

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

**February 3, 2022**  
**9:30 A.M.**

**Present:**

**Dan Dulyea, President Pro Tem**

**James R. Barnhart, Councilperson**

**G. Edgar Gochenour, Councilperson**

**Alan J. Davis, County Administrator**

**Penny Shewell, Office Administrator**

**President Copenhaver and Vice President Whitacre were not present for the meeting.**

Also Present: Tracie McCormick, :Procurement Coordinator; The Honorable Larry Hess, Assessor; Will Lorensen, Fiduciary Supervisor; Doug Smith, County Engineer; Jeff Mauzy, Deputy Legal Director

**Re: Call to Order**

President Pro Tem Dulyea called the February 3, 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**

Councilperson Barnhart made a motion to approve the Agenda for the February 3, 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**

Alan Davis, County Administrator reviewed the seven (7) internal budget revisions received.

**3. Changes in Status**

President Pro Tem Dulyea stated that a new hire recommendation was received from the Honorable Sheriff Nathan Harmon for Brooke Hott as a Deputy effective February 15, 2022 with an annual salary of \$47,120.

President Pro Tem Dulyea stated that a new hire recommendation was received from Alan Davis, County Administrator for Elizabeth Lapchak as a Grants Administrator effective February 22, 2022 with an annual salary of \$45,000.

President Pro Tem Dulyea stated that a new hire recommendations were received from Tim Czaja, Community Corrections Director for Breeona Ambers as a Case Manager effective February 22, 2022 with an annual salary of \$46,000 and Janessa Lowans as a Therapist effective February 28, 2022 with an annual salary of \$52,500.

President Pro Tem Dulyea stated that a letter of retirement was received from the Assessor's Office from Karen Lahrime effective January 28, 2022.

President Pro Tem Dulyea stated that a letter of resignation was received from Court Security from Donald Hanie effective January 31, 2022.

President Pro Tem Dulyea stated that a letter of resignation was received from Home Confinement from Charles Viccelio effective February 1, 2022.

#### **4. Approval of Minutes**

There were no changes to the January 27, 2022 Berkeley County Council meeting or the January 27, 2022 Board of Review meeting minutes.

#### **5. Council Calendars**

President Pro Tem Dulyea reviewed the Council calendar for the month of February.

#### **6. Board and Commission Calendars**

President Pro Tem Dulyea reviewed the Board and Commission calendar for the month of February.

#### **7. Bond Reduction – Sheetz Store #220R-BCP File #2201-003 tied to BCP File #2018-3395, Bond #019052346 – Engineering Department**

#### **8. Bond Reduction – Amberfield Section 7 (Final Plat), BCP File #2112-464 tied to BCP File #2105-192 & #2101-011, Bond #790177358 – Engineering Department**

#### **Re: Consent Agenda Approval**

Councilperson Gochenour made a motion to approve the Consent Agenda for the February 3, 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 (7) personal tax exonerations for reason of office error totaling \$2,769.56.

Councilperson Barnhart made a motion to approve the seven (7) personal tax exonerations for reason of office error totaling \$2,769.56. Councilperson Gochenour seconded the motion. The motion carried unanimously.

Mr. Hess presented one (1) real estate exoneration for reason of office error totaling \$665.42.

Councilperson Gochenour made a motion to approve the one (1) real estate exoneration for reason of office error totaling \$665.42. Councilperson Barnhart seconded the motion. The motion carried unanimously.

**Re: Board Meeting Reports**

Councilperson Barnhart reported that he attended the MPO meeting via Zoom where they discussed the (TIP) Transportation Improvement Plan.

President Pro Tem Dulyea reported that he had no meetings this week.

Councilperson Gochenour reported that he had no meetings this week.

**Re: Board and Commission Vacancies**

Councilperson Gochenour made a motion to appoint Charles “Chip” Hensell to the Parks & Recreation board to fill an unexpired term which will expire on July 24, 2023. Councilperson Barnhart seconded the motion. The motion carried unanimously.

Councilperson Gochenour requested to have David Michaels scheduled for an interview as a candidate for the Historic Landmarks Commission and Jason Roach scheduled for an interview as a candidate for the BC Public Storm Water Management board.

Councilperson Barnhart requested to have Michele Atha scheduled for an interview as a candidate for the Solid Waste Authority. He also requested to have a letter of thanks sent to Michael Roberts for this service on the Solid Waste Authority.

**Re: Bid Opening – RFP Yoga Classes**

Alan Davis, County Administrator reviewed the RFP for the Yoga Classes. He stated that this was part of the Department of Justice Grant which deals with communication and mental health. He stated that the Certification of Publication was present in the bid file and the read ahead. Mr. Davis stated that no bids were received.

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

Will Lorensen appeared before the Council and presented fifty one (51) estate accounts for the month of February. Mr. Lorensen read the names of the estates.

Councilperson Barnhart made a motion to approve the fifty one (51) estate accounts as presented. Councilperson Gochenour seconded the motion. The motion carried unanimously.

**Re: Nicolas Diehl, Executive Director, Eastern Regional Airport Authority  
FY2022-23 Budget Presentation**

Nicholas Diehl, Executive Director, Eastern Regional Airport Authority appeared before the Council and presented their FY2022-23 budget requesting \$275,000. Mr. Diehl reviewed the growth of the Airport. He stated that their budget was up 739% from six (6) years ago. He also stated that they were busy getting ready for the 250<sup>th</sup> Anniversary celebration and were the second busiest airport in the state.

**Re: Susan Snowden, President, Mountain State Apple Harvest Festival  
FY2022-23 Budget Presentation**

Susan Snowden, President, Mountain State Apple Harvest Festival appeared before the Council and presented their FY2022-23 budget requesting \$5,000. Ms. Snowden reviewed the plans for this year's event and stated that she would like to work with the county to incorporate the anniversary into the parade.

**Re: Bill Kearns, CFO, Berkeley-Morgan County Health Departments  
FY2022-23 Budget Presentation**

Bill Kearns, CFO, Berkeley Morgan County Health Departments, appeared before the Council and reviewed their budget requesting \$100,000. Mr. Kearns reviewed the needs of the department for nurses and the impact of COVID.

**Re: Alan Davis, County Administrator  
State Budget Revision #08 Fund 001**

Alan Davis, County Administrator reviewed State Budget Revision # 08 for Fund 001.

Councilperson Gochenour made a motion to approve State Budget Revision # 08 for Fund 001. Councilperson Barnhart seconded the motion. The motion carried unanimously.

**Re: Recess**

Councilperson Barnhart made a motion to Recess the February 3, 2022 Berkeley County Council meeting.

Submitted by: Penny Shewell

**Penny Shewell, Office Administrator**

**Berkeley County Council Meeting**

**February 3, 2022**

**Board of Review & Equalization**

**2:00 P.M.**

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

**Martinsburg, WV 25401**

**Present:**

**Dan Dulyea, President Pro Tem**

**James R. Barnhart, Councilperson**

**G. Edgar Gochenour, Councilperson**

**Alan J. Davis, County Administrator**

**Penny Shewell, Office Administrator**

**President Copenhaver and Vice President Whitacre were not present for the meeting.**

Also Present: The Honorable Larry Hess, Assessor; John Streets, Assessor's Office; Rhonda Loudan, Assessor's Office; Doc Trenary Assessor's Office

**Re: Call to Order**

President Pro Tem Dulyea called the February 3, 2022 Berkeley County Council Meeting to Order Sitting as the Board of Review & Equalization at 2:00 P.M.

**Re: Items from the Public**

There were no items from the public.

**Re: Board of Review & Equalization – Session # 3  
Larry Hess, Assessor**

The Honorable Larry Hess, Assessor appeared before the Council and stated there were no Board of Review applicants today, however they did have changes to the books.

Doc Trenary, Assessor's Office appeared before the Council and presented changes to the books as follows:

- **Preston Mosher– Map & Parcel 04-21-144**

<b>Current Appraised Value</b>	<b>\$ 56,000</b>
<b>Current Assessed Value</b>	<b>\$ 34,020</b>
<b>Proposed Appraised Value</b>	<b>\$100,200</b>
<b>Proposed Assessed Value</b>	<b>\$137,460</b>

Councilperson Barnhart made a motion to approve the changes to the books as presented. Councilperson Gochenour seconded the motion. The motion carried unanimously.

**Re: Stacy McFarland, Regional Philanthropy Officer, American Red Cross  
FY2022-23 Budget Presentation**

Stacy McFarland, Regional Philanthropy Officer, American Red Cross appeared before the Council and presented their FY2022-23 budget requesting \$5,000. She spoke about the services provided by the American Red Cross. Eric Anderson also appeared before the Council and spoke regarding safety in homes regarding fire detectors.

**Re: Ami Sirbaugh, Child and Family Services Supervisor, Children's Home Society of WV  
FY2022-23 Budget Presentation**

Ami Sirbaugh, Child and Family Services Supervisor, Children's Home Society of WV appeared before the Council and presented their budget for FY2022-23 requesting \$5,000. Ms. Sirbaugh reviewed the services provided by their program.

**Re: Michael Noll, President, Apollo Civic Theatre  
FY2022-23 Budget Presentation**

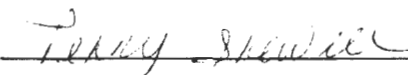
Michael Noll, President, Apollo Civic Theatre appeared before the Council and presented their FY2022-23 budget requesting \$250,000 for repairs to the masonry of the building and the marquee.

**Re: Will Lorensen, Fiduciary Supervisor  
FY2022-23 Budget Presentation**

Will Lorensen, Fiduciary Supervisor appeared before the Council and presented his FY2022-23 budget reviewing each line item.

**Re: Recess**

Councilperson Barnhart made a motion to Recess the February 3, 2022 Berkeley County Council Meeting Sitting as the Board of Review & Equalization.

Submitted by: 

**Penny Shewell, Office Administrator**