

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

**February 20, 2025**  
**9:30 A.M.**

**Present:**

**G. Edgar Gochenour, President**

**R. Stephen Catlett, Vice President**

**James P. Whitacre, Commissioner**

**H. D. Boyd, Commissioner**

**John Hardy, Commissioner**

**Gary A. Wine, County Administrator**

**Penny Shewell, Office Admin**

Also Present: Anthony Delligatti, Legal Director; The Honorable Larry Hess, Assessor; Tracie McCormick, Procurement Coordinator; Chief Eric Burdette; Jennifer Swisher, Emergency Communications Director

**Re: Call to Order**

President Gochenour called the February 20, 2025 Berkeley County Commission Meeting to Order at 9:35 A.M.

**Re: Items from the Public**

There were no items from the public.

**Re: Agenda**

Vice President Catlett made a motion to approve the Agenda for the February 20, 2025 Berkeley County Commission meeting. Commissioner Whitacre 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 Gochenour stated that a new hire recommendation was received from Chase Winebrenner, IT Manager for Marlana Collins as an IT Specialist III effective April 1, 2025 with an annual salary of \$70,000.

President Gochenour stated that a new hire recommendation was received from Chase Winebrenner, IT Manager for Tyler Jones as an IT Specialist II effective March 17, 2025 with an annual salary of \$54,943.

President Gochenour stated that a change in status was received from Chase Winebrenner, IT Manager for Nicholas Kackley to be promoted from an IT Analyst to Technical Support Supervisor effective February 16, 2025 with an annual salary change from \$77,116 to \$82,000.

President Gochenour stated that a change in status was received from Tim Czaja, Director of Community Corrections for Steven Grant to move from a full time Drug Screening Tech to a part time Driver effective March 24, 2025 with a salary change from \$39,812 annually to \$17.82 per hour.

President Gochenour stated that a change in status was received from the Honorable Shelly Schoppert, Circuit Clerk for Meghan Martin to receive an increase from \$38,500 to \$42,889 for completing her probationary period effective March 1, 2025.

President Gochenour stated that a change in status was received from The Honorable Shelly Schoppert, Circuit Clerk for Sandra Brittner to receive an increase from \$38,500 to \$40,830 for completing her probationary period effective March 1, 2025.

President Gochenour stated that a letter of resignation was received from Sheriff Rob Blair for Hunter Reiff, Animal Control Officer effective March 3, 2025.

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

There were no changes to the February 11, 2025 Board of Review & Equalization meeting minutes.

Commissioner Hardy made a motion to approve the February 11, 2025 Berkeley County Commission Board of Review and Equalization meeting minutes. Vice President Catlett seconded the motion. Commissioner Boyd abstained due to absence. The motion carried.

There were no changes to the February 13, 2025 Berkeley County Commission Meeting or Board of Review & Equalization meeting minutes.

Commissioner Hardy made a motion to approve the February 13, 2025 Berkeley County Commission and Board of Review meeting minutes. Vice President Catlett seconded the motion. Commissioner Whitacre and Commissioner Boyd abstained due to absence. The motion carried.

### **5. Bond Reduction South Brook Phase 2 (Final Plat) File #2306-213 tied to 2210-311 and 2110-387, Bond #0798316 – Engineering Department**

## **6. Request for Permit Fee Waiver – Vanville Church of Christ**

President Gochenour stated that this request came from a non-profit organization, although not a county facility, for a permit fee waiver of \$830.00 for a church for a land development application to rebuild a church that had burned down.

Commissioner Hardy stated that he believed the county should support the faith based community.

Vice President Catlett made a motion to approve the permit fee waiver for the Vanville Church of Christ. Commissioner Hardy seconded the motion. The motion carried unanimously.

## **7. BC Public Service Water District Request to Dispense with Bond Not Utilizing**

Commissioner Hardy made a motion to approve to dispense the bond the Public Service Water District was not utilizing. Vice President Catlett seconded the motion. The motion carried unanimously.

### **Re: Consent Agenda Approval**

Commissioner Whitacre made a motion to approve the Consent Agenda for the February 20, 2025 Berkeley County Commission meeting. Commissioner Boyd 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 Commission and presented two (2) personal tax exemptions for reason of office error totaling \$1,069.38.

Commissioner Hardy made a motion to approve the two (2) personal tax exonerations for reason of office error totaling \$1,069.38. Commissioner Boyd seconded the motion. The motion carried unanimously.

Mr. Hess presented four (4) real estate exonerations for reason of office error totaling \$518.21.

Commissioner Whitacre made a motion to approve the four (4) real estate exonerations for reason of office error totaling \$518.21. Commissioner Boyd seconded the motion. The motion carried unanimously.

### **Re: Board Meeting Reports**

Commissioner Boyd report that Main Street Martinsburg didn't have a quorum so the meeting was rescheduled and the Roundhouse Authority meeting was rescheduled also.

Commissioner Hardy reported that he attended the Planning Commission meeting where they held public hearings and are working on the Comprehensive Plan.

Commissioner Whitacre reported that he attended the Airport Authority meeting where they are trying to get through the certification process for the co-op to sell jet fuel. He reported that they are also working on the process for military access. He also reported that he attended the Solid Waste Authority

meeting and recognized the work of Apple Valley for their work on keeping the streams clean. Commissioner Whitacre reported that the company buying Enstorga would be attending the next Solid Waste Authority meeting. He also stated that Clint Hogbin attended via zoom and continues to be the heartbeat of the Solid Waste Authority.

Vice President Catlett reported that he appeared on the WRNR radio program along with President Gochenour defending the reputation of our election process. He also reported that he and President Gochenour were interviewed by the Berkeley Group for the Comprehensive Plan. Vice President Catlett reported that he attended the Public Service Sewer District meeting where they are refinancing revenue bonds and the Stormwater Management board and are now in the thirty (30) day comment period for the appeal on our permit.

President Gochenour reported that he attended the Parks and Recreation board meeting where they are gearing up for summer activities and talking about going cashless, with pavilion rentals already open. He also reported that he attended the Development Authority meeting where the Berkeley County team, Planning, rail, water and gas had a seat at the table. President Gochenour reported that he attended the Fireboard meeting and appeared on the WRNR radio program with Vice President Catlett.

#### **Re: Board and Commission Vacancies**

President Gochenour requested to have Bobbi (Burkhart) Miller scheduled for an interview as a candidate for the Senior Services board.

#### **Re: Honorary County Commissioner**

Commissioner Hardy introduced Jake Williams, a student from Faith Christina Academy and swore him in Honorary County Commissioner and presented him with a certificate. Mr. Williams stated that that he planned to attend Marshal or Shepherd University and study history and or law.

#### **Re: Bid Opening – RFP HD Furniture**

Gary Wine, County Administrator reviewed the RFP for the HD Furniture stating that RFP had been posted on the county web site and social media and advertised in The Journal with the Certification of Publication present in the read ahead.

At 10:00 President Gochenour opened the sealed bids as follows:

| <b>Bid #</b> | <b>Vendor</b>       | <b>Bid Total</b> |
|--------------|---------------------|------------------|
| Bid # 1      | WB Mason            | \$40,555.00      |
| Bid # 2      | Sparton Innovations | \$38,840.10      |
| Bid # 3      | Capital Business    | \$31,751.67      |
| Bid # 4      | Guernsey            | \$32,389.40      |
| Bid # 5      | Omega Commercial    | \$59,656.47      |
| Bid # 6      | Global              | \$50,954.81      |
| Bid # 7      | Kurtz Bros          | \$34,913.35      |
| Bid # 8      | Labers              | \$36,591.62      |
| Bud # 9      | Hertz Furniture     | \$48,854.29      |
| Bid # 10     | Hi Touch Business   | \$36,019.91      |
| Bid # 11     | Icon Office         | \$35,000.00      |

**Re: Bid Opening – RFP Aerial Systems, Related Equipment and Programs**

Gary Wine, County Administrator reviewed the RFP for the Aerial Systems, Related Equipment and Programs stating that the RFP had been advertised on the county website, posted on social media and published in The Journal with the Certification of Publication present in the read ahead.

At 10:05 President Gochenour opened the sealed bids as follows:

| <b>Bid #</b> | <b>Vendor</b> | <b>Bid Total</b> |
|--------------|---------------|------------------|
| Bid # 1      | Adorama       | \$30,315.98      |
| Bid # 2      | UVT           | \$33,047.55      |

**Re: Jennifer Swisher, Emergency Communications Director  
FY2025-26 Budget Presentation**

Jennifer Swisher, Emergency Communications Director appeared before the Commission and presented her FY2025-26 budget reviewing each line item.

Commissioner Whitacre left the meeting at 10:15 A.M.

**Re: Public Hearing 2024 Comprehensive Plan Update**

Commissioner Hardy made a motion to open the public hearing for the 2024 Comprehensive Plan Update at 10:46 A.M. Vice President Catlett seconded the motion. The motion carried unanimously.

There were no comments from the public.

Commissioner Hardy made a motion to close the public hearing. Vice President Catlett seconded the motion. The motion carried unanimously.

Commissioner Hardy made a motion to adopt the FY2024 Comprehensive Plan with the clerical corrections and send to the County Clerk's Office for recording. Vice President Catlett seconded the motion. The motion carried unanimously.

**Re: Chief Eric Burnett  
Governor's Highway Safety Program Checkpoint Grant Funding**

Chief Eric Burnett appeared before the Commission stating that the Sheriff's Department had applied for a grant through the Commission on Drunk Driving for \$15,000 per quarter to pay for Deputies salaries. Chief Burnette stated that the would need to purchase a trailer and equipment for the checkpoint totaling \$10,750.

Commissioner Hardy made a motion to accept the recommendation of Chief Burdett and front the funds to be reimbursed for the trailer and equipment for the checkpoint. Commissioner Boyd seconded the motion. The motion carried unanimously.

**Re: Gary Wine, County Administrator  
State Budget Revision # 06 Fund 001  
Security Risk Assessment Bid Recommendation  
DRC 2<sup>nd</sup> Floor Change Order Recommendation  
FY2025-26 Projected Revenue Estimates**

Gary Wine, County Administrator reviewed State Budget Revision # 06 for Fund 001.

Vice President Catlett made a motion to approve State Budget Revision # 06 for Fund 001. Commissioner Boyd seconded the motion. The motion carried unanimously.

Mr. Wine reviewed the RFP for the Security Risk Assessment Bid recommending that the bid be awarded to Reclamere in the amount of \$21,320.00 with the option to extend the contract for an additional four (4) years totaling \$114,327.88. Mr. Wine stated that Martin and Yarborough and Associates were the lowest bidder overall for five (5) years, but did not meet the physical security requirements listed in the RFP.

Vice President Catlett made a motion to award the bid for the Security Risk Assessment to Reclamere in the amount of \$21,320 for one year with the option to extend the contract for an additional four (4) years totaling \$114,327.88. Commissioner Boyd seconded the motion. The motion carried unanimously.

Mr. Wine reviewed the DRC 2<sup>nd</sup> Floor Change Order recommendation stating that the total 2<sup>nd</sup> floor change order would be \$1,170,341 for Waynesboro Construction to finish.

Commissioner Boyd made a motion to award the DRC 2<sup>nd</sup> Floor Change Order to Waynesboro Construction in the amount of \$1,170,341. Vice President Catlett seconded the motion. The motion carried unanimously.

Mr. Wine reviewed the projected revenue estimates for FY2025-26.

**Re: Items from the Public**

Shawn Wilt appeared before the Commission and expressed his concerns about the counting of the ballots from the last election and the technical issues that were to have occurred. President Gochenour suggested that Mr. Wilt address his questions to the County Clerk.

**Re: Executive Session – Economic Development and County Commission Personnel**

Commissioner Boyd made a motion to go into executive session for Economic Development and County Commission Personnel at 11:31 A.M. Vice President Catlett seconded the motion. The motion carried unanimously.

President Gochenour declared the Commission out of executive session at 12:48 P.M.

Vice President Catlett made a motion to accept the recommendation of staff to terminate Tracey Guillims effective immediately. Commissioner Hardy seconded the motion. The motion carried unanimously.

**Re: Recess**

Commissioner Hardy made a motion to Recess the February 20, 2025 Berkeley County Commission meeting.

**Submitted by:** \_\_\_\_\_

**Penny Shewell, Office Administrator**