

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

September 15, 2022
9:30 A.M.

Present:

Douglas E. Copenhaver, Jr., President

Dan Dulyea, Councilperson

James R. Barnhart, Councilperson

G. Edgar Gochenour, Councilperson

Alan J. Davis, County Administrator

Penny Shewell, Office Administrator

Vice President Whitacre was not present for the meeting.

Also Present: Tracie McCormick, Procurement Coordinator; The Honorable Larry Hess, Assessor; Anthony Delligatti, Legal Director; The Honorable Elaine Mauck, County Clerk; Tracey Guilliams, Grants Administrator; Elizabeth Lapchack, Grants Administrator; Tom Guilliams, Voter's Supervisor

Re: Call to Order

President Copenhaver called the September 15, 2022 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

Councilperson Gochenour made a motion to approve the Agenda for the September 15, 2022 Berkeley County Council meeting. Councilperson Dulyea seconded the motion. The motion carried unanimously.

Re: Consent Agenda

1. Purchase Order Log

Councilperson Gochenour stated that he had a question regarding cable for IT and Mrs. McCormick advised that it was being reimbursed by the Fire Board.

2. Internal Budget Revisions

Alan Davis, County Administrator reviewed the one (1) internal budget revision received.

3. Changes in Status

President Copenhaver stated that a new hire recommendation was received from the Honorable Sheriff Nathan Harmon for Holly Kidd as an Animal Control Officer effective October 1, 2022 with an annual salary of \$35,065.

President Copenhaver stated that a new hire recommendation was received from the Honorable Larry Hess, Assessor for Mary Ann Jacobs as a part time Clerk effective September 15, 2022 with an hourly rate of \$13.50.

President Copenhaver stated that a change in status was received from Randy Lilly, Emergency Services Director for Adam Mauck to go from Firefighter I to Firefighter II effective September 27, 2022 with an annual salary change from \$54,227 to \$56,005.

President Copenhaver stated that a letter of resignation was received from Emergency Services from Nicholas Pannell effective September 4, 2022.

4. Approval of Minutes

There were no changes to the September 1, 2022 Berkeley County Council meeting minutes.

5. Council Calendar

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

6. Board and Commission Calendar

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

7. Letter of Support: Mountaineer Meat Smoker-Extend Outdoor Seating

Re: Consent Agenda Approval

Councilperson Barnhart made a motion to approve the Consent Agenda for the September 18, 2022 Berkeley County Council meeting. Councilperson Dulyea seconded the motion. The motion carried unanimously.

Re: Correction of Assessment Log, Apportionment of Assessment Applications, 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 \$459.96.

Councilperson Barnhart made a motion to approve the eight (8) personal tax exonerations for reason of office error totaling \$459.96. Councilperson Gochenour seconded the motion. The motion carried unanimously.

Mr. Hess presented two (2) real estate exonerations for reason of office error totaling \$2,134.64.

Councilperson Dulyea made a motion to approve the two (2) real estate tax exonerations for reason of office error totaling \$2,134.64. Councilperson Barnhart seconded the motion. The motion carried unanimously.

Mr. Hess presented one (1) apportionment of assessment per final divorce order.

Councilperson Barnhart made a motion to approve the one (1) apportionment of assessment per final divorce order. Councilperson Gochenour seconded the motion. The motion carried unanimously.

Re: Board Meeting Reports

Councilperson Barnhart reported that he attended the Public Service Water District board meeting where they reviewed projects and approved pay applications.

Councilperson Dulyea reported that he attended the Development Authority meeting, but would defer to Councilperson Gochenour.

Councilperson Gochenour reported that he attended the Development Authority meeting where several projects are moving forward. He also reported that the interviews for the Director position are scheduled for the 27th.

President Copenhaver reported that he attended the Fire Board meeting and reported that Hedgesville, VFD purchased a ladder truck and were trying to verify who will take care of the insurance.

Re: Board and Commission Vacancies

Councilperson Dulyea made a motion to appoint Mathew Howard to the CVB board for a full term to replace Todd Funkhouser. Councilperson Gochenour seconded the motion. The motion carried unanimously.

Re: Barbara Frankenberry, Shenandoah Valley Chapter, Daughters of the American Revolution Proclamation Constitution Week

Barbara Frankenberry from the Shenandoah Valley Chapter of the Daughters of the American Revolution appeared before the Council and presented a Proclamation for Constitution Week. Mrs. Frankenberry read the Proclamation.

Councilperson Barnhart made a motion to adopt the Proclamation for Constitution Week. Councilperson Dulyea seconded the motion. The motion carried unanimously.

Re: Joanne Krishack, William Henshaw Chapter of the National Society of the Daughters of the American Revolution Proclamation Constitution Week

Joanne Krishack from the William Henshaw Chapter of the National Society of the Daughters of the American Revolution appeared the Council and presented a Proclamation for Constitution Week. Ms. Krishack read the Proclamation.

Councilperson Gochenour made a motion to approve the Proclamation for Constitution Week. Councilperson Dulyea seconded the motion. The motion carried unanimously.

**Re: Elaine Mauck, County Clerk
Request for Additional Funding
HAVA Grant - Elections**

The Honorable Elaine Mauck, County Clerk appeared before the Council and reviewed deed and will books from 1772-1874 which were in despair that needed to be placed in sleeves and in new binders and requested additional funding to accomplish this as she would need approximately \$38,000 for the binders.

Tracey Guilliams, Grants Administrator appeared before the Council and reviewed the HAVA Grant stating that the grant reimbursement would come from the Secretary of State's Office in the amount of \$16,419.93.

Councilperson Gochenour made a motion to give Mrs. Guilliams approval to apply for the HAVA Grant. Councilperson Barnhart seconded the motion. The motion carried unanimously.

**Re: Alan Davis, County Administrator
Bid Recommendation Snow Removal 122 Waverly Court
Flu Shot Clinic
Follow Up Discussion Supplemental Funding**

Alan Davis, County Administrator reviewed the RFP for Snow Removal for 122 Waverly Court and recommended that the bid be awarded to Pitzer Chapel Pines, LLC.

Councilperson Barnhart made a motion to award the snow removal bid for 122 Waverly Court to Pitzer Chapel Hill, LLC. Councilperson Gochenour seconded the motion. The motion carried unanimously.

Mr. Davis reviewed the proposed flu shot clinic stating that the price for employee's vaccines would be the same as last year and would be held on Wednesday, September 21, 2022 from 9:00 AM to 10:30 AM in the Council Chambers if the Council was agreeable.

Councilperson Gochenour made a motion to approve the Flu Shot clinic for employees. Councilperson Dulyea seconded the motion. The motion carried unanimously.

Jim Ouellette, Executive Director, Public Service Water District appeared before the Council and spoke regarding the Pikeside Waterway and was requesting ARPA funding for this project and the Potomac River Plant in the amount of \$2.6 million (\$1.6 million for Pikeside Waterway and \$1 million for Potomac River Plant). The Council gave Mrs. Gulliams permission to move forward with the RFP once approval was received from the state.

Councilperson Gochenour made a motion to provide \$200,000 from Quality of Life to Legion Baseball. Councilperson Barnhart seconded the motion. The motion carried unanimously.

Re: Executive Session – Real Estate Matters

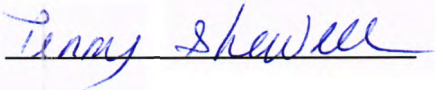
Councilperson Barnhart made a motion to go into executive session at 11:58 for real estate matters. Councilperson Dulyea seconded the motion. The motion carried unanimously.

President Copenhaver declared the Council out of executive session at 1:10 P.M.

There were no motions made during or after executive session

Re: Recess

Councilperson Barnhart made a motion to Recess the September 15, 2022 Berkeley County Council meeting.

Submitted by: 

Penny Shewell, Office Administrator