

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

June 29, 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; the Honorable Larry Hess, Assessor; Anthony Delligatti, Legal Director; Tim Czaja, Community Corrections Director; Gary Wine, Deputy County Administrator; Brian Ross, Community Development Director; Matthew Umstead, Director, Strategic Policies; Doug Smith, Engineering Director; Julie Wright, Administrative Assistant; Tracey Guilliams, Grants Administrator; Elizabeth Lapchak, Grants Administrator; Mike Laing, Chief Court Marshal

Re: Call to Order

President Whitacre called the June 29, 2023 Berkeley County Council Meeting to Order at 9:35 A.M.

Re: Items from the Public

Al Benger, retired Firefighter from New York appeared before the Council and stated that he does presentations as he assisted in the search at the World Trade Center for fourteen days for search and rescue. Mr. Benger stated that he has concerns with nepotism restrictions for the firefighters in Berkeley County.

Re: Agenda

Councilperson Catlett made a motion to approve the Agenda for the June 29, 2023 Berkeley County Council meeting. Vice President Gochenour 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 of 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

President Whitacre stated that a new hire recommendation was received from Tim Czaja, Community Corrections Director for Kendall Costner as a DRC Case Manager effective July 5, 2023 with an annual salary of \$50,676 and Seth Brown as a Home Confinement Officer effective July 18, 2023 with an annual salary of \$43,135.

4. Approval of Minutes

Councilperson Barnhart made a motion to approve the June 15, 2023 Berkeley County Council meeting minutes. Councilperson Catlett seconded the motion. President Whitacre and Councilperson Boyd abstained due to absence. The motion carried.

5. Council Calendar

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

Alan Davis, County Administrator stated that notification was received by the Governor via Proclamation proclaiming Monday as a holiday for all full time employees and also declared by the Supreme Court.

Councilperson Boyd made a motion to close county offices on Monday, July 3, 2023. Vice President Gochenour seconded the motion. The motion carried unanimously.

Anthony Delligatti, Legal Director stated that the WV First Foundation regional meeting would be held on Wednesday, July 12, 2023 at 1:00 PM in the Council chambers.

6. Board and Commission Calendar

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

7. Bond Release –Elizabeth Station, Section F, Phase 2A, 2B & 3A, BCP File #050-07 tied to #2007-095 & 2007-094, LOC #1242

Re: Consent Agenda Approval

Vice President Gochenour made a motion to approve the Consent Agenda for the June 29, 2023 Berkeley County Council meeting. Councilperson Catlett seconded the motion. The motion carried unanimously.

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 eight (8) personal tax exonerations for reason of office error totaling \$1,124.22.

Vice President Gochenour made a motion to approve the twelve (12) personal tax exonerations for reason of office error totaling \$1,124.22. Councilperson Barnhart seconded the motion. The motion carried unanimously.

Re: Board Meeting Reports

Councilperson Boyd reported that he attended the Roundhouse Authority meeting where they discussed the upcoming Recovery Concert to be held on September 3rd. He also reported that they were awarded grant funding of \$18,000 which was a 50% match; working on a Halloween fundraiser and working with James Rumsey for students to work on archiving projects as in kind donations. Councilperson Boyd reported that the Farmers Market was going well. Councilperson Boyd reported that he was unable to attend the CVB meeting, but planned to catch up with them today.

Councilperson Barnhart reported that he attended the Public Service Water District board meeting where they approved water hookups for Townhouses and received the well drilling results for South Berkeley with the some good results on county property.

Councilperson Catlett reported that he attended the Senor Services Prom for seniors and stated that they are working on updating their bi-laws. He also reported that he attended the Workforce 7 meeting held in Romney.

Vice President Gochenour reported that he and Councilperson Catlett met with CEC on the Inwood Park and stated that the park would be beautiful, but very expensive. He stated that discussions are being held with CEC and CSX. Vice President Gochenour stated that he and Gary Wine, Deputy County Administrator met with Dr. Branch and have resolved the SRO program. He reported that he spoke with the Attorney General's office regarding the First Foundation meeting and also attended the construction meeting for the Dunn Building stating that the Tax Office has moved into their new office. He also reported that he met with Waynesboro Construction regarding the construction walk through for the DRC.

President Whitacre reported that he attended the MRB Foundation meeting regarding the Independence Day celebration to be held at the Airport.

Re: Board and Commission Vacancies

Vice President Gochenour made a motion to reappoint Tim Lewis to the Planning Commission for a full term. Councilperson Catlett seconded the motion. The motion carried unanimously.

President Whitacre requested to have Rebecca Linton scheduled for an interview as a candidate for the Senior Services board and Josean Lugo as a candidate for the Development Authority.

**Re: Board and Commission Interview
Bill Bennett – Candidate – Museum Board**

Bill Bennett appeared before the Council and was interviewed as a candidate for the Farmland Protection board.

**Re: Board and Commission Interview
Rick Trenary – Candidate – Museum Board**

Rick Trenary appeared before the Council and was interviewed as a candidate for the Museum board.

**Re: Tim Czaja, Community Corrections Director
Mobile Dental Unit Funded by Jobs and Hope WV for DRC Participants**

Tim Czaja, Community Corrections Director appeared before the Council and advised the Council that Medicaid paid for juvenile dental care, however they did not cover adults dental care. He stated that he has been presented an opportunity to have a mobile dental unit funded by Jobs and Hope WV for DRC and Home Confinement “participants only” to receive free dental care. Mr. Czaja stated with the Council’s authorization the mobile unit would set up in the DRC parking lot once a month for the participants to receive treatment.

Councilperson Barnhart made a motion to approve the request for the Mobile Dental Unit funded by Jobs and Hope WV to set up in the DRC parking lot for DRC and Home Confinement participants. Councilperson Catlett seconded the motion. The motion carried unanimously.

**Re: Nic Diehl, CEO/Executive Director, Eastern WV Regional Airport
Update on Airport July and August Events
Letter of Endorsement**

Nic Diehl, CEO/Executive Director, Eastern WV Regional Airport appeared before the Council and thanked the Council for their support for the Independence Day celebration. He stated that they had expected 2,000-3,000 last year and the final head count was approximately 7,000. Mr. Diehl also advised the Council of the upcoming Air Show August 26-27. Dan Dulyea also spoke about the Independence Day celebration and thanked the Council and Alan Davis.

Vice President Gochenour made a motion to approve the letter of endorsement for the sale of beer and alcohol at the August event. Councilperson Boyd seconded the motion. The motion carried unanimously.

**Re: Alan Davis, County Administrator
Bid Recommendation Roof Replacement 110 W. King Street**

Alan Davis, County Administrator reviewed the RFP for the roof replacement for 110 W. King Street. Mr. Davis recommended that the bid be awarded to Black Stone Roofing, LLC in the low bid amount of \$124,000 for a 30-year roof warranty.

Councilperson Catlett made a motion to award the bid for the roof replacement at 110 W. King Street to Black Stone Roofing, LLC in the low bid amount of \$124,000. Vice President Gochenour seconded the motion. The motion carried unanimously.

**Re: Jeff Mauzy, Deputy Legal Director
Family Court MOU**

Jeff Mauzy, Deputy Legal Director appeared before the Council and presented the Family Court MOU with the Supreme Court. He stated that this MOU will allow for changes to be made after July 1, 2023.

Vice President Gochenour made a motion to approve the Family Court MOU. Councilperson Catlett seconded the motion. The motion carried unanimously.

Re: Proclamation Alan J. Davis, County Administrator's Retirement

Lexi Brown, daughter of Alan J. Davis, County Administrator read the Proclamation upon his retirement of June 30, 2023.

Vice President Gochenour made a motion to adopt the Proclamation. Councilperson Catlett seconded the motion. The motion carried unanimously.

Re: Items from the Public

There were numerous comments from current employees, past employees and family wishing Alan J. Davis well on his retirement.

Re: Executive Session – Personnel Issues

Councilperson Barnhart made a motion to go into executive session for personnel issues at 12:10 P.M. Councilperson Boyd seconded the motion. The motion carried unanimously.

President Whitacre declared the Council out of executive session at 12:26 P.M.

There were no motions made during or after executive session.

Re: Recess

Councilperson Barnhart made a motion to Recess the June 29, 2023 Berkeley County Council meeting.

Submitted by: Penny Shewell

Penny Shewell, Office Administrator