

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

June 22, 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
Alan J. Davis, County Administrator
Penny Shewell, Office Administrator

Also Present: Tracie McCormick, Procurement Coordinator; Anthony Delligatti, Legal Director; Will Lorensen, Fiduciary Supervisor

Re: Call to Order

President Whitacre called the June 22, 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 22, 2023 Berkeley County Council meeting. Councilperson Boyd seconded the motion. The motion carried unanimously.

Re: Consent Agenda

1. Purchase Order Log

There was no purchase order log this week due to closing out the end of the fiscal year.

2. Internal Budget Revisions

Alan Davis County Administrator reviewed the three (3) internal budget revisions received.

3. Changes in Status

Mr. Davis stated that the Sheriff's Department step increases were included in the Council's read ahead for purposes of budgeting, however no action was required.

President Whitacre stated that a new hire recommendation was received from the Honorable Sheriff Harmon for Rebekah Boswell as a Tax Deputy effective June 23, 2023 with an annual salary of \$33,972.

President Whitacre stated that new hire recommendations were received from Jennifer Swisher, Emergency Communications Director for Justin Alexander as a Telecommunicator I effective July 17, 2023 with an annual salary of \$50,341 and Ashley Grimes as a Trainee effective July 17, 2023 with an annual salary of \$46,356.

President Whitacre stated that changes in status were received from Mrs. Swisher for Carolyn Smith with a salary change from \$63,061 to \$63,561; Chasity Loveless with a salary change from \$56,001 to \$56,501 and April Hedrick with a salary change from \$60,024 to \$60,524 effective June 16, 2023 for Shift Supervisors who were now Certified as Center Supervisors.

President Whitacre stated that a letter of resignation was received from Court Security from Rodney Kreps effective July 7, 2023.

4. Approval of Minutes

There were no changes to the June 8, 2023 Berkeley County Council meeting minutes.

5. Council Calendar

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

6. Board and Commission Calendar

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

7. Stop Payment Check Request – County Clerk’s Finance Office

Re: Consent Agenda Approval

Vice President Gochenour made a motion to approve the Consent Agenda for the June 22, 2023 Berkeley County Council meeting. Councilperson Boyd 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

The Assessor’s Office had nothing to present this week.

Re: Board Meeting Reports

Councilperson Boyd reported that he attended the Main Street Martinsburg meeting where they received two (2) requests for USDA loans. He also reported that they reviewed upcoming events that they have been asked to assist with in September. Councilperson Boyd stated that they discussed the possibility of starting a Youth Main Street Martinsburg committee. He stated that the summer concerts will be moved from downtown to the Roundhouse in the event of rain. Councilperson Boyd reported that he appeared on the WRNR radio program Tuesday and spoke about Home Rule and the 1% sales tax.

Councilperson Barnhart reported that he had no meetings, but stated that LGAC would be putting on a Wandering of Waterways in downtown Berkeley Springs on June 30.

Vice President Gochenour reported that he attended the Parks and Recreation board meeting where finances were reported to be running strong and hotel/motel taxes are up \$200,000 from last year. He also reported an update on the facilities. Vice President Gochenour reported that he attended the Planning Commission meeting where five (5) public hearings were held, with one being a new Sheetz by the Dry Run Road entrance and the other a car wash at Spring Mills Walmart.

President Whitacre reported that he had no meetings to report on.

Re: Board and Commission Vacancies

Vice President Gochenour requested to have Rick Trenary scheduled for an interview as a candidate for the Museum board.

**Re: Board and Commission Interview
Ronnie Good – Candidate – Museum Board**

Ronnie Good appeared before the Council and was interviewed as a candidate for the Museum board.

Councilperson Catlett entered the meeting at 10:15 A.M. as he was attending the House of Delegates Judiciary members meeting on public safety employee needs.

**Re: Will Lorensen, Fiduciary Supervisor
Estate Hearing – Estate of Wallace K. Bishop**

Will Lorensen, Fiduciary Supervisor appeared before the Council and reviewed the history of the estate of Wallace K. Bishop. Heather Dern Myers appeared before the Council stated that her office prepared the will for Wallace K. Bishop and had the two (2) witnesses of the will present with her, however the family was now not able to locate the original will.

Councilperson Barnhart made a motion to probate the copy of the will for the estate of Wallace K. Bishop in solemn form. Vice President Gochenour seconded the motion. The motion carried unanimously.

**Re: Will Lorensen, Fiduciary Supervisor
Estate Hearing – Estate of Eileen T. Seelman**

Will Lorensen, Fiduciary Supervisor appeared before the Council and reviewed the history of the estate of Eileen T. Seelman.

Vice President Gochenour made a motion to probate the copy of the will in solemn form for the estate of Eileen T. Seelman. Councilperson Barnhart seconded the motion. The motion carried unanimously.

**Re: Will Lorensen, Fiduciary Supervisor
Estate Hearing – Estate of James Robinson, II**

Will Lorensen, Fiduciary Supervisor appeared before the Council and reviewed the estate of James Robinson, II.

Councilperson Boyd made a motion to accept the findings of the Fiduciary Commissioner for the estate of James Robinson, II. Councilperson Catlett seconded the motion. The motion carried unanimously.

**Re: Alan Davis, County Administrator
Berkeley County Fire Service Board Resolution**

Alan Davis, County Administrator stated that the Council sent notification to the Fire Board that it was necessary for the Fire Board to adopt a Resolution to amend the Berkeley County Council Fire Service Fee Ordinance. Mr. Davis stated that it was the recommendation of himself and Legal Director, Anthony Delligatti to add this to the May, 2024 Primary Ballot.

Vice President Gochenour made a motion to add the Berkeley County Fire Service Board Resolution to the May, 2024 Primary Ballot. Councilperson Barnhart seconded the motion. The motion carried unanimously.

Re: Executive Session – County Council Personnel

Councilperson Barnhart made a motion to go into executive for County Council personnel at 11:28 A.M. Councilperson Boyd seconded the motion. The motion carried unanimously.

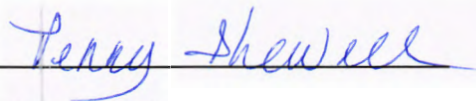
President Whitacre declared the Council out of executive session at 11:45 A.M.

Vice President Gochenour made a motion to accept the recommendation of termination for Chad Thompson effective immediately. Councilperson Boyd seconded the motion. The motion carried unanimously.

Re: Recess

Councilperson Barnhart made a motion to Recess the June 22, 2023 Berkeley County Council meeting.

Submitted by:



Penny Shewell, Office Administrator