

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

January 20, 2022
Martinsburg, WV 25401

Present:

Douglas E. Copenhaver, Jr., President

Dan Dulyea, Councilperson

James R. Barnhart, Councilperson

G. Edgar Gochenour, Councilperson

Alan J. Davis, County Administrator

Penny Shewell, Office Administrator

Vice President Whitacre was not present for the meeting.

Also Present: Tracie McCormick, Procurement Coordinator; Anthony Delligatti, Legal Director; Mike Laing, Chief Court Marshal; Tracey Guilliams, Grants Administrator; The Honorable Larry Hess, Assessor; Tim Czaja, Community Corrections Director; Jeff Mauzy, Deputy Legal Director

Re: Call to Order

President Copenhaver called the January 20, 2022 Berkeley County Council Meeting to Order at 9:35 A.M.

Re: Items from the Public

Penny Shewell, Office Administrator thanked everyone for their emails, texts and phone calls while she was out of the office and especially thanked Tracie McCormick for handling all of her work load while she was out.

Re: Agenda

Councilperson Dulyea made a motion to approve the Agenda for the January 20, 2022 Berkeley County Council meeting. Councilperson Gochenour seconded the motion. The motion carried unanimously.

Re: Consent Agenda

1. Purchase Order Log

There were no questions regarding the Purchase Order Log.

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 the Honorable Sheriff Nathan Harmon for John Giangola, IV as a Deputy effective February 1, 2022 with an annual salary of \$54,495 and David Knotts and Eric Milburn as Deputies effective February 1, 2022 with annual salaries of \$47,120.

President Copenhaver stated that a new hire recommendation was received from Tim Czaja, Community Corrections Director for Adrianna Villareal as a Recovery Technician effective January 31, 2022 with an annual salary of \$37,509.

President Copenhaver stated that a new hire recommendation was received from the Honorable Larry Hess, Assessor for Hannah Bicking as a Clerk effective January 10, 2022 with an annual salary of \$41,600.

President Copenhaver stated that a new hire recommendation was received from the Honorable Elaine Mauck, County Clerk for Thomas Guilliams as a Clerk in Voter's Registration effective February 1, 2022 with an annual salary of \$31,000 and Teri Mohler as a part time clerk in the County Clerk's Office effective February 1, 2022 with an hourly rate of \$15.50.

President Copenhaver stated that a change in status was received from Tim Czaja, Community Corrections Director for Julie McDaniel to change from a Peer Recovery Coach at the Recovery Resource Center to a Case Manager at the Day Report Center effective February 1, 2022 with a salary change from \$37,509 to \$44,066.

President Copenhaver stated that change in status's were received from the Honorable Catie Delligatti, Prosecuting Attorney for James Lyons to change from Legal Assistant to Felony Legal Assistant effective February 1, 2022 with an annual salary change from \$35,000 to \$38,500; Haley Pacheco to receive an increase from \$36,000 to \$38,000 effective February 1, 2022 for taking on additional duties and Linda Robinson to increase from \$40,000 to \$42,000 effective February 1, 2022 for taking on additional duties.

President Copenhaver stated that a letter of resignation was received from the Sheriff's Department from Deputy Matthew Clark effective January 11, 2022.

4. Approval of Minutes

There were no changes to the January 13, 2022 Berkeley County Council meeting minutes.

5. Council Calendar

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

Alan Davis, County Administrator stated that President Copenhaver and Vice President Whitacre would not be here for the February 1 or the February 3 meetings and President Copenhaver and Councilperson Dulyea would not be here for the February 10 meeting and determined that there would be a quorum for these meetings.

6. Board and Commission Calendar

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

7. Cancelled Check Request

Re: Consent Agenda Approval

Councilperson Gochenour made a motion to approve the Consent Agenda for the January 20, 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 seven personal tax exonerations for reason of office error totaling \$1,129.75.

Councilperson Dulyea made a motion to approve the seven (7) personal tax exonerations for reason of office error totaling \$1,129.75. Councilperson Barnhart 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 attended the Main Street Martinsburg meeting where they reported an enormous amount of activity and recapped the latest events. He also reported that they are in the beginning stages of the wine festival.

Councilperson Gochenour reported that he attended the Planning Commission meeting where five (5) public hearings were held. He also attended the Parks & Recreation board meeting and reported that the programs were doing well and finances were good although not back to pre-covid. Councilperson Gochenour reported that he attended the Public Service Sewer District meeting and reported that twenty six (26) out of forty two (42) homes in Timberwalk were now connected to the sewer system.

President Copenhaver reported that he attended the Fire Board meeting where finances look good. He reported that Baker Heights VFD is expected to be done by the end of next month. He also reported that he participated in a ZOOM call with Mr. Davis with the Chamber of Commerce on the 2021 accomplishments of the county and the goals for 2022. He also stated that Sheriff Harmon participated in the call and spoke about the good working relationship with the Sheriff’s Department and the County Council.

Re: Board Vacancies

Councilperson Gochenour requested to have a letter sent to Todd Funkhouser thanking him for his service on the Historic Landmarks Committee. He also requested to have Charles “Chip” Hensell scheduled for an interview as a candidate for the Parks & Recreation board.

President Copenhaver stated that a letter was received from H.D. Boyd, Chairman and the Board of Directors of the Roundhouse Authority to remove Douglas Long from the Roundhouse Authority.

Councilperson Dulyea made a motion to remove Douglas Long from the Roundhouse Authority. Councilperson Gochenour seconded the motion. The motion carried unanimously.

**Re: Jo Elliott, Executive Director, Community Alternatives to Violence
FY2022-23 Budget Presentation**

Jo Elliott, Executive Director, Community Alternatives to Violence appeared before the Council and presented their FY2022-23 budget presentation requesting \$15,000. She reviewed the programs offered and the services provided. She stated that the program currently has 160 participants.

**Re: Amy Orndoff, Executive Director, Berkeley Senior Services
FY2022-23 Budget Presentation**

Amy Orndoff, Executive Director, Berkeley Senior Services appeared before the Council and presented their FY2022-23 budget presentation requesting \$70,000. Ms. Orndoff reviewed the programs and services offered at the Senior Center, and the number of meals provided.

**Re: Gretchen Fry, Martinsburg-Berkeley County Public Library
FY2022-23 Budget Presentation**

Gretchen Fry, Martinsburg-Berkeley County Public Library appeared before the Council and presented their FY2022-23 requesting \$867,787. Ms. Fry reviewed the programs and the services offered at the library. She also spoke regarding the County's 250th Anniversary celebration and the display at the library. Ms. Fry spoke in regards to needed upgrades for the facility.

**Re: Mike Laing, Chief Court Marshal
FY2022-23 Budget Presentation**

Mike Laing, Chief Court Marshal appeared before the Council and presented and reviewed the Court Security and Litter Control budgets for FY2022-23 reviewing each line item. Mr. Laing also presented Re-Classifications for two (2) employees.

**Re: Janelle Sperry, Historic Morgan Cabin Association
FY2022-23 Budget Presentation**

Janelle Sperry, Historic Morgan Cabin Association appeared before the Council and presented their FY2022-23 budget presentation requesting \$8,000. Ms. Sperry reviewed the preservation of the Morgan Cabin and the work done by the volunteers. She also reported that they became their own 501C3 in December, 2021.

**Re: Tracey Guilliams, Grants Administrator
Resolution of Support FY2023 WV Community Corrections Grant
Support of Application for the FY2023 Competitive Solicitation Advancing Interventions to
Mitigate Substances (AIMS) in Washington/Baltimore HIDTA Communities
Support of Application FY2023 WV Justice Reinvestment Initiative Treatment Supervision
Grant Program**

Tracey Guilliams, Grants Administrator appeared before the Council and presented a Resolution of Support for the FY2023 WV Community Corrections Grant stating this would be a 30% match for the DRC and Home Confinement and reviewed what the grant would cover.

Councilperson Gochenour made a motion to approve the Resolution in Support of the FY2023 WV Community Corrections Grant. Councilperson Dulyea seconded the motion. The motion carried unanimously.

Mrs. Guilliams reviewed the application for the FY2023 Competitive Solicitation Advancing Interventions to Mitigate Substances (AIMS) in Washington/Baltimore HIDTA Communities stating this was a \$250,000 maximum grant with no match which would be split between prevention and treatment. Mrs. Guilliams reviewed the positions and services that this grant would provide coverage for.

Councilperson Barnhart made a motion to approve the application be submitted for the FY2023 Competitive Solicitation Advancing Interventions to Mitigate Substances (AIMS) in Washington/Baltimore HIDTA Communities. Councilperson Dulyea seconded the motion. The motion carried unanimously.

Mrs. Guilliams reviewed the application for the FY2023 WV Justice Reinvestment Initiative Treatment Supervision Grant Program stating there was no match.

Councilperson Dulyea made a motion to approve the application for the FY2023 WV Justice Reinvestment Initiative Treatment Supervision Grant Program. Councilperson Gochenour seconded the motion. The motion carried unanimously.

Re: Board and Commission Interview

Dirk Stansbury – Candidate – Storm Water Management Board

Dirk Stansbury appeared before the Council and was interview as a candidate for the Storm Water Management board.

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

Councilperson Barnhart made a motion to go into executive session for County Council personnel, real estate acquisition, legal matters and economic development at 12:44 P.M. Councilperson Dulyea seconded the motion. The motion carried unanimously.

President Copenhaver declared the Council out of executive session at 1:27 P.M.

Councilperson Dulyea made a motion to recruit for a vital county position to be filled. Councilperson Gochenour seconded the motion. The motion carried unanimously.

Re: Recess

Councilperson Barnhart made a motion to Recess the January 20, 2022 Berkeley County Council meeting.

Submitted by: Penny Shewell

Penny Shewell, Office Administrator