

Berkeley County Council Meeting
400 W. Stephen Street, Suite 205
Martinsburg, WV, 2401

February 10, 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: Tracie McCormick, Procurement Coordinator; Brian Ross, Director, Division of Community Development; Tim Czaja, Community Corrections Director; Randy Lilly, Director of Emergency Management; Will Lorensen, Fiduciary Supervisor; Doug Smith, County Engineer; Anthony Delligatti, Legal Director; Marty Roberts, Fire Chief, Shawn Wolford, Emergency Manager

Re: Call to Order

President Copenhaver called the February 10, 2022 Berkeley County Council Meeting to Order at 9:35 A.M.

Re: Items from the Public

Stephanie Phillips appeared before the Council and complimented the community. She spoke about regarding numerous items of concern with the Board of Education.

Re: Agenda

Vice President Whitacre made a motion to approve the Agenda for the February 10, 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 four (4) internal budget revisions received.

Councilperson Barnhart made a motion to approve the four (4) internal budget revisions as verbally presented. Vice President Whitacre seconded the motion. The motion carried unanimously.

3. Changes in Status

President Copenhaver stated that a new hire recommendation was received from Tim Czaja, Community Corrections Director for Jonathan Rudy as a QRT Peer Recovery Coach effective February 14, 2022 with an annual salary of \$37,509.

President Copenhaver stated that a new hire recommendation was received from Mr. Czaja for Amanda Walker as a Drug Screening Tech effective February 14, 2022 with an annual salary of \$34,619.

President Copenhaver stated that a new hire recommendation was received from Mr. Czaja for Jeannie Blaylock as a Drug Screening Tech effective February 28, 2022 with an annual salary of \$34,619.

President Copenhaver stated that a new hire recommendation was received from Mr. Czaja for Rebecca Bingaman as a QRT Peer Recover Coach effective February 14, 2022 with an annual salary of \$37,509.

President Copenhaver stated that a request was received from Mr. Czaja to remove Tammy Hawvermale from payroll.

President Copenhaver stated that a letter of resignation was received from the DRC from Craig Ammons effective February 2, 2022.

President Copenhaver stated that a new hire recommendation was received from the Honorable Sheriff Nathan Harmon for Bryant Snapp as a Deputy effective March 1, 2022 with an annual salary of \$54,495.

President Copenhaver stated that a change in status was received from the Honorable Larry Hess, Assessor for Steven Sprenkle to receive a one-time payment of \$1,908.80 for taking on additional duties from May 15, 2021 to November 15, 2021.

4. Approval of Minutes

The minutes could not be approved due to not having a quorum with Councilperson Dulyea not being present.

5. Council Calendars

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

Alan Davis, County Administrator stated that the Council could not go *Sine Die* for the Board of Review & Equalization before February 15th and would like to schedule a budget workshop on the afternoon of the February 15th for revenue projections and February 17th for expenditures and the schedule to meet with the Elected Officials and Department Heads on February 24th.

6. Board and Commission Calendars

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

Councilperson Gochenour stated that the Public Service Sewer District and Stormwater Management Board meetings were scheduled for February 22nd.

- 7. Bond Release – Wendy’s Hammond’s Mill Road, BCP File #2105-094 tied to BCP #R009319 & 2109-329, Bond #09319200 – Engineering Department**
- 8. Bond Reduction – Bridle Creek, Phase 6, Section 2, Lots 448-459 & 464-471, BCP File #2201-010 tied to BCP #058-18, Bond #100507474 – Engineering Department**
- 9. Bond Reduction – Bridle Creek, Phase 1, BCP File #2108-310 tied to BCP #076-04, Bond #8927 – Engineering Department**
- 10. Bond Reduction – Bridle Creek, Phase 5, Section 3, Lots 289-304 & 349-372, BCP File #2102-061 tied to #021-13, Bond #100475612 – Engineering Department**
- 11. Bond Reduction – Bridle Creek, Phase 4, Section 5, Lots 211-214, 222-229, 256-260 & 269-272, BCP File #2108-311 tied to BCP File #027-08 – Engineering Department**
- 12. Bond Reduction – Bridle Creek, Phase 4, Section 4, Lots 23-0241 & 246-255, BCP File #027-08 – Engineering Department**
- 13. Bond Reduction – Bridle Creek, Phase 4, Section 3, Lots 242-246, 261-264, 266-268 & 283-264, BCP File #2108-311 tied to BCP #027-08 – Engineering Department**
- 14. Bond Reduction – Bridle Creek, Phase 4, Section 2, Lots 208-210 & 273-275, File #2108-311 tied to BCP #027-08 – Engineering Department**
- 15. Bond Reduction – Bridle Creek, Phase 4, Section 1, Lots 204-207, 276-282, BCP File #2108-311 tied to BCP #027-08 – Engineering Department**
- 16. Bond Reduction – Bridle Creek, Phase 5, Section 2, Lots 305-348 & 393-406, BCP File #2201-008 tied to BCP #2008-186 & #021-13, Bond #100550921 Engineering Department**
- 17. Order – Open Fund “245” United Bank for Health Department Building Fund**

Re: Consent Agenda Approval

Councilperson Gochenour made a motion to approve the Consent Agenda for the February 10, 2022 Berkeley County Council meeting. Vice President Whitacre 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 six (6) personal tax exonerations for reason of office error totaling \$4,669.26

Councilperson Barnhart made a motion to approve the six (6) personal tax exonerations for reason of office error totaling \$4,669.26. Vice President Whitacre seconded the motion. The motion carried unanimously.

Re: Board Meeting Reports

Councilperson Barnhart 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 meeting where several public hearings were held. He also reported that he attended the Public Service Sewer District board meeting and the Stormwater Management meeting where draft Ordinances were presented.

President Copenhaver reported that he was unable to attend the Development Authority meeting.

Re: Board and Commission Vacancies

Vice President Whitacre made a motion to reappoint Adam Mauck to the Fire Board for a full term. Councilperson Gochenour seconded the motion. The motion carried unanimously.

Alan Davis, County Administrator stated that the by-laws for the Roundhouse Authority provide for 21 members, but he Council changed this to 10 appointed by the Council. He stated that the City of Martinsburg has requested to appoint 3 members to the board. The consensus of the Council was to proceed.

**Re: Brian Ross, Director of Community Development
FY2022-23 Budget Presentation**

Brian Ross, Director of Community Development appeared before the Council and presented his budget for FY2022-23 reviewing each line item for the Planning and Engineering Departments.

**Re: Tim Czaja, Director, Community Corrections
FY2022-23 Budget Presentation**

Tim Czaja, Community Corrections Director appeared before the Council and presented his FY2022-23 budget for the Day Report Center, the Recovery Recourse Center and Home Confinement reviewing each line item.

President Copenhaver left the meeting at 11:49 A.M. Vice President Whitacre took over the meeting.

**Re: Susan Crowell, BC Historic Landmarks
FY2022-23 Budget Presentation**

Susan Crowell, BC Historic Landmarks appeared before the Council and presented their FY2022-23 budget requesting \$2,950. She reviewed the goals for the new FY.

President Copenhaver returned to the meeting at 11:56 A.M.

**Re: Randy Lilly, Director, Homeland Security & Emergency Management
FY2022-23 Budget Presentation**

Randy Lilly, Director, Homeland Security & Emergency Management appeared before the Council and presented his FY2022-23 budget reviewing each line item. Chief Marty Roberts also appeared before the Council and spoke of the needs of the department.

**Re: Bob Williams, Executive Director, Martinsburg-Berkeley County Parks & Recreation
FY2022-23 Budget Presentation**

Bob Williams, Executive Director, Martinsburg-Berkeley County Parks and Recreation appeared before the Council and presented their FY2022-23 budget requesting \$540,000 which included half of the hotel/motel tax. Mr. Williams reviewed the accomplishments of the past year and the needs for resources for the next FY.

**Re: Will Lorensen, Fiduciary Supervisor
Estate Hearing – Estate of Henry Edward Shryock**

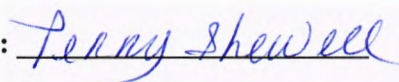
Will Lorensen, Fiduciary Supervisor appeared before the Council and reviewed the history of the estate of Henry Edward Shryock.

Vice President Whitacre made a motion to appoint Vickie Shryock Hollis, sister to Henry Edward Shryock as Executrix to his estate. Councilperson Gochenour seconded the motion. The motion carried unanimously.

Re: Recess

Councilperson Barnhart made a motion to Recess the February 10, 2022 Berkeley County Council meeting.

Submitted by:



Penny Shewell, Office Administrator

Berkeley County Council Meeting
Sitting as the Board of Review & Equalization
400 W. Stephen Street, Suite 205
Martinsburg, WV, 2401

February 10, 2022
2:00 P.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: John Streets, Assessor's Office; Curtis Trenary, Assessor's Office; Rhonda Loudan, Assessor's Office

Re: Board of Review & Equalization – Session # 5

John Streets, Assessor's Office appeared before the Council and stated they had no appeals scheduled and no changes for the books.

**Re: Robby Blair, Executive Director, Main Street Martinsburg
FY2022-23 Budget Presentation**

Robby Blair, Executive Director, Main Street Martinsburg appeared before the Council and presented their FY2022-23 budget requesting \$50,000. Mr. Blair reviewed their goals for the new FY.

**RE: H. D. Boyd, Chairman, Berkeley County Roundhouse Authority
FY2022-23 Budget Presentation**

H.D. Boyd, Chairman, Berkeley County Roundhouse Authority appeared before the Council and presented their FY2022-23 budget presentation requesting \$14,000. He reviewed the accomplishments of the past year at the Roundhouse.

**Re: Cari Lefeber, Director of Programs, CASA of the Eastern Panhandle
FY202-23 Budget Presentation**

Cari Lefeber, Director of Programs, CASA of the Eastern Panhandle appeared before the Council and presented their FY2022-23 budget presentation requesting \$5,000. Ms. Lefeber reviewed the services provided by CASA.

**Re: Mike Withrow, Executive Director, WV Extension Office
FY2022-23 Budget Presentation**

Mike Withrow, Executive Director, WV Extension Office appeared before the Council and presented their FY2022-23 budget presentation reviewing each line item. Mr. Withrow spoke regarding the activities for the new FY and the programs offered.

Re: Recess

Councilperson Barnhart made a motion to Recess the February 10, 2022 Berkeley County Council meeting sitting as the Board of Review & Equalization.

Submitted by Penny Shewell

Penny Shewell, Office Administrator