

**Berkeley County Council Meeting**

**January 6, 2022**

**400 W. Stephen Street, Suite 205**

**9:30 A.M.**

**Martinsburg, WV 25401**

**Present:**

**Douglas E. Copenhaver, Jr., Councilperson**

**James P. Whitacre, Councilperson**

**Dan Dulyea, Councilperson**

**James R. Barnhart, Councilperson**

**G. Edgar Gochenour, Councilperson**

**Alan Davis, County Administrator**

**Tracie McCormick, Procurement Coordinator**

Also Present: The Honorable Elaine Mauck, County Clerk; Anthony Delligatti, Legal Director; Tracey Guilliams, Grants Administrator; The Honorable Nate Harmon, Sheriff; Deputy Chris Merson, Sheriff's Department; Deputy Chad Jones, Sheriff's Department; Brandy Sullivan, Sheriff's Department; Will Lorensen, Fiduciary Supervisor; Tim Czaja, Community Corrections Director; Kristian Davis, Content Creator; Doug Smith, County Engineer; Brian Ross, Engineering Director; Lori Crawford, Finance

**Re: Call to Order**

The Honorable Elaine Mauck, County Clerk called the January 6, 2022 Berkeley County Council meeting to Order at 9:37 A.M.

**Re: Election of President and Vice President 2021**

Councilperson Whitacre made a motion to appoint Douglas E. Copenhaver, Jr. as President of the Berkeley County Council for 2022. Councilperson Dulyea seconded the motion. Councilperson Copenhaver abstained. The motion carried.

Councilperson Barnhart made a motion to appoint James P. Whitacre as Vice President of the Berkeley County Council for 2022. Councilperson Gochenour seconded the motion. Councilperson Whitacre abstained. The motion carried.

The Honorable Elaine Mauck, County Clerk swore in Douglas E. Copenhaver, Jr. as President of the Berkeley County Council for 2022.

The Honorable Elaine Mauck, County Clerk swore in James P. Whitacre as Vice President of the Berkeley County Council for 2022.

President Copenhaver took over the meeting.

**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 January 6, 2022, Berkeley County Council meeting. Councilperson Gochenour seconded the motion. The motion carried unanimously.

**Re: Consent Agenda**

**1. Purchase Order Log**

Councilperson Barnhart questioned the invoice for \$1,233.75 for a Photographer to Makenzie Francis. Mr. Davis stated Sheriff Nathan Harmon hired a photographer for the Sheriff's Department Formal Christmas Banquet. President Copenhaver stated he approved of the invoice to help promote the Department.

**2. Internal Budget Revisions**

There were no internal budget revisions to be addressed.

**3. Changes in Status**

President Copenhaver stated that change in status was received from Alan Davis, County Administrator for Mike Laing, Chief Court Marshal for ten (10) years of service effective January 12, 2022 with a salary change from \$79,695 to \$87,664.

President Copenhaver stated that a letter of resignation was received from Day Report Center for Candice Boigegrain effective December 22, 2021.

President Copenhaver stated that a letter of resignation was received from Prosecuting Office for Lizbeth Costello effective January 3, 2022

President Copenhaver stated that a letter of resignation was received from Day Report Center for Greg Orlando effective December 30, 2021.

President Copenhaver stated that a letter of resignation was received from Central Dispatch for Jeremy Cline effective January 2, 2022.

President Copenhaver stated that a letter of resignation was received from Day Report Center for Nicole Prentice effective January 3, 2022.

**4. Approval of Minutes**

There were no changes to the December 16, 2021 Berkeley County Council meeting minutes.

There were no changes to the December 23, 2021 Berkeley County Council meeting minutes.

**5. Council Calendar**

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

**6. Board and Commission Calendar**

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

**7. Bond Release – Pebble Ridge, Section 5 Phase 3D (Final Plat), BCP File #2011-329 Tied to BCP File #63-04, LOC #360 (The Grant County Bank) – Engineering Department**

Councilperson Dulyea questioned if Phase 3D could be released, if Phase 2 was not complete. He requested to table Pebble Ridge, Section 5 Phase 3D (Final Plat), BCP File #2011-329 Tied to BCP File #63-04, LOC #360 (The Grant County Bank) from the Consent Agenda for confirmation from the Legal Department.

Vice President Whitacre made a motion to table until January 13, 2022. Councilperson Dulyea seconded the motion. The motion carried unanimously.

**Re: Consent Agenda Approval**

Vice President Whitacre made a motion to approve the Consent Agenda for the January 6, 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**

Alan Davis, County Administrator reviewed five (5) personal tax exonerations for reason of office error totaling \$677.24.

Councilperson Dulyea questioned Ticket #634276 for William Owens, the Taxpayer failed to notify the Assessor’s Office that the “MH was sold before 7-1-2020 according to bill-of-sale” it was a Taxpayer Error and not an Office Error. Councilperson Dulyea requested to table the item until January 13, 2022, for clarification.

Councilperson Dulyea made a motion to table five (5) personal tax exonerations for reason of office error totaling \$677.24 until January 13, 2022. Councilperson Gochenour seconded the motion. The motion carried unanimously.

**Re: Board Meeting Reports**

Councilperson Barnhart reported that he had no meetings this week.

Councilperson Dulyea reported that he had no meetings this week.

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

Councilperson Gochenour reported that he attended the Planning Commission where three (3) public hearings were held. He also reported that he attended the Public Service Sewer and Storm Water Management board meetings.

President Copenhaver reported that he had no meetings this week.

**Re: Board and Commission Vacancies**

Councilperson Gochenour requested to have Dirk Stansbury scheduled for an interview as a candidate for the Storm Water District Board.

**Re: Will Lorensen, Fiduciary Supervisor  
Estate Accounts – Month of January  
Estate Accounts to be Scheduled**

Will Lorensen appeared before the Council and presented twenty eight (28) estate accounts for the month of January. Mr. Lorensen read the names of the estates.

Councilperson Barnhart made a motion to approve the twenty eight (28) estate accounts as presented by the Fiduciary Supervisor. Vice President Whitacre seconded the motion. The motion carried unanimously.

Mr. Lorensen had no estate hearings to schedule, however he requested the Council sign an order from previous case for Harry Yoe.

**Re: Tracey Guilliams, Grants Administrator  
Acceptance of WV COSSAP Grant Award  
Approval to Accept 2021 BJA FY21 Comprehensive Opioid, Stimulant &  
Substance Abuse Site-Based Program Grant**

Tracey Guilliams, Grants Administrator appeared before the Council and presented an update on the acceptance of WV COSSAP grant.

Vice President Whitacre made a motion to approve to accept of the WV COSSAP grant. Councilperson Barnhart seconded the motion. The motion carried unanimously.

Tracey Guilliams, Grants Administrator request approval to accept 2021 BJA FY21 Comprehensive Opioid, Stimulant & Substance Abuse Site-Based Program Grant.

Councilperson Dulyea made a motion to approve to accept 2021 BJA FY21 Comprehensive Opioid, Stimulant & Substance Abuse Site-Based Program Grant. Vice President Whitacre seconded the motion. The motion carried unanimously.

**Re: Sheriff Nathan Harmon  
Deputy of the Year Award  
2021 Year Review  
Grant Spending Selection Advisement**

The Honorable Sheriff Nathan Harmon appeared before the Council and presented Deputy Chris Merson with a crystal plaque recognizing him as Deputy of the Year.

Sheriff Harmon appeared before the Council and presented an update on grant spending selection.

**Re: Alan Davis, County Administrator  
County Council Meeting Schedule 2022  
County Council Board Assignments 2022  
WRNR Radio Program Schedule 2022**

Alan Davis, County Administrator reviewed the County Council meeting schedule for 2022

Councilperson Gochenour made a motion to approve the County Council meeting schedule for 2022. Vice President Whitacre seconded the motion. The motion carried unanimously.

Mr. Davis reviewed the current County Council Board assignments. The Council chose the boards they would serve on for 2022.

Councilperson Barnhart made a motion to approve the County Council board assignment for 2022. Vice President Whitacre seconded the motion. The motion carried unanimously.

Mr. Davis presented the WRNR Radio Program Schedule for the Council to sign up for time slots to appear on the program. Mr. Davis stated if there were any open slots that the Council did not wish to fill that he would fill with Department Heads.

**Re: Executive Session – Economic Development, County Council Issues and Litigation**

Councilperson Barnhart made a motion to go into executive session for economic development, County Council issues and litigation at 11:48 PM. Councilperson Gochenour seconded the motion. The motion carried unanimously.

President Copenhaver declared the Council out of executive session at 1:17 PM.

President Copenhaver stated that there were no motions made during or after executive session.

**Re: Recess**

Councilperson Barnhart made a motion to Recess the January 6, 2022 Berkeley County Council meeting.

**Submitted by:** \_\_\_\_\_  
**Tracie McCormick, Procurement Coordinator**