

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

**September 8, 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**

**Tracie McCormick, Procurement Coordinator**

Also Present: Jeff Mauzy, Deputy Legal Director; Anthony Delligatti, Legal Director Tracey Guilliams, Grants Administrator; Elizabeth Lapchak, Grants Administrator, Matthew Umstead, Director, Policy & Strategic Planning; Brian Ross, Director Community Development

**Re: Call to Order**

President Copenhaver called the September 8, 2022 Berkeley County Council meeting to Order at 9:37 A.M.

**Re: Items from the Public**

There were no items from the public.

**Re: Agenda**

Vice President Whitacre made a motion to approve the Agenda for the September 8, 2022 Berkeley County Council meeting. Councilperson Gochenour 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**

There were no internal budget revisions to be addressed.

### **3. Changes in Status**

President Copenhaver stated that a new hire recommendation was received from Mike Laing, Chief Court Marshall for Rebecca Boyer as a part-time Custodian effective September 16, 2022 with an hourly rate of \$17.82.

President Copenhaver stated that a new hire recommendation was received from Tim Czaja, Community Corrections Director for Monet Callahan as a part time Driver effective September 12, 2022 with an hourly rate of \$17.82.

President Copenhaver stated that a new hire recommendation was received from Mr. Czaja for William Young as a Drug Screen Technician effective September 20, 2022 with an annual salary of \$41,708

President Copenhaver stated that a new hire recommendation was received from Mr. Czaja for Sarah Hoffman as a JOTIPP Case Manager effective September 12, 2022 with an annual salary of \$50,676.

President Copenhaver stated that a new hire recommendation was received from Mr. Czaja for Kathryn Hubbard as a QRT Peer Recovery Coach effective September 12, 2022 with an annual salary of \$43,135.

President Copenhaver stated that a new hire recommendation was received from Mr. Czaja for Samantha Bianco as a QRT Peer Recovery Coach effective September 12, 2022 with an annual salary of \$43,135

President Copenhaver stated that a change in status was received from the Honorable Elaine Mauck, County Clerk for Thomas Guilliams to be promoted from Voter Software Specialist II to Supervisor of Voter's effective September 12, 2022 with a salary change from \$41,400 to \$54,000.

President Copenhaver stated that a change in status was received from the Honorable Elaine Mauck, County Clerk for Lindsay Zickefoose to be promoted from Voter Software Specialist I to Voter Software Specialist II effective September 12, 2022 with a salary change from \$36,000 to \$41,000.

President Copenhaver stated that a change in status was received from the Honorable Elaine Mauck, County Clerk for Melissa Ballanger to be promoted from Clerk to Voter Software Specialist I effective September 12, 2022 with a salary change from \$15.50 to 33,000.

President Copenhaver stated that a letter of resignation was received from Emergency Communications from Cristin Chapo effective August 31, 2022

### **4. Approval of Minutes**

There were no changes to the August 25, 2022 Berkeley County Council meeting minutes.

Councilperson Barnhart made a motion to approve the August 25, 2022 Berkeley County Council meeting minutes from 9:30 am to 11:20 am. Councilperson Dulyea seconded the motion. President Copenhaver abstained due to absence. The motion carried.

The remainder of the meeting minutes will be approved with the Consent Agenda approval.

**5. Council Calendar**

President Copenhaver reviewed the Council calendar for the month of September 2022.

**6. Board and Commission Calendar**

President Copenhaver reviewed the Board and Commission calendar for the month of September 2022.

**Re: Consent Agenda Approval**

Vice President Whitacre made a motion to approve the Consent Agenda for the September 8, 2022, Berkeley County Council meeting. Councilperson 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, Assessor, appeared before the Council and presented two (2) personal property tax exonerations for reason of tax payer error totaling \$427.62

Councilperson Barnhart made a motion to approve the two (2) personal property tax exonerations for reason of tax payer error totaling \$427.62. Councilperson Gochenour seconded the motion. The motion failed with a vote of zero to five.

Mr. Hess presented seven (7) personal tax exonerations for reason of office error totaling \$1,170.13.

Councilperson Dulyea made a motion to approve the seven (7) personal tax exonerations for reason of office error totaling \$1,170.13. Councilperson Barnhart seconded the motion. The motion carried unanimously.

Mr. Hess presented nineteen (19) real estate tax exonerations for reason of office error totaling \$7,769.34.

Vice President Whitacre made a motion to approve nineteen (19)) real estate exonerations for reason of office error totaling \$7,769.34. Councilperson Dulyea seconded the motion. The motion carried unanimously.

**Re: Board Meeting Reports**

Councilperson Barnhart reported that he attended a Telemon board meeting where they reviewed financial reports and program updates.

Councilperson Dulyea reported that he had no meetings this week, but he met with Senator Captio during her visit to the Airport.

Vice President Whitacre reported that he had no meetings this week.

Councilperson Gochenour reported that he appeared on WRNR Radio program. He also reported meeting regarding School Resource Officers. Councilperson Gochenour reported that he attended the Public Service Sewer District board meeting where they reviewed Gerrardstown pump station and project updates. He also reported that he attended the Planning Commission meeting where seven (7) public hearings were held. Councilperson Gochenour reported that he attended a Development Authority meeting where they reviewed applicants for the Executive Director position. He also reported he and Vice-President Whitacre attended the Labor Day breakfast at the park.

President Copenhaver reported that he met with Jim Ouellet, Executive Director Berkeley County Public Service Water District to review water infrastructure projects.

**Re: Board and Commission Vacancies**

There were no board and commission vacancies addressed.

**Re: Honorary County Councilperson**

Vice President Whitacre introduced Hallie Meyer, a student from Hedgesville High School. Miss Meyer stated that she plans to major in Political Science with a minor in pre-law. Vice President Whitacre swore in Miss Meyer as Honorary County Councilperson and presented her with a certificate.

**Re: Proclamation and Recognition on the Retirement of  
BC Development Authority Executive Director Sandy Hamilton**

President Copenhaver read a Proclamation for the Recognition on the Retirement of Berkeley County Development Authority Executive Director Sandy Hamilton.

Councilperson Barnhart made a motion to adopt the Proclamation for the Recognition on the Retirement of Berkeley County Development Authority Executive Director Sandy Hamilton. Councilperson Dulyea seconded the motion. The motion carried unanimously.

**Re: Board and Commission Interview  
Matthew Howard– Candidate – BC Convention & Visitor’s Bureau**

Matthew Howard appeared before the Council and was interviewed as a candidate for the Berkeley County Convention & Visitor’s Bureau.

**Re: Tripp Tobin  
Supplemental Funding Needs for Little League Ballfield**

Trip Tobin appeared before the Council to review the need for supplemental funding for American Legend ball field.

**Re: Matthew Umstead, Director, Policy & Strategic Planning  
First Responder Public Engagement-Recruitment Video Services**

Matthew Umstead, Director, Policy & Strategic Planning reviewed the First Responder Public Engagement-Recruitment Video Services.

President Copenhaver recommended moving forward with a RFP for First Responder Public Engagement-Recruitment Video Services.

**Re: Alan Davis, County Administrator  
Omega Contract Renewal  
Recommendation to Reject Dunn Building Bid  
Recommendation to Purchase Police Pursuit Vehicles  
Follow up Discussion Supplemental Funding**

Councilperson Dulyea recused himself from the meeting at 11:55.A.M. due to a conflict of interest.

Alan Davis, County Administrator reviewed the Omega Contract renewal.

Councilperson Dulyea returned to the meeting at 12:01 P.M.

The Council by consensus requested the Omega contract renewal be placed on next week's agenda.

Mr. Davis recommended that the Council reject the Dunn Building renovation bid received by Cooper Building Service, LLC, due to being significantly over budget. He stated upon rejection of the bid, he will refine the specifications and rebid the project.

Councilperson Gochenour made a motion to reject the bids for the Dunn Building renovations bid. Councilperson Dulyea seconded the motion. The motion carried unanimously.

Alan Davis, County Administrator reviewed the RFP for the eight (8) Police Interceptors. Mr. Davis recommended that the eight (8) Police Interceptors be awarded to Parsons Ford in the low bid amount of \$355,792.

Councilperson Gochenour made a motion to approve the bid recommendation of Mr. Davis to Parsons Ford for the eight (8) Police Interceptors. Councilperson Dulyea seconded the motion. The motion carried unanimously.

Alan Davis, County Administrator reviewed the supplemental general fund requests.

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

Councilperson Barnhart made a motion to go into executive session at 12:21 P. M. for County Council personnel, litigation, and economic development. Councilperson Gochenour seconded the motion. The motion carried unanimously.

President Copenhaver declared the Council out of executive session at 2:37 P.M.

Vice President Whitacre made a motion to accept the settlement agreement for Drug Distributors and allow the President to sign. Councilperson Dulyea seconded the motion. The motion carried unanimously.

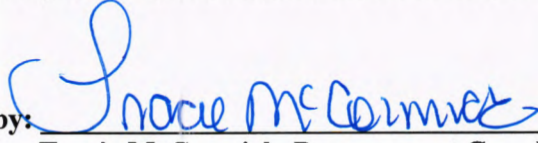
**Re: Items from the Public**

There were no items from the public.

**Re: Recess**

Councilperson Barnhart made a motion to Recess the September 8, 2022 Berkeley County Council meeting.

Submitted by:



**Tracie McCormick, Procurement Coordinator**