

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

March 30, 2023
9:30 A.M.

Present:

James P. Whitacre, President
G. Edgar Gochenour, Vice President
H. D. Boyd, Councilperson
R. Stephen Catlett, Councilperson
Alan J. Davis, County Administrator
Penny Shewell, Office Administrator

Councilperson Barnhart was not present for the meeting.

Also Present: Tracie McCormick, Procurement Coordinator; Anthony Delligatti, Legal Director; The Honorable Larry Hess, Assessor

Re: Call to Order

President Whitacre called the March 30, 2023 Berkeley County Council Meeting to Order at 9:35 A.M.

Re: Items from the Public

Delegate Larry Kump appeared before the Council and thanked Vice President Gochenour for setting up a meeting with the Berkeley and Jefferson County Delegates to tour and discuss the Eastern Regional Jail. He also stated that the time has now passed for the Governor to sign the bill for the reformation of the Council to Commission and the County Council may now change their name to the Berkeley County Commission. Delegate Kump stated that he thought the Council should letters to all those interviewed for a Board and Commission vacancy regardless if they were appointed.

Re: Agenda

Vice President Gochenour made a motion to approve the Agenda for the March 30, 2023 Berkeley County Council meeting. Councilperson Catlett 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.

3. Changes in Status

President Whitacre stated that change in statuses were received from Jennifer Swisher, Emergency Communications Director for Morgan West and Christina Sandavol to receive salary increases due to years of service effective April 1, 2023 with salary changes from \$57,166 to \$58,881.

President Whitacre stated that a letter of retirement was received from the Sheriff's Tax Office from Tina Steerman effective May 24, 2023.

4. Approval of Minutes

There were no changes to the March 16, 2023 Berkeley County Council meeting minutes.

Councilperson Catlett made a motion to approve the minutes for the March 16, 2023 Berkeley County Council meeting. Councilperson Boyd seconded the motion. Vice President Gochenour abstained due to absence. The motion carried.

5. Council Calendar

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

6. Board and Commission Calendar

President Whitacre reviewed the Board and Commission calendar for the month of April.

Re: Consent Agenda Approval

Vice President Gochenour made a motion to approve the Consent Agenda for the March 30, 2023 Berkeley County Council meeting. Councilperson Boyd seconded the motion. The motion carried unanimously.

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

The Honorable Larry Hess, Assessor appeared before the Council and presented nine (9) personal tax exonerations for reason of office error totaling \$1,003.93.

Councilperson Catlett made a motion to approve the nine (9) personal tax exonerations for reason of office error totaling \$1,003.93. Vice President Gochenour seconded the motion. The motion carried unanimously.

Mr. Hess presented one (1) real estate exoneration for reason of office error totaling \$175.66.

Vice President Gochenour made a motion to approve the one (1) real estate exoneration due to office error totaling \$175.66. Councilperson Boyd seconded the motion. The motion carried unanimously.

Mr. Hess presented one (1) apportionment of assessment of taxes per final divorce order.

Councilperson Catlett made a motion to approve the one (1) apportionment of assessment of taxes per final divorce order. Vice President Gochenour seconded the motion. The motion carried unanimously.

Re: Board Meeting Reports

Councilperson Boyd reported that he was unable to attend the Historic Landmarks board meeting.

Councilperson Catlett reported that he attended the Ambulance Authority meeting before the County Council's public hearing on the non-residential service fees and thanked the staff for all their hard work. He also stated that the Ambulance Authority purchased four (4) new ambulances. Councilperson Catlett stated that he and Vice President Gochenour spoke to Senator Manchin about the new Inwood Park regarding the Land and Water Grant funding.

Vice President Gochenour reported that he attended the Ambulance Authority meeting held before the County Council's public hearing as well and thanked the staff for all their work on the non-residential fee structure. He also reported that he along with Alan Davis, County Administrator appeared on the WRNR radio program for an hour and discussed the budget. He also reported that he assisted with getting a meeting and a tour set up for the Delegates for the Eastern Regional Jail.

President Whitacre reported that he had no meetings this week.

Re: Board and Commission Vacancies

Councilperson Boyd made a motion to appoint Johnny Sullivan to the CVB board. Councilperson Catlett seconded the motion. The motion carried unanimously.

**Re: Clint Hogbin, Chair, Berkeley County Solid Waste Authority
Presentation of Appreciation for County's Litter Control and Stream Clean Up Program**

Clint Hogbin appeared before the Council and presented an award of Appreciation for the County's Litter Control and Stream Clean Up Program to Apple Valley Waste.

**Re: Jim Ouellet, Executive Director, Berkeley County Public Service Water District
Waterworks System Improvement Project and Rate Modification Proposed Tariff**

Jim Ouellet, Executive Director, Berkeley County Public Service Water District appeared before the Council to discuss the waterworks system improvement project and the rate modification proposed tariff. He stated that the legal ad was published yesterday for the public hearing was scheduled to be held on April 10, 2023 at 5:00 P.M. at the Water District Office and the letters were sent out to their customers yesterday as well. Mr. Ouellet stated that they haven't had a rate increase since 2017 and reviewed the current infrastructure and the CIT's, capital improvement fees.

**Re: Anthony Delligatti, Legal Director
MOU Macy's Corporate Services, LLC**

Anthony Delligatti, Legal Director reviewed the MOU with Macy's Corporate Services, LLC.

Councilperson Catlett made a motion to approve the MOU with Macy's Corporate Services, LLC. Vice President Gochenour seconded the motion. The motion carried unanimously.

**Re: Alan Davis, County Administrator
State Budget Revision # 09 Fund 001**

Alan Davis, County Administrator reviewed State Budget Revision #09 for Fund 001.

Vice President Gochenour made a motion to approve State Budget Revision #09 for Fund 001, Councilperson Catlett seconded the motion. The motion carried unanimously.

Re: Items from the Public

James Kief appeared before the Council and spoke regarding the Water District increase.

Re: Executive Session – Economic Development

Vice President Gochenour made a motion to go into executive session at 11:11 A.M. for economic development. Councilperson Catlett seconded the motion. The motion carried unanimously.

President Whitacre declared the Council out of executive session at 11:35 A.M.

There were no motions made during or after executive session.

Re: Recess

Councilperson Boyd made a motion to Recess the March 30, 2023 Berkeley County Council meeting.

Submitted by: *Penny Shewell*

Penny Shewell, Office Administrator