

Berkeley County Council Meeting

June 8, 2023

400 W. Stephen Street, Suite 201

9:30 A.M.

Martinsburg, WV 25401

Present:

James P. Whitacre, President

G. Edgar Gochenour, Vice President

James R. Barnhart, Councilperson

H. D. Boyd, Councilperson

R. Stephen Catlett, Councilperson

Alan J. Davis, County Administrator

Penny Shewell, Office Administrator

Also Present: Tracie McCormick, Procurement Coordinator; Anthony Delligatti, Legal Director; Jeff Mauzy, Deputy Legal Director; The Honorable Larry Hess, Assessor; Tim Czaja, Community Corrections Director

Re: Call to Order

President Whitacre called the June 8, 2023 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 Gochenour made a motion to approve the Agenda for the June 8, 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 two (2) internal budget revisions received.

3. Changes in Status

President Whitacre stated that a new hire recommendation was received from Randy Lilly, Emergency Management Director for Amy Springer as a Threat Assessment Manager effective July 5, 2023 with an annual salary of \$55,000.

President Whitacre stated that a new hire recommendation was received from the Honorable Catie Delligatti, Prosecuting Attorney for Jerrick Allen as a summer intern effective June 12, 2023 with an hourly rate of \$20.00.

President Whitacre stated that a new hire recommendation was received from Tim Czaja, Community Corrections Director for Anthony Gonzalez as a part time driver effective June 13, 2023 with an hourly rate of \$17.82.

President Whitacre stated that a change in status was received from Mr. Czaja for Lori Proudfoot to change from JOTIPP Peer Recovery Coach to JOTIPP Coordinator effective June 1, 2023 with a salary change from \$43,135 to \$50,676.

4. Resignation of Berkeley County Surveyor

Anthony Delligatti, Legal Director stated that we received a resignation from Alex Shiffler who was elected as the County Surveyor. He stated that this was a Constitutional Office and has no salary attached to it. He further stated that Mr. Shiffler who is currently holding this position, contacted him and stated that he is going to work for Washington County and wanted to ensure he wasn't on the ballot and there was no conflict of interest. Mr. Delligatti stated that there was no requirement that the county have a County Surveyor.

5. Approval of Minutes

There were no changes to the May 23, 2023 Berkeley County Council meeting minutes.

6. Council Calendar

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

7. Board and Commission Calendar

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

Councilperson Barnhart stated that the Health Department board meeting was moved from June 19th to June 12th which would be a zoom meeting.

Alan Davis, County Administrator stated that the CMC ribbon cutting ceremony was scheduled for Thursday, July 27th at 10:30 A.M. The consensus of the Council was to reschedule the Council meeting for that day to begin at 8:30 A.M. with only a Consent Agenda and add the CMC ribbon cutting ceremony to the Agenda.

Re: Consent Agenda Approval

Councilperson Catlett made a motion to approve the Consent Agenda for the June 8, 2023 Berkeley County Council meeting. Vice President Gochenour seconded the motion. The motion carried unanimously.

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

The Honorable Larry Hess appeared before the Council and presented two (2) personal tax exonerations for reason of tax payer error totaling \$377.60.

Councilperson Barnhart made a motion to approve the two (2) personal tax exonerations for reason of tax payer error totaling \$377.60. Councilperson Boyd seconded the motion. The motion failed with a vote of zero to five.

Mr. Hess presented six personal tax exonerations for reason of office error totaling \$761.73.

Vice President Gochenour made a motion to approve the six (6) personal tax exonerations for reason of office error totaling \$761.73. Councilperson Barnhart seconded the motion. The motion carried unanimously.

Mr. Hess presented one (1) real estate exonerations for reason of office error totaling \$1,963.49.

Vice President Gochenour made a motion to approve the one (1) real estate exonerations for reason of office error totaling \$1,963.49. Councilperson Boyd seconded the motion. The motion carried unanimously.

Re: Board Meeting Reports

Councilperson Boyd reported that he had no board meetings this week, however he did have a breakfast meeting with Daryl Cowles and David Stuck from Pyramid Health Care who has purchased the Tomahawk property which will be a twenty six (26) day outpatient facility and provided him with Tim Czaja’s contact information.

Councilperson Barnhart reported that he attended the LGAC meeting via Zoom. He also reported that he attended the Public Service Water District board meeting where they approved design plans.

Councilperson Catlett reported that the Public Service Sewer District and Stormwater District meetings were cancelled.

Vice President Gochenour reported that he attended the Planning Commission meeting where eight (8) public hearings were held. He also reported that he attended the Executive Development Authority committee meeting to review the Executive Director’s performance.

President Whitacre reported that he had no meetings.

Re: Board and Commission Vacancies

Vice President Gochenour made a motion to reappoint Charles Hensell, III to the Martinsburg-Berkeley County Parks and Recreation board. Councilperson Barnhart seconded the motion. The motion carried unanimously.

President Whitacre requested to have Bill Bennet scheduled for an interview as a candidate for the Farmland Protection board and Ronnie Good as a candidate for the Museum board.

**Re: Tracey Guilliams, Grants Administrator
Acceptance of FY24 Community Corrections Grant**

Tracey Guilliams, Grants Administrator appeared before the Council and reviewed the FY24 Community Corrections Grant stating that the grant total was \$244,000 with a match of \$104,571 and reviewed what the grant would cover.

Councilperson Catlett made a motion to accept the FY24 Community Corrections Grant. Councilperson Boyd seconded the motion. The motion carried unanimously.

**Re: Board and Commission Interview
Jodi Williams-Price – Candidate – Museum Board**

Jodi Williams-Price appeared before the Council and was interviewed as a candidate for the Museum board.

**Re: Board and Commission Interview
Mary Terry – Candidate – Senior Services Board**

Mary Terry appeared before the Council and was interviewed as a candidate for the Senior Services board.

**Re: Board and Commission Interview
Phillip Barrow – Candidate – Fire Board**

Phillip Barrow was interviewed via phone conference as a candidate for the Fire Board.

**Re: Board and Commission Interview
Scott McAboy – Candidate – Board of Zoning Appeals**

Scott McAboy appeared before the Council and was interviewed as a candidate for the Board of Zoning Appeals.

Re: Executive Session – Legal Matters

Councilperson Barnhart made a motion to go into executive session for legal matters at 11:23 A.M. Vice President Gochenour seconded the motion. The motion carried unanimously.

President Whitacre declared the Council out of executive session at 11:49 A.M.

There were no motions made during or after executive session.

Re: Recess

Councilperson Barnhart made a motion to Recess the June 8, 2023 Berkeley County Council meeting.

Submitted by: Penny Shewell

Penny Shewell, Office Administrator