

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

March 2, 2023
9:30 A.M.

Present:

James P. Whitacre, President
G. Edgar Gochenour, Vice President
James. R. Barnhart, Councilperson
H. D. Boyd, Councilperson
R. Stephen Catlett, Councilperson
Gary Wine, Deputy County Administrator
Penny Shewell, Office Administrator

Also Present: Tracie McCormick, Procurement Coordinator; Tracey Guilliams, Grants Coordinator; Elizabeth Lapchak; Grants Administrator; Anthony Delligatti, Legal Director; Will Lorensen, Fiduciary Supervisor

Re: Call to Order

President Whitacre called the March 2, 2023 Berkeley County Council Meeting to Order at 9:35 A.M.

Re: Items from the Public

William Banks a resident of Falling Waters appeared before the Council to express his concerns with the expansion going on with the Water Treatment Plant. He stated that someone is working on his private property and will not tell them who they are or who they work for. He also advised the Council of how he appreciated the staff in the Fiduciary Office with their assistance and kindness with his recent visit there.

Re: Agenda

Vice President Gochenour made a motion to approve the Agenda for the March 2, 2023 Berkeley County Council meeting. Councilperson Boyd 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 Whitacre stated that a new hire recommendation was received from The Honorable Shelly Schoppert, Circuit Clerk for Karyassa Brill as a Clerk effective March 20, 2023 with an annual salary of \$34,515.

President Whitacre stated that a change in status was received from Mike Laing, Chief Court Marshal for Rodney Frazee for a salary increase due to years of service effective February 1, 2023 with a salary change from \$39,017 to \$40,678.

President Whitacre stated that a request was received from the Honorable Larry Hess, Assessor to remove Brandon Lloyd from payroll effective February 24, 2023.

4. Approval of Minutes

There were no changes to the February 14, 2023 or February 16, 2023 Berkeley County Council meeting minutes.

5. Council Calendar

President Whitacre reviewed the Council calendar for the month of March.

6. Board and Commission Calendar

President Whitacre reviewed the Council calendar for the month of March.

Councilperson Barnhart stated that the Region 9 board meeting would be held in Berkeley Springs.

7. Cancelled Check Request

8. Declaration of Surplus – County Clerk’s Office

Re: Consent Agenda Approval

Vice President Gochenour made a motion to approve the Consent Agenda for the March 2, 2023 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 Assessor had nothing to present this week.

Re: Board Meeting Reports

Councilperson Boyd reported that he attended the Library board meeting where they reviewed finances and the HVAC bids. He stated that he was unable to attend the Main Street Martinsburg meeting. Councilperson Boyd reported that he went to Charleston to meet with Delegates and Senators and also met with Randal Reid Smith, Governor’s Curator for the WV Department of Arts, Culture & History.

Councilperson Barnhart reported that he attended the Public Service District Water board meeting where they discussed the bulk filling going away and no plans to replace it. He also reported that they approved the purchase of a new Ford Explore and reviewed and approved invoices and discussed tariffs. Councilperson Barnhart also reported that he attended the Telemon board meeting and reported that they are converting a building into a community center.

Councilperson Catlett reported that he was unable to attend the Ambulance Authority meeting. He stated that he spoke to Brian Costello, Executive Director of the Ambulance Authority and they approved a 5% increase for employees. He also stated that he and Vice President Gochenour went to Charleston and met with the Governor's Chief of Staff, Senator and Delegates. Councilperson Catlett stated that the met with Senator Blair regarding the \$25 million for the Public Service Water District.

Vice President Gochenour reported that he discussed the regional jail bill with Summer Barret and Dale Hall and they did a great job getting this before the people that needed to see it. He also reported that he and Councilperson Catlett attended the Fire Association meeting on how to build a training facility at James Rumsey for fire and police.

President Whitacre stated that he attended the Risk Pool meeting and was unable to attend the EPTA meeting.

Re: Board and Commission Vacancies

President Whitacre requested to have John Sullivan scheduled for an interview as a candidate for the CVB.

**Re: Councilperson Issues - Councilperson Catlett
Congressional Directed Spending Appropriations Request**

Councilperson Catlett stated that he is requesting funding for Inwood Park, but since the grant is due next week so he has rescinded his request for the grant and will pursue through Land and Water.

**Re: Tracey Guilliams, Grants Administrator
FY20 Emergency Management Performance Grant (EMPG) Award
Update on Environmental Study for the CDBG Grant for the Health Department**

Tracey Guilliams, Grants Administrator appeared before the Council and stated that the FY20 Emergency Management Performance Grant (EMPG) project total was \$57,424 with a 50% match required of \$28,713.

Councilperson Barnhart made a motion to approve the FY20 Emergency Management Performance Grant (EMPG) grant match of \$28,713. Vice President Gochenour seconded the motion. The motion carried unanimously.

Mrs. Guilliams reviewed the update on the environmental study for the CDBG grant for the Health Department. She stated that there were no significant impacts.

Vice President Gochenour made a motion to approve the CDBG Grant for the Health Department and authorized the President to sign. Councilperson Barnhart seconded the motion. The motion carried unanimously.

Mrs. Guilliams requested approval to apply for the FY23 Comprehensive Stimulant and Substance Abuse Program Grant (COSSAP) for the JOTIPP Program.

Vice President Gochenour made a motion to approve the request to apply for the FY23 Comprehensive Stimulant and Substance Abuse Program Grant (COSSAP) for the JOTIPP Program. Councilperson Catlett seconded the motion. The motion carried unanimously.

**Re: Elizabeth Lapchak, Grants Administrator
FY22 Staffing for Adequate Fire & Emergency Response (SAFER) Grant**

Elizabeth Lapchak, Grants Administrator appeared before the Council and reviewed the FY22 Staffing for Adequate Fire & Emergency Response (SAFER) Grant. She stated that the grant award would be \$3,086,568 with a 0% match and would be a thirty six (36) month grant which would begin on Jun 2, 2023 and would be for Hedgesville VFD.

Vice President Gochenour made a motion to approve to apply the FY22 Staffing for Adequate Fire & Emergency Response (SAFER) Grant. Councilperson Catlett seconded the motion. The motion carried unanimously.

**Re: Nancy Strine, CDBG & Home Administrator, City of Martinsburg
Public Hearing FY2023 Home Investment Partnership Program
Resolution Home Consortium FY2023**

Nancy Strine, CDBG & Home Administrator, City of Martinsburg appeared before the Council and reviewed the program and the allotment for FY023.

Councilperson Barnhart made a motion to open the Public Hearing for the Home Consortium for FY2023. Vice President Gochenour seconded the motion. The motion carried unanimously.

There were no public comments.

Vice President Gochenour made a motion to close the public hearing. Councilperson Barnhart seconded the motion. The motion carried unanimously.

Councilperson Boyd made a motion to adopt the Resolution for Home Consortium FY2023. Vice President Gochenour seconded the motion. The motion carried unanimously.

**Re: Board and Commission Interview
Don Silvius – Candidate – BC Museum Board**

Don Silvius appeared before the Council and was interviewed as a candidate for the BC Museum board.

**Re: Board and Commission Interview
Christopher Breeze – Candidate – BC Museum Board**

Christopher Breeze appeared before the Council and was interviewed as a candidate for the BC Museum board.

**Re: Board and Commission Interview
Carol Appenzellar – Candidate – BC Museum Board**

Carol Appenzellar appeared before the Council and was interviewed as a candidate for the BC Museum board.

**Re: Will Lorensen, Fiduciary Supervisor
Estate Accounts – Month of March**

Will Lorensen, Fiduciary Supervisor appeared before the Council and presented twenty five (25) estate accounts for the month of March adding the Estate of Kimberly M. Arvin.

Councilperson Barnhart made a motion to approve the twenty five (25) estate accounts for the month of March. Councilperson Boyd seconded the motion. The motion carried unanimously.

Mr. Lorensen had no estate hearings to schedule.

**Re: Gary Wine, Deputy County Administrator
Update Dunn Building Construction**

Gary Wine, Deputy County Administrator presented an update on the construction of the Dunn building. He stated that they were moving along with part of the building closed to the public.

**Re: John Stump, Steptoe & Johnson
TIF Workshop**

John Stump, Steptoe and Johnson appeared before the Council and presented a (TIF) Tax Increment Financing, workshop.

Re: Recess

Councilperson Barnhart made a motion to Recess the March 2, 2023 Berkeley County Council meeting.

Submitted by: *Penny Shewell*

Penny Shewell, Office Administrator