czaja, Community Corrections Director for Megan Riedl and Jillian Gonzalez as Therapists effective July 18, 2022 with annual salaries of \$56,196.

President Copenhaver stated that changes in status were received from Mr. Czaja for Erin Hackett to go from Therapist II to Therapist III with an annual salary change from \$56,196 to \$66,144; Erin Rivers salary to receive a salary increase from \$56,196 to \$60,960 and Nichole Prentice to receive a salary increase from 47,776 to \$56,196 all to effective July 1, 2022.

President Copenhaver stated that a request was received to remove Ronald Dunmire from payroll effective July 5, 2022.

4. Approval of Minutes

There were no changes to the June 23, 2022 Berkeley County Council meeting minutes.

Councilperson Barnhart made a motion to approve the June 23, 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 July.

6. Board and Commission Calendar

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

7. Bond Release – Berkeley Ridge Phase 4, Lots 19-38, 190-241, 258-277, BCP File #2204-121 tied to BCP File #201-297 & #053-03, Bond #SU1141153 -

Re: Consent Agenda Approval

Councilperson Dulyea made a motion to approve the Consent Agenda for the July 7, 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 Assessor had nothing to present this week.

Re: Board Meeting Reports

Councilperson Barnhart stated that he was unable to attend the Telamon board meeting.

Councilperson Dulyea reported that he had no meetings this week, but did attend the event at the Airport for the 250th anniversary and thanked Matthew Umstead and Nic Diehl for all their hard work on the event.

Vice President Whitacre reported that he had no meetings this week, but also attended the event at the Airport and thanked everyone involved for all their hard work.

Councilperson Gochenour reported that he also attended the event at the Airport and thanked Matthew Umstead and Nic Diehl for all their hard work on the event. He also reported that he attended the Public Service Sewer District board meeting where they reviewed plant upgrades. Councilperson Gochenour reported that he was unable to attend the Public Service Stormwater District meeting. He also reported that he attended the Planning Commission meeting where seven (7) public hearings were held. Councilperson Gochenour reported that a new policy on waivers has been sent out to the Roundtable.

President Copenhaver reported that he had no meetings this week, but did attend the Airport event and thanked Matthew Umstead and Nic Diehl and all the board members and volunteers for doing such a great job.

Re: Board and Commission Vacancies

Councilperson Gochenour made a motion to reappoint John Kunkle to the Berkeley County Public Service Stormwater District for a full term. Councilperson Barnhart seconded the motion. The motion carried unanimously.

Vice President Whitacre made a motion to reappoint Mike Laing to the Criminal Justice board for a full term. Councilperson Dulyea seconded the motion. The motion carried unanimously.

Vice President Whitacre made a motion to reappoint Patrick Patton, Harold Slaughter and Kathryn Bradley to the Criminal Justice board for full terms. Councilperson Gochenour seconded the motion. The motion carried unanimously.

President Copenhaver requested to have Cora Kowalski scheduled for an interview for the Criminal Justice board.

Councilperson Gochenour made a motion to appoint Marggie Bartles to the Development Authority for a full term. Councilperson Barnhart seconded the motion. The motion carried unanimously.

**Re: Will Lorensen, Fiduciary Supervisor
Estate Accounts – Month of July**

Will Lorensen, Fiduciary Supervisor appeared before the Council and presented seventy three (73) estate accounts for the month of July requesting a waiver of the reading of the names.

Councilperson Barnhart made a motion to grant the request for the reading of the names by the Fiduciary Supervisor. Councilperson Dulyea seconded the motion. The motion carried unanimously.

Councilperson Barnhart made a motion to approve the seventy three (73) estate accounts for the month of July. Councilperson Dulyea seconded the motion. The motion carried unanimously.

President Copenhaver recognized the Estate of Robert Burkhart and stated what a great man and servant to Berkeley County he was.

**Re: Will Lorensen, Fiduciary Supervisor
Estate Hearing – Estate of Franklyn Edward Flake**

Will Lorensen, Fiduciary Supervisor appeared before the Council and reviewed the history of the Estate of Franklyn Edward Flake. He requested the Council to accept the will in solemn form.

Vice President Whitacre made a motion to accept the will for the Estate of Franklyn Edward Flake in solemn form. Councilperson Gochenour seconded the motion. The motion carried unanimously.

**Re: Will Lorensen, Fiduciary Supervisor
Estate Hearing – Estate of June Elizabeth Engle**

Will Lorensen, Fiduciary Supervisor reviewed the history of the Estate of June Elizabeth Engle requesting the Council to accept the will in solemn form.

Vice President Whitacre made a motion to accept the will in solemn form for the Estate of June Elizabeth Engle. Councilperson Gochenour seconded the motion. The motion carried unanimously.

**Re: Tracey Guilliams, Grants Administrator
FY22 Byrne Jag Grant**

Tracey Guilliams, Grants Administrator appeared before the Council and reviewed the FY2022 Byrne Jag Grant stating there was no grant match.

Vice President Whitacre made a motion to apply for the FY2022 Byrne Jag grant. Councilperson Barnhart seconded the motion. The motion carried unanimously.

**Re: Elaine Mauck, County Clerk
Early Voting Locations**

The Honorable Elaine Mauck, County Clerk appeared before the Council and reviewed the primary expenses for early voting. She also presented information on early voting locations and reviewed the precincts that would be moving. The consensus of the Council was to move forward with the notifications and publications for early voting locations.

Councilperson Barnhart made a motion to consider increasing the poll worker rate from \$200 to \$300. Councilperson Dulyea seconded the motion. The motion carried unanimously.

**Re: Alan Davis, County Administrator
MOU Family Court
Sheriff's Department Longevity and Seniority Increases
Bid Award Recommendation Fire Alarm Testing & Maintenance
Berkeley County Emergency Ambulance Authority Increase Request
CDBG Grant Administration**

Recommendation for Inwood Engineering Firm

Alan Davis, County Administrator reviewed the MOU for Family Court.

Vice President Whitacre made a motion to table the MOU and give Jeff Mauzy, Deputy Legal Director direction to continue to negotiate. Councilperson Gochenour seconded the motion. The motion carried unanimously.

Mr. Davis reviewed the Sheriff's Department Longevity and Seniority increases.

Vice President Whitacre made a motion to approve the Sheriff's Department Longevity and Seniority increases. Councilperson Gochenour seconded the motion. The motion carried unanimously.

Mr. Davis reviewed the RFP for the Fire Alarm Testing and Maintenance. He stated he was recommending the bid be awarded to Brewer & Company of WV in the amount of \$11,205.

Councilperson Gochenour made a motion to award the bid for Fire Alarm Testing and Maintenance to Brewer & Company of WV in the amount of \$11,205. Councilperson Barnhart seconded the motion. The motion carried unanimously.

Mr. Davis reviewed the history of the public hearings for the Berkeley County Emergency Ambulance Authority proposed increase request and discussed the option of a fee structure for commercial buildings.

Councilperson Gochenour made a motion to increase the Berkeley County Emergency Ambulance fee this year from \$60 to \$85 and go to \$110 next year. Councilperson Dulyea seconded the motion. The motion carried unanimously.

Mr. Davis reviewed the history of the CDBG grant.

Councilperson Gochenour made a motion to transfer the administration of the CDBG grant from Region 9 to in house to be administered by the Council Office Grant team. Councilperson Dulyea seconded the motion. The motion carried unanimously.

Mr. Davis reviewed the history of the Inwood Park. He recommended that the Council accept the proposal of Civil Environmental Consultants, CAC, in the amount of \$54,500 to develop Inwood Park.

Councilperson Gochenour made a motion to award the proposal for Engineering Firm for Inwood Park to Civil Environmental Consultants, CAC in the amount of \$54,500. Vice President Whitacre seconded the motion. The motion carried unanimously.

Re: Items from the Public

Brad Noll appeared before the Council and spoke about the Ambulance Authority rate increase, requested to know the top ten (10) items the legislators will be working on and would like to see the Tax Office open at different times to pay your taxes.

Re: Executive Session Litigation and County Council Personnel Matters

Councilperson Barnhart made a motion to go into executive session at 12:05 P.M. for litigation and County Council personnel matters. Vice President Whitacre seconded the motion. The motion carried unanimously.

President Copenhaver declared the Council out of executive session at 1:35 P.M.

There were no motions made during or after executive session.

Re: Recess

Councilperson Barnhart made a motion to Recess the July 7, 2022 Berkeley County Council meeting.

Submitted by: Penny Shewell

Penny Shewell, Office Administrator