

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

**April 21, 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 Gochenour, Councilperson**

**Alan J. Davis, County Administrator**

**Penny Shewell, Office Administrator**

Also Present: Tracie McCormick, Office Administrator; Jeff Mauzy, Deputy Legal Director; The Honorable Larry Hess, Assessor; Jack Laing, Facilities Director; Anthony Delligatti, Legal Director; Tracey Guilliams, Grants Administrator

**Re: Call to Order**

President Copenhaver called the April 21, 2022 Berkeley County Council Meeting to Order at 9:35 A.M.

**Re: Items from the Public**

Darrell Palmer appeared before the Council and stated that the Sheriff's Department is still not calling him for towing of vehicles.

Stephanie Phillips appeared before the Council and stated that she was researching low income housing.

John Samuel Tobin appeared before the Council and spoke regarding travel ball and would like the Council to consider providing supplemental funding for the youth.

**Re: Agenda**

Vice President Whitacre made a motion to approve the Agenda for the April 21, 2022 Berkeley County Council meeting. Councilperson Dulyea seconded the motion. The motion carried unanimously.

**Re: Consent Agenda**

**1. Purchase Order Log**

Alan Davis, County Administrator stated that the invoice on page 1 for Sunset Water was for 802 Emmett Rousch Drive to have a whole building waster softener installed as this was not done

previously and the hard water destroyed the ice machine. He also stated that the invoice for Wesbanco on page 6 was for the semi-annual bond payments.

Mr. Davis requested to remove the payment to Printing Impressions from the Purchase Order Log on the last page in the amount of \$41,094 as the payment was needed immediately and the check had already been issued.

Vice President Whitacre made a motion to remove the payment for Printing Impressions in the amount of \$41,094 from the Purchase Order Log. Councilperson Dulyea seconded the motion. The motion carried unanimously.

**2. Internal Budget Revisions**

There were no internal budget revisions to be addressed.

**3. Changes in Status**

President Copenhaver stated that new hire recommendations were received from the Honorable Larry Hess, Assessor for Ashley Commer as a Transfer Clerk effective April 25, 2022 with an annual salary of \$31,429 and Yvonne McKenzie as a Personal Property Clerk with an effective date to be determined with an annual salary of \$31,429.

President Copenhaver stated that new hire recommendations were received from the Honorable Sheriff Nathan Harmon for Nathaniel Douglas Webb and Tyler Jacob Cooper as Deputies effective April 22, 2022 with annual salaries of \$45,623.

President Copenhaver stated that a change in status was received from Tim Czaja, Community Corrections Director for Douglas Webb to receive an increase for his certification as a Firearms Instructor effective July 1, 2021 with a salary increase from \$44,066 to \$44,566.

**4. Approval of Minutes**

There were no changes to the April 7, 2022 Berkeley County Council meeting minutes.

**5. Council Calendar**

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

**6. Board and Commission Calendar**

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

**7. Letter of Endorsement**

**Re: Consent Agenda Approval**

Councilperson Dulyea made a motion to approve the Agenda for the April 21, 2022 Berkeley County Council meeting. Vice President Whitacre seconded the motion. The motion carried unanimously.

President Copenhaver recused himself from the meeting at 10:12 A.M.

**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 two (2) personal tax exonerations for reason of office error totaling \$340.72.

Councilperson Gochenour made a motion to approve the two (2) personal tax exonerations for reason of office error totaling \$340.72. Councilperson Barnhart seconded the motion. The motion carried unanimously.

Mr. Hess presented one (1) real estate exonerations for reason of office error totaling \$1,918.61.

Councilperson Dulyea made a motion to approve the one (1) real estate exonerations for reason of office error totaling \$1,918.61. Councilperson Barnhart seconded the motion. The motion carried unanimously.

President Copenhaver returned to the meeting at 10:15 A.M.

**Re: Board Meeting Reports**

Councilperson Barnhart reported that he attended the Health Department board meeting via ZOOM where they reported continuing to negotiate with the state on nurse’s salaries to get a nurse.

Councilperson Dulyea reported that the Main Street Martinsburg meeting was cancelled due to the snow. He stated that he appeared on the WRNR Radio program and participated in a ZOOM call for the Wine event.

Vice President Whitacre reported that he attended the EPTA meeting stating that they are at 67% of their budget and have four (4) open positions. He stated that they are adding health care for their employees. He also reported that he attended the Airport Authority meeting and reported that fuel sales were average for this time of year.

Councilperson Gochenour reported that he attended the Planning Commission meeting where four (4) Pubic Hearings were conducted and the staff continues to work on the Ordinance.

President Copenhaver reported that he attended the Fireboard meeting where they discussed the replacement of some apparatus. He also reported that he attended the Stormwater Management meeting with Councilperson Gochenour.

**Re: Board and Commission Vacancies**

The Council requested to have Andre Henderson scheduled for an interview for the Criminal Justice board and Hunter O’Neal scheduled for an interview as a candidate for either the CVB, Library board, Parks & Recreation or Home Consortium boards.

**Re: Bid Opening – RFP Roof Replacement 750 Baltimore Street**

Alan Davis, County Administrator reviewed the RFP for the Roof Replacement at 750 Baltimore Street. He stated that the RFP was posted on the county web site, advertised in the Journal with the Certification of Publication present in the bid file and the read ahead and a mandatory pre-bid conference was held with three (3) addendums being issued.

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

Bid #/Name	Lump Sum 20 Yr Warranty	Lump Sum 30 Yr Warranty	R-20 Mim	R-30 Min	Cost to Paint Gas Line
# 1 Houck Services, Inc Harrisburg, PA	\$561,8000	N/A	N/A	N/A	\$3,500
#2 NVB Contracting of WV Martinsburg, WV	N/A	\$802,200 R Panel Roofing & Gutters \$1,064,560 Roof Over Replacement Gutters Downspouts \$1,286,310.90 Full Roof/Insulation Gutters/Downspouts	N/A	N/A	Included in Price
#3 Black Stone Roofing, LLC Winchester, VA	\$885,000 Re-roof/tear off/new system Leave existing insulation	\$935,000	\$125,000	\$175,000	\$2,500
	\$560,000 EPFM- Flute Fill System	\$630,000	N/A	\$175,000	\$2,500
	\$525,000 Roof Coating System	N/A		N/A	\$2,500
	\$900,000 Roof Hugger Re- Roof	\$980,000	\$125,000	\$175,000	\$2,500

**Re: Alan Davis, County Administrator  
Health Insurance Benefit Renewals**

Alan Davis, County Administrator reviewed the health insurance benefits renewals. He stated that no changes were made to the current coverages and recommended that the Council renew the insurance contracts with Met Life with a one (1) year contract, VSP with a two (2) year contract, Delta Dental with a two (2) year contract and Highmark Blue Cross with an HRA and an HSA with a one (1) year contract. Mr. Davis also recommended that the Council increase the county contribution from \$8,300 to \$10,000 to

assist employees with dependent coverage. In addition, Mr. Davis recommended that the Council increase the opt out amount from \$4,000 to \$5,000.

Vice President Whitacre made a motion to renew all health insurance benefits contracts as presented by Mr. Davis. Councilperson Dulyea seconded the motion. The motion carried unanimously.

Councilperson Dulyea made a motion to increase the county contribution to from \$8,300 to \$10,000 increase the opt out amount from \$4,000 to \$5,000. Councilperson Barnhart seconded the motion. The motion carried unanimously.

Lynn Gibson, Gibson and Associates appeared before the Council and stated that she felt the Council made some great significant changes over the past and looks forward to continue to work with the county.

**Re: Jim Ouellet, Executive Director, Berkeley County Public Service Water District  
Proclamation Drinking Water Week**

Jim Ouelett, Executive Director, Berkeley County Public Service Water District appeared before the Council and presented and read a Proclamation for Drinking Water Week.

Councilperson Barnhart made a motion to adopt the Proclamation for Drinking Water Week. Councilperson Gochenour seconded the motion. The motion carried unanimously.

Mr. Ouelett stated that the Water District began in 1988 and are now serving up to 100,000 people every day. He also reviewed a powerpoint presentation of the water supply updates.

**Re: Executive Session – County Council Personnel, Real Estate Acquisition, Legal Matters and  
Economic Development**

Vice President Whitacre made a motion to go into executive session for County Council personnel, real estate acquisition, legal matters and economic development at 12:04 P.M. Councilperson Barnhart seconded the motion. The motion carried unanimously.

President Copenhaver declared the Council out of executive session at 1:11 P.M.

**Re: Supplemental Funding**

Alan Davis, County Administrator reviewed the supplemental funding requests from agencies impacted most by COVID to be considered for supplemental funding with the American Rescue Act funding. A discussion followed by the Council.

**Re: Kevin Whitley, Crabtree, Rorhbaugh & Associates  
Health Department Additions**

Kevin Whitley, Crabtree, Rorhbaugh & Associates appeared before the Council and reviewed the final plans for the Health Department additions.

**Re: Recess**

Councilperson Barnhart made a motion to Recess the April 21, 2022 Berkeley County Council meeting.

Submitted by: Penny Shewell

**Penny Shewell, Office Administrator**