

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

August 18, 2022
9:30 A.M.

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: Jeff Mauzy, Deputy Legal Director; The Honorable Larry Hess, Assessor; Will Lorenson, Fiduciary Supervisor; Tracey Guilliams, Grants Administrator

Re: Call to Order

President Copenhaver called the August 18, 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 August 18, 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 the payment to Crabtree in the amount of \$56,375 was for construction documents for the Dunn building, \$212,043 to Boland was for upgrades to all conduit at 380 W. South Street and 510 S. Raleigh Street and will be reimbursed through ARPA funding. He also stated that the quarterly payment to the Library was on this Purchase Order Log. Councilperson Barnhart questioned the invoice to the WV Association of Counties and what they do for us. Mr. Davis explained that they worked closely with the counties and the legislators.

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, Emergency Services Manager for Jalen Heslen as a Firefighter effective September 6, 2022 with an annual salary of \$54,227.

President Copenhaver stated that a new hire recommendation was received from Gary Wine, Deputy County Administrator for David Stephens as a Technical Fleet Specialist effective September 1, 2022 with an annual salary of \$51,192.

President Copenhaver stated that a new hire recommendation was received from Mr. Wine for Chase Greenwalt as a GIS Specialist effective August 22, 2022 with an annual salary of \$54,942.

President Copenhaver stated that a change in status was received from Randy Lilly, Emergency Services Manager for Thomas Presley to go from Firefighter IV (42 hours) to Firefighter IV (56 hours) effective September 3, 2022 with a salary change from \$68,009 to \$74,711.

President Copenhaver stated that a letter of resignation was received from the Day Report Center from Jillian Gonzalez effective August 11, 2022.

President Copenhaver stated that a letter of retirement was received from the Sheriff's Department from Sergeant Collen Thompson effective July 15, 2022.

President Copenhaver stated that a letter of resignation was received from the Day Report Center from Rebecca Bingaman effective August 15, 2022.

President Copenhaver stated that a letter of resignation was received from the Day Report Center from Roger Mueller effective August 12, 2022.

4. Approval of Minutes

Councilperson Barnhart made a motion to approve the minutes for the August 4, 2022 Berkeley County Council meeting with one correction to the motion of the Consent Agenda needing to have a second. Vice President Whitacre seconded the motion. Councilperson Gochenour abstained due to absence. The motion carried.

5. Council Calendar

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

6. Board and Commission Calendar

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

7. Stop Payment Check Request – County Clerk's Finance Office

Re: Consent Agenda Approval

Councilperson Gochenour made a motion to approve the Consent Agenda for the August 18, 2022 Berkeley County Council meeting. Councilperson Barnhart 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 property tax exoneration for reason of tax payer error totaling \$26.19.

Councilperson Barnhart made a motion to approve the one (1) personal property tax exoneration for reason of tax payer error totaling \$26.19. Vice President Whitacre seconded the motion. The motion failed with a vote of zero to four.

Mr. Hess presented thirteen (13) personal tax exonerations for reason of office error totaling \$2,252.47.

Vice President Whitacre made a motion to approve the thirteen (13) personal tax exonerations for reason of office error totaling \$2,252.47. Councilperson Gochenour seconded the motion. The motion carried unanimously.

Mr. Hess presented four (4) real estate tax exonerations for reason of office error totaling \$1,171.84.

Councilperson Gochenour made a motion to approve the four (4) real estate exonerations for reason of office error totaling \$1,171.84. Councilperson Barnhart seconded the motion. The motion carried unanimously.

Mr. Hess presented one (1) real estate exoneration for reason of office error totaling \$3,581,820 for reason of office error due to re-evaluation of state PILOT payments.

Councilperson Barnhart made a motion to approve the one (1) real estate exoneration for reason of office error in the amount of \$3,581,820 due to re-evaluation of State PILOT payment. Vice President Whitacre seconded the motion. The motion carried unanimously.

Re: Board Meeting Reports

Councilperson Barnhart reported that he attended the Health Department meeting via ZOOM which was held in Berkeley Springs where staff reports were presented. He also stated that they discussed Soil Scientist and Hearing procedures and the possibility of hiring a Hearing Officer.

Vice President Whitacre reported that he attended the EPTA meeting where a discussion was held regarding commuter bus services. He also reported that the downtown facility was 30% into the design stage. Vice President Whitacre reported that he also attended half of the Airport Authority meeting via ZOOM.

Councilperson Gochenour reported that he attended the Planning Commission meeting where four (4) public hearings were conducted. He also reported that he was unable to attend the Parks &

Recreation board meeting, but was advised they set their budget for the year. He also reported that he was unable to attend the Sewer District board meeting.

President Copenhaver reported that he was unable to attend the Fireboard meeting. He also reported that he and Councilperson Gochenour worked with the Health Department to try to resolve some issues.

Re: Board and Commission Vacancies

There were no board and commission vacancies addressed.

Re: Board and Commission Interview

Jason Barrett – Candidate – Berkeley County Development Authority

Jason Barrett appeared before the Council and was interviewed as a candidate for the Development Authority.

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

Re: Colleen Stephens, Fiduciary, Assistant Fiduciary Supervisor

Estate Hearing – Estate of Linda Lou Mason

Colleen Stephens, Assistant Fiduciary Supervisor appeared before the Council and reviewed the history for the Estate of Linda Lou Mason stating that the will had been signed by two (2) witnesses, but not notarized and both witnesses were deceased. Mrs. Stephens stated that she was 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 Linda Lou Mason. Councilperson Gochenour seconded the motion. The motion carried unanimously.

Re: Tracey Guilliams, Grants Administrator

WV Arts, Culture and History Grant Award Acceptance

Bid Recommendation Conflict Resolution Class for Law Enforcement Mental Health and Wellness Grant

Tracey Guilliams, Grants Administrator appeared before the Council and requested to accept the WV Arts, Culture and History Grant Award in the amount of \$70,000 for the roof replacement at 110 W. King Street.

Councilperson Gochenour made a motion to accept the grant award from the WV Arts, Culture and History for the roof replacement at 110 W. King Street. Vice President Whitacre seconded the motion. The motion carried unanimously.

Mrs. Guilliams reviewed the RFP for the Conflict Resolution Class for Law Enforcement Mental Health and Wellness grant for the Sheriff's Department and Emergency Services recommending the bid be awarded to Sextant Business Navigation Specialist, Inc. d/b/a Institute of Leadership Development in the amount of \$26,220.

Vice President Whitacre made a motion to award the bid for The Conflict Resolution Class for Law Enforcement Mental Health and Wellness grant to Sextant Business Navigation Specialist, Inc., d/b/a

Institute of Leadership Development in the amount of \$26,220. Councilperson Barnhart seconded the motion. The motion carried unanimously.

**Re: Alan Davis, County Administrator
Supplemental General Fund Request
Amendment 2**

Alan Davis, County Administrator reviewed the supplemental general fund requests.

The consensus of the Council was to put an RFP on the street for \$10 million for funding.

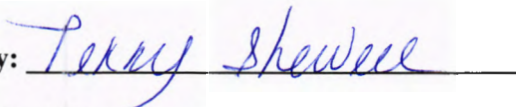
Chris Palmer from Parks and Recreation appeared before the Council and spoke regarding Poor House Farm Park and their goal to make this park like the Marty Snook Park. The consensus of the Council was to use \$128,000 from the Quality of Life Fund for the Poor House Farm Park.

Mr. Davis reviewed the proposed constitutional amendment, known as Amendment 2, which would allow legislators to reduce the personal property and business inventory taxes. He stated that the CCAWV has requested that each county provide them with the Commissions/Councils position on the amendment.

After discussion with Delegate Jason Barrett the consensus of the Council was to support Amendment 2.

Re: Recess

Councilperson Barnhart made a motion to Recess the August 18, 2022 Berkeley County Council meeting.

Submitted by: 

Penny Shewell, Office Administrator