

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

March 24, 2022
9:30 A.M.

Present:

Douglas E. Copenhaver, Jr., President

James P. Whitacre, Vice President

Dan Dulyea, Councilperson

James R. Barnhart, Councilperson

G. Edgar Gocheonour, Councilperson

Alan J. Davis, County Administrator

Penny Shewell, Office Administrator

Also Present: Anthony Delligatti, Legal Director; Tracey Guilliams, Grants Administrator; Jeff Mauzy, Deputy Legal Director; Randy Lilly, Emergency Services Manager; The Honorable Elaine Mauck, County Clerk; Gary Wine, Deputy County Administrator; Elizabeth Lapchak, Grants Administrator

Re: Call to Order

President Copenhaver called the March 24, 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

Vice President Whitacre made a motion to approve the Agenda for the March 24, 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 that the invoice for McCormick's Fencing was to tear down the old fence at the Dunn Building and replace with a chain link fence. Vice President Whitacre questioned the invoice for the HVAC system replacement at Sportsman's Paradise. Mr. Davis stated that this was for the HVAC unit for the caretaker's home and was due to the unit setting outside for so many years.

2. Internal Budget Revisions

There were no internal budget revisions to be addressed.

3. Changes in Status

President Copenhaver stated that a new hire recommendations were received from Jen Swisher, 9-1-1 Director for Rodina Miller, Heather Grandstaff, Destiny Howell, Megan Pantalena and Jason Neely as Telecommunicators effective April 11, 2022 with annual salaries of \$40,310.

President Copenhaver stated that a change in status was received from Tim Czaja, Community Corrections Director for William Carpenter to go from Recovery Technician to SBRIT Case Manager for the RRC effective March 28, 2022 with an annual salary increase from \$37,509 to \$44,066.

4. Approval of Minutes

There were no changes to the March 3 or March 10, 2022 Berkeley County Council meeting minutes.

5. Council Calendar

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

Mr. Davis stated that the approval for the Levy was received from the State Auditor's Office and questioned if the Council wanted to schedule an afternoon to discuss supplemental funding.

6. Board and Commission Calendar

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

Re: Consent Agenda Approval

Vice President Whitacre made a motion to approve the Consent Agenda for the March 24, 2022 Berkeley County Council meeting. Councilperson Dulyea seconded the motion. The motion carried unanimously.

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

There were no items presented from the Assessor's Office.

Re: Board Meeting Reports

Councilperson Barnhart reported that he attended the LGAC meeting which was held in person and via Zoom where they discussed the Department of Defense funding opportunities. He also reported that he attended the Health Department board meeting stating that COVID was down 90%. He also reported that the Health Department still doesn't have a nurse.

Councilperson Dulyea reported that he attended the Main Street Martinsburg meeting where they discussed upcoming events. He also stated that the St. Patrick's Day event was the biggest event ever held. Councilperson Dulyea stated that he was unable to attend the Senior Center board meeting, but did report that the board voted to give Amy Orndoff a 10% increase.

Vice President Whitacre reported that he was unable to attend any meetings as he was out of town.

Councilperson Gochenour reported that he attended the Planning Commission meeting where six (6) public hearings were held. He stated that he was unable to attend the Sewer District board meeting. Councilperson Gochenour stated that he attended the dinner where Bill Stubblefield was recognized by the Boy Scouts.

President Copenhaver reported that he had no meetings.

Re: Board and Commission Vacancies

Vice President Whitacre made a motion to appoint Chip Leatherman to the Airport Authority for a full term. Councilperson Gochenour seconded the motion. The motion carried unanimously.

Re: Bid Opening – RFP Comprehensive HVAC Utility Management Service Agreement

Alan Davis, County Administrator reviewed the RFP for the HVAC Utility Management Service Agreement. He stated that the RFP had been posted on the county web site and advertised in the Journal with the Certification of Publication present in the read ahead and the bid file. He stated that two (2) contractors attended the mandatory pre-bid conference. Gary Wine, Deputy County Administrator stated that we were on the end of a five (5) year contract for service on the HVAC Agreement.

At 10:00 A.M. President Copenhaver opened the sealed bids as follows:

Bid #	Vendor	Bid Total
Bid # 1	Boland	\$159,895

**Re: Tracey Guilliams, Grants Administrator
Matthew Umstead, Director Policies & Strategic Planning
WV Culture & Capital Resources Grant
Order Establishing Berkeley County Museum Commission**

Tracey Guilliams, Grants Administrator and Matthew Umstead, Director, Policies & Strategic Planning appeared before the Council and reviewed the WV Culture & Capital Resources Grant. Mrs. Guilliams stated that they would like to apply for grant funding through the grant for the roof replacement at 110 W. King Street and to make the building ADA accessible for a public museum for a funding amount of \$350,000 which would require a 50% match of \$175,000.

Councilperson Gochenour made a motion to move forward with the grant application in the amount of \$350,000 with a 50% match of \$175,000. Councilperson Barnhart seconded the motion. The motion carried unanimously.

Councilperson Gochenour made a motion to adopt the Oder establishing the Berkeley County Museum Commission. Councilperson Barnhart seconded the motion. The motion carried unanimously.

**Re: Nancy Strine, CDBG & Home Administrator, City of Martinsburg
Public Hearing FY2022 Home Investment Partnership Program**

Alan Davis, County Administrator stated that the Public Hearing was advertised in the Journal with the Certification of Publication present in the read ahead.

Councilperson Barnhart made a motion to open the public hearing for the FY2022 Home Investment Partnership Program. Vice President Whitacre seconded the motion. The motion carried unanimously.

Nancy Strine, CDBG & Home Administrator, City of Martinsburg appeared before the Council and reviewed the assistance of the first time home buyers for Berkeley, Jefferson and Morgan counties and also reviewed the average cost per homes and the amount of monies given to home buyers in each county.

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

**Re: Nancy Strine CDBG & Home Administrator, City of Martinsburg
Resolution FY2022 Home Investment Partnership Program**

Mrs. Strine presented the Resolution for the FY2022 Home Investment Partnership Program.

Councilperson Dulyea made a motion to approve the Resolution for the FY2022 Home Investment Partnership Program. Councilperson Barnhart seconded the motion. The motion carried unanimously.

**Re: Board and Commission Interview
James Marshall, III – Candidate – BC Emergency Ambulance Authority**

James Marshall, III appeared before the Council to be interviewed as a candidate for the Berkeley County Emergency Ambulance Authority.

**Re: Jeff Mauzy, Deputy Legal Director
Orders – Board of Review & Equalization 2022**

The Council requested to reschedule these until next week.

**Re: Randy Lilly, Director, Emergency Management
Acquisition of Mass Casualty Unit**

Randy Lilly, Director, Emergency Management along with Brian Costello, Director, Berkeley County Emergency Ambulance Authority appeared before the Council and stated that the county will be taking ownership of the mass casualty unit from the BCEAA with zero cost as the county is already maintaining it.

The consensus of the Council was to take on the responsibility of the mass casualty unit from the BCEAA by unanimous consent.

Re: Alan Davis, County Administrator
Bid Recommendation RFP FY2020-21 County Financial Audit
Bid Recommendation RFP Law Enforcement Pursuit Related Police Package Pickup Truck
Bid Recommendation RFP Engineering/Inspection Vehicles
Bid Recommendation RFP Facilities Trucks

Alan Davis, County Administrator reviewed the RFP for the County Council Financial Audit and stated that one bid was received from Perry & Associates, who are on the current “List of CPA Firms Appointed to Conduct Audits and Reviews of Local Government Entities in Accordance with the Provisions of West Virginia Code §6-9-7” as issued by the WV State Auditor’s Office. He stated that in accordance with the procedure manual the auditing committee reviewed and scored the bids and are recommending the bid be awarded to Perry & Associates in the low bid amount of \$32,750.

Councilperson Gochenour made a motion to award the bid for the County Council Audit to Perry & Associates in the low bid amount of \$32,750. Vice President Whitacre seconded the motion. The motion carried unanimously.

Mr. Davis reviewed the RFP for the Law Enforcement Pursuit Related Police Package Pickup Trucks, the RFP for the Engineering/Inspection vehicles and the RFP for the Facilities trucks. He recommended that the bid be awarded to Hagerstown Ford for the five (5) Law Enforcement Pursuit Related Police Package Pickup Trucks for 2022 F150 Police Responder 4x4, 5.5’ box trucks at the low bid amount of \$38,520 each for a total of \$192,600; the bid for the seven (7) Engineering/Inspection vehicles be awarded to Whiteside of St. Clairsville, Inc. for 2023 Chevrolet Trailblazer 1.5 4 dr. AWD in the low bid amount of \$23,000 each for a total of \$161,000 and the bid for the two (2) Facilities Pickup trucks be awarded to Keystone Ford for 2022 F-150 4x4 regular cab in the low bid amount of \$37,075 each for a total of \$74,150. Mr. Davis recommended that the Council pay cash as we go.

Councilperson Gochenour made a motion to accept the recommendations of Mr. Davis for the vehicles. Councilperson Barnhart seconded the motion. The motion carried unanimously.

Re: Items from the Public

Stephanie Phillips appeared before the Council and provided a Civil Service update to the Council stating that she had asked the state to provide a flag at the school board.

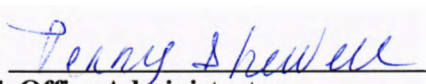
Re: Executive Session

Councilperson Barnhart made a motion to go into executive session at 11:47 A.M. for County Council personnel, real estate acquisition, legal matters and economic development. Vice President Whitacre seconded the motion. The motion carried unanimously.

President Copenhaver declared the Council out of executive session at 1:25 P.M.

Re: Recess

Councilperson Barnhart made a motion to Recess the March 24, 2022 Berkeley County Council meeting.

Submitted by: 
Penny Shewell, Office Administrator