

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

**January 30, 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; Brian Ross, Community Development Director; Laura Hoffmaster, Senior Planner; Matthew Umstead, Director Policies & Strategic Planning

**Re: Call to Order**

President Gochenour called the January 30, 2025 Berkeley County Commission meeting to Order at 9:35 A.M.

**Re: Items from the Public**

Cory Rodriquez appeared before the Commission and thanked President Gochenour and Vice President Catlett for meeting with the DOH. He also spoke about the 1% sales tax and the TIF districts.

**Re: Agenda**

Vice President Catlett made a motion to approve the Agenda for the January 30, 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 The Honorable Larry Hess, Assessor for Jane Mitchem as a Personal Property Clerk with an effective date to be determined with an annual salary of \$35,360.

President Gochenour stated that a new hire recommendation was received from The Honorable Joseph Kinser, Prosecuting Attorney for David Fuellhart as an Assistant Prosecuting Attorney effective January 30, 2025 with an annual salary of \$90,000.

President Gochenour stated that a new hire recommendation was received from Tim Czaja, Community Corrections Director for Susan Clark as a DRC Therapist III effective March 5, 2025 with an annual salary of \$76,000.

President Gochenour stated that changes in status were received from Mike Laing, Chief Court Marshal for Tracey Harmison and Charles Neikirk to received step increases for years of service to Deputy Marshal II effective February 1, 2025 with an annual salary increase from \$39,017 to \$40,678.

President Gochenour stated that a letter of resignation was received from Jennifer Swisher, Emergency Communications Director from Emily Rosen effective February 8, 2025.

### **4. Approval of Minute**

Commissioner Whitacre made a motion to approve the minutes for the January 23, 2025 Berkeley County Commission meeting. Commissioner Boyd seconded the motion. Commissioner Hardy abstained due to absence. The motion carried.

### **5. Request to Apply FY26 Justice Reinvestment Initiative Treatment Supervision (JRI) Grant**

President Gochenour stated that this was the 9<sup>th</sup> year seeking funding for the DRC to provide Peer Recovery Coaches for a total match of \$117,085.

### **6. Request to Apply FY26 WV Community Corrections Grant Program**

President Gochenour stated that this was the 9<sup>th</sup> year seeking continued funding for the DRC for the Director salaries, Office Administrator, Case Manager, Driver, drug testing supplies, lab testing fees and offender monitoring for a total match of \$405,315.

### **7. Request to Apply FY23 Emergency Management Performance Grant (EMPG) and Resolution**

President Gochenour stated that this grant provides funds to assist state and local Emergency Management agencies in preparing for all threats and hazards with a total request of \$119,876 with a 50% match for operational expenses already paid from 2023.

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

Vice President Catlett made a motion to approve the Consent Agenda for the January 30, 2025 Berkeley County Commission meeting. Commissioner Whitacre 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 Assessor’s Office had nothing to present this week.

**Re: Board Meeting Reports**

Commissioner Boyd reported that he met with representatives from the Shenandoah Battlefield on a possible partnership with the Museum Commission. He also reported that he attended the Museum Commission board meeting where the Shenandoah Battlefield representative attended and talked to the board about restoring King Street and partnering with the Museum Commission. The board also passed a motion to provide temporary housing for the Norwalk car. Commissioner Boyd reported that he attended the Roundhouse committee meeting and reviewed upcoming events.

Commissioner Hardy reported that he attended a virtual meeting for the Board of Health and reported that the board runs very smooth. He also reported that he attended the Public Service Water District meeting and reported that the board runs very efficiently and the meeting was very informative.

Commissioner Whitacre reported that he had no board meetings, but did attend the ribbon cutting for the Apollo marquee.

Vice President Catlett reported that met with the representatives from Shenandoah Valley Battlefield, along with Commissioner Boyd, Summer Barrett and Matt Umstead in hopes of creating a state funding source through tourism. He also reported that he attended the Ambulance Authority meeting and reported that they received two new ambulances with seven more coming, two remounts and five new. Vice President Catlett reported that he and President Gochenour met with the staff at WVU, Jennifer Smith and the Board of Education trying to get YMCA to create a facility in Berkeley County.

President Gochenour reported that he and Gary Wine, County Administrator met with Chief Magistrate Shull on ways to reduce the regional jail bill. He also reported that they meet with the Judges monthly on security of the building and the jail bills. President Gochenour reported that he, Mr. Wine, and Chad Winebrenner, Deputy County Administrator met with all of the VFD’s Chiefs regarding the new MOUs. President Gochenour reported that he attended the meeting on the Development Authority Foxcroft Avenue buildings and also discussed the water and sewer projects with a discussion on the gas line as well. He also reported that he along Mr. Winebrenner attended the BC Fire banquet and he and Mr. Wine met on line with Unicap and the Development Authority regarding TIF District revenues. President Gochenour reported that he also attended the meeting with WVU regarding the YMCA and the ribbon cutting for the Apollo marquee and also met with the Development Authority in executive session.

**Re: Board and Commission Vacancies**

There were no Board and Commission vacancies to address.

**Re: Honorary County Commissioner**

Vice President Catlett introduced and swore in Marcellus Crawford, a student from South Middle School as Honorary County Commissioner.

Mr. Crawford stated that he would like to be the Band Director at Martinsburg High School and continue his music career.

**Re: Brian Ross Community Development Director  
Laura Hoffmaster Senior Planner, Planning Department  
Adoption of Revised Berkeley County Subdivision and Land Development Ordinance**

Brian Ross, Community Development Director and Laura Hoffmaster, Senior Planner appeared before the Commission and reviewed the revised Berkeley County Subdivision and Land Development Ordinance stating that most of the changes were small grammatical changes. President Gochenour thanked them both for their hard work on the Ordinance. Commissioner Hardy stated that he had received wonderful reviews on the Planning Department.

Commissioner Hardy made a motion to adopt the revised Berkeley County Subdivision and Land Development Ordinance effective January 30, 2025. Commissioner Whitacre seconded the motion. The motion carried unanimously.

**Re: Chad Winebrenner, Deputy Count Administrator  
Retiree PEIA Contribution Policy**

Chad Winebrenner, Deputy County Administrator appeared before the Commission and reviewed the Retiree PEIA Contribution Policy. A discussion followed.

Commissioner Hardy made a motion to adopt IC-22 PIEA Insurance Coverage for Retirees to be codified to include "Employee Only" coverage effective January 30, 2025. Vice President Catlett seconded the motion. The motion carried unanimously.

**Re: Robby Blair,, Director, Main Street Martinsburg  
FY2025-26 Budget Presentation**

Robby Blair, Director, Main Street Martinsburg appeared before the Commission and presented their budget requesting \$20,000. He reviewed their accomplishments for 2024 and reported that they moved to a new location at the Caperton Train Station.

**Re: Maria Lorensen, Development Director Hospice of the Panhandle  
FY2025-26 Budget Presentation**

Maria Lorensen, Development Director, Hospice of the Panhandle appeared before the Commission and presented their FY2025-26 budget requesting \$1,500. Mrs. Lorensen reviewed the Hospice program, the patients served in 2024 and the fund raising events held.

**Re: Gary Wine, County Administrator  
FY2025-26 Budget Presentation IT/Central Garage/County Commission**

Gary Wine, County Administrator reviewed the FY2025-26 budget requests for IT, Central Garage and the County Commission reviewing each line item.

**Re: Executive Session – Legal Matters**

Vice President Catlett made a motion to go into executive session at 11:56 A.M. for legal matters. Commissioner Hardy seconded the motion. The motion carried unanimously.

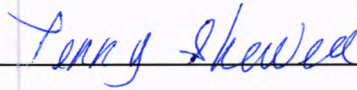
President Gochenour declared the Commission out of executive session at 12:28 P.M.

There were no motions made during or after executive session.

**Re: Recess**

Commissioner Hardy made a motion to Recess the January 30, 2025 Berkeley County Commission meeting.

Submitted by:



**Penny Shewell, Office Administrator**

**Berkeley County Commission Meeting**

**January 30, 2025**

**Board of Review & Equalization Session # 1**

**400 W. Stephen Street, Suite 205**

**2:00 P.M.**

**Martinsburg, WV 25401**

**Present:**

**G. Edgar Gochenour, President**

**James P. Whitacre, Commissioner**

**H. D. Boyd, Commissioner**

**John Hardy, Commissioner**

**Gary A. Wine, County Administrator**

**Penny Shewell, Office Administrator**

**Vice President Catlett was not present for the meeting**

Also Present: Anthony Delligatti, Legal Director; The Honorable Larry Hess, Assessor; Rhonda Loudan; Assessor's Office; Cody Legg, Assessor's Office; John Streets, Assessor's Office

**Re: Call to Order as the Board of Review & Equalization**

President Gochenour called the January 30, 2025 Berkeley County Commission Meeting to Order sitting as the Board of Review & Equalization at 2:00 P.M.

**Re: Board of Review & Equalization Session # 1, Larry Hess, Assessor  
Presentation of the 2025 Appraisal/Assessment Information  
Discussion of Procedures – 2025 Review & Equalization**

The Honorable Larry Hess, Assessor appeared before the Commission and presented the tax books for 2025. He stated that they had no changes to present to the tax books.

**Re: Jo Elliott, Executive Director, Community Alternatives to Violence  
FY2025-26 Budget Presentation**

Jo Elliott, Executive Director, Community Alternatives to Violence appeared before the Commission and presented their FY2025-26 budget requesting \$20,000. Ms. Elliott reviewed their programs and services offered.

**Re: Aubrey Ervin, Executive Director, Apollo Civic Theatre  
FY2025-26 Budget Presentation**

Aubrey Ervin, Executive Director, Apollo Civic Theatre appeared before the Commission and presented their FY2025-26 budget requesting \$30,000. She stated that they are looking to add a ramp in the lobby.

**Re: William Queen, President, Martinsburg Little League  
FY2025-26 Budget Presentation**

William Queen, President, Martinsburg Little League appeared before the Commission and presented their FY2025-26 budget requesting \$100,000. Dr. Queen reviewed the history of the Martinsburg Little League and distributed pictures of the ball fields and Mike Spry spoke about the maintenance of the fields.

**Re: Board of Review & Equalization Applicant Tom Ressler**

Tom Ressler appeared before the Commission and presented his Board of Review & Equalization appeal stating this his property taxes increased \$5,700 for his property at 2387 Grade Road and he has nothing on his property but an RV.

Cody Legg from the Assessor's Office appeared before the Commission and stated that he attempted to obtain the name of the owner of the camper on the property and Mr. Ressler denied to answer so the camper was appraised as his on his property taxes. President Gochenour advised if the RV was on his property, property taxes needed to be paid and unless Mr. Ressler provided the name and address of the owner to the Assessor's Office to bill the owner, the RV would be assessed on his property taxes.

**Re: Matthew Umstead, Chair, Berkeley County Roundhouse Authority  
FY2025-26 Budget Presentation**

Matthew Umstead, Chair, Berkeley County Roundhouse Authority appeared before the Commission and presented their FY2025-26 budget requesting \$35,000 to pay their insurance for the year. Mr. Umstead reviewed the history of the Roundhouse.

**Re: Sherry Smith, Secretary, Historic Morgan Cabin  
FY2025-26 Budget Presentation**

Sherry Smith, Secretary Historic Morgan Cabin appeared before the Commission and presented their FY2025-26 budget requesting \$7,500. Ms. Smith reviewed the needed work for the cabin and the events that had been held there in 2024 and their plans and goals for 2025.

**Re: Susan Crowell, Chair, BC Historic Landmarks Commission  
FY2025-26 Budget Presenta**

Susan Crowell, Chair, BC Historic Landmarks Commission appeared before the Commission and presented their FY2025-26 budget requesting \$9,200 to be used for maintenance on properties and computer software updates.

**Re: Recess**

Commissioner Hardy made a motion to Recess the January 30, 2025 Berkeley County Commission meeting sitting as the Board of Review & Equalization.

Submitted by: Penny Shewell

Penny Shewell, Office Administrator