

Berkeley County Council Meeting

January 13, 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

Dan Dulyea, Councilperson

G. Edgar Gochenour, Councilperson

Alan J. Davis, County Administrator

Tracie McCormick, Procurement Coordinator

Also Present: Gary Wine, Deputy County Administrator; The Honorable Elaine Mauck, County Clerk; Nathan Emery, Voters Registration Supervisor; Anthony Delligatti, Legal Director; Will Lorensen, Fiduciary Supervisor; Brian Ross, Engineering Director; Laura Hoffmaster, Senior Planner

Re: Call to Order

President Copenhaver called the January 13, 2022 Berkeley County Council meeting to Order at 9:37 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 January 13, 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 7 of the Purchase Order Log the invoice for the Berkeley County Roundhouse is part of a 10% match for WV Department of Highways \$74,289 for projects such as concrete, stair case, and elevator repairs. He further stated that the City of Martinsburg contributed 10% totaling \$74,289.

2. Internal Budget Revisions

Alan Davis, County Administrator reviewed the two (2) internal budget revisions received.

3. Changes in Status

President Copenhaver stated that a new hire recommendation was received from the Honorable Catie Wilkes Delligatti, Prosecuting Attorney for Meagan Trivett as Legal Assistant effective January 24, 2022 with an annual salary of \$35,000.

President Copenhaver stated that a new hire recommendation was received from Tim Czaja, Community Corrections Director for Patricia Prentice as a Peer Recovery Coach effective January 18, 2022 with an annual salary of \$37,509.

President Copenhaver stated that a change in status was received from the Honorable Catie Wilkes Delligatti, Prosecuting Attorney to transfer Jara Greene from the County Clerk's Office to the Prosecuting Attorney to fill the vacancy of Legal Assistant effective January 24, 2022 with a salary change from \$32,000 to \$36,000.

4. Approval of Minutes

There were no changes to the January 6, 2022, 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

Re: Consent Agenda Approval

Councilperson Dulyea made a motion to approve the Consent Agenda for the January 13, 2022 Berkeley County Council meeting. Vice President Whitacre seconded the motion. The motion carried unanimously.

Re: Correction of Assessment Log, Apportionment of Assessments, Deconsolidation and Consolidation of Properties Applications – Assessor's Office

The Assessor's Office had nothing to present this week.

Re: Board Meeting Reports

Councilperson Barnhart reported that he attended the Public Service Water District board meeting where they elected new officers and reviewed upcoming projects.

Councilperson Dulyea reported that he attended the Roundhouse Authority meeting where they discussed preparing construction bids. He also reported that he attended the Development Authority meeting where they promoted Jennifer Smith to Deputy Administrator.

Vice President Whitacre reported that he had no meetings.

Councilperson Gochenour reported that he attended a meeting at Baker Height Fire Department where he stated the construction is near completion.

President Copenhaver reported that he had no meetings.

Re: Board and Commission Vacancies

There were no board and commission vacancies addressed this week.

**Re: Rachel Snavelly, Executive Director, Region 9
FY 2022-23 Budget Request**

Rachel Snavelly, Executive Director, Region 9 appeared before the Council and presented their FY 2022-23 budget request of \$69,793.

**Re: Dianne Waldron, Executive Director, Meals on Wheels
FY 2022-23 Budget Presentation**

Dianne Waldron, Executive Director, Meals on Wheels appeared before the Council and presented her budget for FY 2022-23 requesting \$3,000.

**Re: Elaine Mauck, County Clerk
Nathan Emery, Voters Registration Supervisor
Order Changing All Election Precinct Boundaries**

The Honorable Elaine Mauck, County Clerk appeared before the Council to discuss an Order Changing All Election Precinct Boundaries.

Gina Long, City of Martinsburg appeared before the Council to discuss her concerns with the precinct boundaries. She stated that Gary Wine, Deputy County Administrator assured them the ballots would specify city voters.

Gary Wine, Deputy Administrator appeared before the Council and reviewed the precinct boundaries regarding the City of Martinsburg.

Andy Blake, City of Martinsburg appeared before the Council to review the precinct boundaries regarding the City of Martinsburg.

**Re: Will Lorensen, Fiduciary Supervisor
Estate Hearing – Estate of George Jacob Poisal, III**

Will Lorensen, Fiduciary Supervisor appeared before the Council and reviewed the history of the Estate of George Jacob Poisal, III. Mr. Lorensen ask the Council to approve the Probate Will in Solemn Form. Mr. Lorensen called witnesses to testify that the copy of the will was the wishes of the deceased. Anthony Delligatti, Legal Director swore in all the witnesses. The witnesses all testified the copy was the wishes of the deceased.

Councilperson Dulyea made a motion to Probate the Will in Solemn Form. Councilperson Barnhart seconded the motion. The motion carried unanimously.

**Re: Will Lorensen, Fiduciary Supervisor
Estate Hearing – Estate of Sarah Wills**

Will Lorensen, Fiduciary Supervisor appeared before the Council and reviewed the history of the Estate of Sarah Wills. Mr. Lorensen ask the Council to Probate the Will in Solemn Form.

Vice President Whitacre made a motion to Probate the Will in Solemn Form. Councilperson Dulyea seconded the motion. The motion carried unanimously.

**Re: Alan Davis, County Administrator
Recommendation to create Division of Community Development**

Alan Davis, County Administrator reviewed the recommendation to the create Division of Community Development which would incorporate the Planning and Engineering Departments and further recommending that Brian Ross, Engineering Director be promoted to Director of the Division of Community Development with Laura Hoffmaster being promoted from Planner II to Senior Planner.

Brian Ross, Engineering Director appeared before the Council to review the recommendation to create the Division of Community Development.

Laura Hoffmaster, Planner II appeared before the Council to discuss the recommendation to create the Division of Community Development.

Councilperson Barnhart made a motion to approve the recommendation to create the Division of Community Development and promote Brian Ross to the Director of the Division of Community Development and Laura Hoffmaster to Senior Planner. Councilperson Gochenour seconded the motion. The motion carried unanimously.

Re: Possible Executive Session for County Council Personnel, Real Estate Acquisition, Legal Matters and Economic Development

Councilperson Barnhart made a motion to go into executive session at 11:54 A.M. to discuss County Council personnel; real estate acquisitions, legal matters and economic development. Councilperson Gochenour seconded the motion. The motion carried unanimously.

President Copenhaver declared the Council out of executive session at 1:22 P.M.

There were no motions made during or after executive session.

Re: Items from the Public

Jennifer Biedler appeared before the Council and stated that she was happy with the level of professionalism within Berkeley County Departments. She also stated she was not happy with the tractor and trailer with the words stating misuse of Berkeley County funds along the highway. She thanked the Council for their commitment to Berkeley County.

Recess

Councilperson Barnhart made a motion to Recess the January 13, 2022 Berkeley County Council meeting.

Submitted by: _____

Tracie McCormick, Procurement Coordinator