

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

January 16, 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 Administrator

Also Present: Chad Winebrenner, Deputy County Administrator; Anthony Delligatti, Legal Director; Tracie McCormick; Procurement Coordinator; Doug Smith, County Engineer; Matthew Umstead, Director Policy & Strategic Planning; Mike Laing, Chief Court Marshal

Re: Call to Order

President Gochenour called the January 16, 2025 Berkeley County Commission meeting to Order at 9:35 A.M.

Re: Items from the Public

Karina Meiklejohn appeared before the Commission and questioned why the county didn't have a Public Works department to maintain the county roads for snow removal. President Gochenour suggested she leave her phone number with the office and he would call and discuss with her.

Re: Agenda

Commissioner Hardy made a motion to approve the Agenda for the January 16, 2025 Berkeley County Commission meeting. Commissioner Boyd 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 the Honorable Anthony Petrucci, County Clerk for Christine Britner as a part time Clerk effective January 20, 2025 with a rate of \$20.00 per hour.

President Gochenour stated that a new hire recommendation was received from Brian Ross, Director of Community Development for Shaun Becker as a Residential Building Inspector effective February 3, 2025 with an annual salary of \$55,000.

President Gochenour stated that a letter of resignation was received from Tim Czaja, Community Corrections Director for Melody Shaffer effective January 10, 2025,

President Gochenour stated that a request was received from Mr. Czaja to remove Lisa Valentine from payroll effective January 13, 2025.

4. Minutes

There were no change to the January 2, 2025 or the January 9, 2025 Berkeley County Commission meeting minutes.

- 5. Bond Reduction Summerwind Recreational Community, BCP File #2410-307 tied to #2410-306, #2304-121, 051-18 & R01444-20 (Grading), Bond #100540869 – Engineering**
- 6. Bond Reduction Spring Mills PUD Lot 11 Townhome Rentals, BCP File #2410-313 tied to 2410-312, 2303-115 & #2306-0091, Bond #100755700 – Engineering**
- 7. Bond Reduction – Cardinal Pointe, Section 5, Phase 1 Lots 372-395 (Final Plat) BCP File #2407-223 tied to #2407-222, #2209-261 & #2204-114 Bond #100711271 Engineering**
- 8. Cancelled Check Request – County Clerk’s Finance Office**

Re: Consent Agenda Approval

Commissioner Hardy made a motion to approve the Consent Agenda for the January 16, 2025 Berkeley County Commission meeting. Commissioner Boyd seconded the motion. The motion carried unanimously.

Re: Correction of Assessment Logs, Apportionment of Assessment Applications, Consolidation and Decontamination of Properties Applications – Assessor’s Office

The Assessor’s Office had nothing to present.

Re: Board Meeting Reports

Commissioner Boyd reported that he attended the Roundhouse Authority meeting where they looked at long term planning goals and how to raise funds to pay the stormwater fees. He also reported that he attended the Inauguration in Charleston and met with the Secretary of Agriculture and spoke about grant opportunities.

Commissioner Hardy reported that he attended the Governor's Inauguration in Charleston and met with the Speaker of the House regarding Berkeley County concerns. He also reported that he attended his first HEMPO meeting and with met Matt Mullexex and Rachel Snavelly regarding the purpose of the board.

Commissioner Whitacre reported that he had no meetings this week.

Vice President Catlett reported that he attended the Governor's Inauguration in Charleston and was very impressed with the ceremony. He also reported that he and President Gochenour were on the WRNR radio program and he and Commissioner Hardy attended the MPO meeting. He stated that the first round about would begin in 2027 on Rt. 9 Ridge Road and in 2028 at the Rutter's store on Rt. 9. Vice President Catlett reported that he met with representatives from the Shenandoah Battlefield Foundation and toured the old courthouse. He also reported that he and President Gochenour and Gary Wine, County Administrator met with Judge McLaughlin.

President Gochenour reported that he, Gary Wine, County Administrator and Ched Winebrenner, Deputy County Administrator met with representatives from Back Creek Valley VFD and listened to their concerns and are working to try and provide them with 24/7 staffing. President Gochenour reported that he attended the 911 Advisory committee meeting and reported that they are beginning a new academy with twelve (12) new Telecommunicators and reported that the LEPC is working on a training exercise. President Gochenour also reported that there was a new resource to LEPC "211" to assist with food and resources. President Gochenour reported that he attended the Criminal Justice board meeting and stated that the recidivism rate over the last five years was at 26% with a savings of over \$20,000 per day towards the regional jail bill.

Re: Board and Commission Vacancies

There were no Board and Commission vacancies addressed.

Re: Honorary County Commissioner

Vice President Catlett introduced Olivia Campbell, a student at South Middle School and swore her in as Honorary County Commissioner and presented her with a certificate. Miss Campbell stated that she planned to attend Martinsburg High School and then college to study law or to become an Historian.

Re: Bid Opening – RFP NIST-Based Cybersecurity Risk Analysis

Gary Wine, County Administrator reviewed the RFP for the NIST-Based Cybersecurity Risk Analysis and stated that the RFP had been posted on the county website, social media and advertised in the Journal with the Certification of Publication present in the read ahead.

At 9:55 A.M. President Gochenour opened the sealed bids as follows:

Bid #	Vendor	Bid Totals
Bid # 1	Rhombus5 Risk Management Services LLC Springboro, OH	(25) \$205,500.00 (26) \$215,935.00 (27) \$226,871.00 (28) \$238,355.00 (29) \$250,352.00

Bid # 2	Clifton Larson Allen, LLP Arlington, VA	(25) \$164,500.00 (26) \$169,225.00 (27) \$174,292.00 (28) \$179,105.00 (29) \$184,268.00
Bid # 3	Lance Soft, Inc. Herndon, VA	(25) \$800,000.00 (26) \$1,323,000.00 (27) \$1,389,150.00 (28) \$1,458,607.00 (29) \$1,531,537.00
Bid # 4	TryFacta, Inc. Pleasanton, CA	(25) \$446,406.00 (26) \$468,726.30 (27) \$492,162.62 (28) \$516,770.75 (29) \$542,609.28
Bid # 5	Reclaimere Tyrone, PA	(25) \$21,320.00 (26) \$22,066.20 (27) \$22,838.52 (28) \$23,637.87 (29) \$24,465.19
Bid # 6	Martin Yarborough & Associates Fort Worth, TX	(25) \$22,500.00 (26) \$15,500.00 (27) \$15,500.00 (28) \$15,500.00 (29) \$15,500.00
Bid # 7	Maple Woods Enterprises Springfield, OH	(25) \$216,600.00 (26) \$216,100.00 (27) \$216,600.00 (28) \$216,600.00 (29) \$216,600.00
Bid # 8	Bulletproof Fairfax, VA	(25) \$57,330.00 (26) \$57,330.00 (27) \$58,447.00 (28) \$59,647.00 (29) \$60,840.00
Bid # 9	Sys Audits Williamsburg, VA	(25) \$45,000.00 (26) \$44,000.00 (27) \$43,000.00 (28) \$42,000.00 (29) \$41,000.00
Bid # 10	Securance Consulting Tampa, FL	(25) \$77,352.00 (26) \$78,126.00 (27) \$78,907.00 (28) \$79,696.00 (29) \$80,843.00
Bid # 11	Affinity Security Services Randolph, NJ	(25) \$39,500.00 (26) \$37,525.00 (27) \$37,525.00 (28) \$37,525.00

		(29) \$37,525.00
Bid # 12	CM Technologies Annapolis, MD	(25) \$207,040.00 (26) \$227,774.00 (27) \$250,518.00 (28) 2375,570.00 (29) \$303,127.00
Bid # 13	SunPlus Data Group Lawrenceville, GA	(25) \$267,930.00 (26) \$281,326.00 (27) \$295,392.00 (28) 310,162.00 (29) \$325,670.00
Bid # 14	Forvis Maxars, LLP Charleson, WV	(25) \$162,093.00 (26) \$171,177.65 (27) \$180,785.03 (28) \$190,946.86 (29) \$201,694.25
Bid # 15	Global Solutions Group Oak Park,, MI	(25) \$49,972.00 (26) \$50,971.44 (27) 51,998.07 (28) \$53,030.50 (29) \$54,091.30
Bid # 16	Minuteman Security & Life Safey Andover, MA	(25) \$48,149.70 (26) \$50,155.94 (27) \$52,245.77 (28) \$54,422.67 (29) \$56,690.28
Bid # 17	Citanex Morristown, NJ	(25) \$389,625.00 (26) \$401,313.75 (27) \$413,358.16 (28) \$425,753.76 (29) \$438,526.37
Bid # 18	Accorian Brunswick, NJ	(25) \$ 135,200.00 (26) \$141,960.00 (27) \$149,058.00 (28) \$156,510.00 (29) \$164,336.00
Bid # 19	SofSages Malvern, PA	(25) \$33,600.00 (26) \$34,440.00 (27) \$35,301.00 (28) \$36,138.00 (29) \$37,038.00
Bid # 20	Anthony Timbers Fredericksburg, VA	(25) \$52,416.00 (26) \$55,608.43 (27) \$57,276.38 (28) \$58,994.67 (29) \$60,764.51

Bid # 21	Cybourn Washington, DC	(25) \$29,000.00 (26) \$30,160.00 (27) \$31,360.00 (28) \$32,600.00 (29) \$33,900.00
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**Re: Bill Kearns, Director, CFO, Berkeley-Morgan Board of Health
FY2025-26 Budget Presentation**

Bill Kearns, CFO, Berkeley-Morgan Board of Health appeared before the Commission and introduced Cara Harding as the new Director of the Health Department and proceeded to present their FY2025-26 budget requesting \$140,000. Mr. Kearns thanked the Commission for the building expansion. While reviewing his budget he also reported that that they have received reductions in their state funding from COVID.

**Re: Rachel Snavel, Executive Director, Region 9
FY2025-26 Budget Presentation**

Rachel Snavel, Executive Director, Region 9 appeared before the Commission and presented their FY2025-26 budget requesting \$211,191. She stated that they write grants for infrastructure and the difference in their office is their staff are not Grant Managers, but are Project Managers and reviewed the key roles of the staff in the Region 9 office and the functions of their office. She also reported that the current per capita rate was \$1.55.

**Re: Michael Withrow, WVU Extension Office
FY2025-26 Budget Presentation**

Michael Withrow, WVU Extension Office appeared before the Commission and presented their FY2025-26 budget. He reported that they have over 600 registered in 4-H and are currently working to replace the second Director position and thanked the Commission for the two staff positions for their office. Mr. Withrow reviewed the goals and achievements for the Extension Office.

**Re: Christi Bentley, Finance Director, Bethany House
FY2025-26 Budget Presentation**

Christi Bentley, Finance Director, Bethany House along with Bunny Shaw, Social Worker appeared before the Commission and presented their FY2025-26 budget requesting \$100,000. Ms. Shaw stated that they currently have 20 women and 12 children at the Bethany House and are full and continue to stay full. She reviewed the services and programs offered at the Bethany House. Christi Bentley reviewed the statistics and finances stating that the shelter has lost over \$200,000 in state grant funding making it almost impossible to keep the doors open.

**Re: Robert Mahaffey, Chairman, Berkeley County Museum Commission
FY2025-26 Budget Presentation**

Robert Mahaffey, Chairman, Berkeley County Museum Commission appeared before the Commission and presented their FY2025-26 budget requesting \$195,000. Mr. Mahaffey stated that the board is looking to the Commission for direction on where to locate the museum and reviewed the goals of the museum.

**Re: Chad Winebrenner, Deputy County Administrator
Court Marshal Rank Structure and Pay Scale Discussion
Animal Control Compensation**

Chad Winebrenner, Deputy County Administrator appeared before the Commission and stated that the county continues to grow and our court system has expanded to accommodate increasing demands. He further stated to ensure the continued safety and efficiency of our court operations, he was proposing changes to the rank and pay scale structure within Court Security and reviewed those changes.

Vice President Catlett made a motion to approve the rank and pay scale structure as presented by Mr. Winebrenner effective January 16, 2025. Commissioner Boyd seconded the motion. The motion carried unanimously.

Mr. Winebrenner reviewed the Animal Control pay stating that when the pay scales were adjusted in July, 2022 there was one current employee that was not brought up to the grade minimum pay and since then two additional employees have been hired at the same rate. He stated that all three had been hired at the rate of \$35,065 which was \$1,550 below the grade minimum of \$36,615. Mr. Winebrenner proposed to correct those employees to the correct pay grade retroactive to the date of hire July 1, 2022 as applicable with a total retroactive pay for all three employees of \$9,870.32.

Commissioner Whitacre made a motion to approve the Animal Control compensations retroactive to July 1, 2022. Commissioner Hardy seconded the motion. The motion carried unanimously.

**Re: Gary Wine, County Administrator
Berkeley County Commission 2025 Meeting Schedule
Bid Recommendation Ammunition Sheriff's Department**

Gary Wine, County Administrator presented the 2025 Commission schedule.

Vice President Catlett made a motion to adopt the 2025 Commission schedule. Commissioner Boyd seconded the motion. The motion carried unanimously.

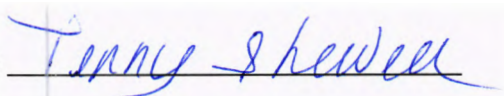
Mr. Wine reviewed the RFP for the ammunition for the Sheriff's Department. He stated that Sheriff Blair is recommending the bid be awarded to the lowest responsible bidder Witmer Public Safety Group, Inc. in the low bid amount of \$104,798.20. Mr. Wine further stated that the funding was in the Sheriff's budget.

Commissioner Hardy made a motion to award the bid for the ammunition for the Sheriff's Department to Witmer Public Safety Group, LLC in the low bid amount of \$104,798.20. Commissioner Boyd seconded the motion. The motion carried unanimously.

Re: Recess

Commissioner Hardy made a motion to Recess the January 16, 2025 Berkeley County Commission meeting.

Submitted by:



Penny Shewell, Office Administrator