

Berkeley County Commission Meeting

February 6, 2025

400 W. Stephen Street, Suite 205

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

Chad Winebrenner, Deputy County Administrator

Penny Shewell, Office Administrator

Gary Wine, County Administrator was not present for the meeting.

Also Present Jeff Mauzy, Deputy Legal Director; Tracie McCormick, Procurement Coordinator; The Honorable Larry Hess, Assessor; Will Lorensen, Fiduciary Supervisor

Re: Call to Order

President Gochenour called the February 6, 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 6, 2025 Berkeley County Commission meeting. Commissioner Hardy 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

Chad Winebrenner, Deputy County Administrator reviewed the six (6) internal budget revisions received.

3. Changes in Status

President Gochenour stated that a new hire recommendation was received from Tim Czaja, Community Corrections Director for Madeline Walters as a Peer Recovery Coach effective February 18, 2025 with an annual salary of \$43,135.

President Gochenour stated that a change in status was received from Mike Laing, Chief Court Marshal for Kevin Miller to transfer from the Prosecuting Attorney's Office as a Criminal Investigator to Court Security as a Chief Deputy Court Marshal effective February 17, 2025 with an annual salary change from \$88,968 to \$81,120.

President Gochenour stated that a change in status was received from The Honorable Larry Hess for Kasey Capistran, Clerk to receive a salary increase from \$36,000 to \$39,000 effective February 1, 2025.

President Gochenour stated that a letter of resignation was received from Chase Winebrenner, IT Manager for Andrew Rosen, IT Specialist III effective January 30, 2025.

President Gochenour stated that a letter of retirement was received from Michael Withrow, WVU Extension Office for Bernadette Whalen, Administrative Assistant effective January 31, 2025.

President Gochenour stated that a letter of resignation was received from The Honorable Shelly Schoppert, Circuit Clerk for Christine Dunn effective February 14, 2025.

Councilperson Gochenour stated that a letter of resignation was received from Jennifer Swisher, Emergency Communications Director for Margaret Packer effective February 14, 2025.

Chad Winebrenner, Deputy County Administrator reviewed the memo received from Joseph Kinser, Prosecuting Attorney requesting to reclassify the Victim/Witness Advocate position to Grade 10 in addition to proposing changes as they relate solely to position titles as it is his belief that the simple act of renaming a position may lead to more interest from applicants for the following:

- Grade 17: Chief Assistant Prosecuting Attorney (APA) (Adjusted from Senior APA)
- Grade 16: Senior Assistant Prosecuting Attorney (Adjusted from APA II)

4. Minutes

There were no changes to the January 30, 2025 Berkeley County Commission meeting minutes.

There were no changes to the January 30, 2025 Berkeley County Commission meeting sitting as the Board of Review & Equalization,.

Commissioner Whitacre made a motion to approve the minutes for the January 30, 2025 Berkeley County Commission meeting sitting as the Board of Review & Equalization. Commissioner Boyd seconded the motion. Vice President Catlett abstained due to absence. The motion carried.

5. Cancelled Check Request – County Clerk’s Finance Office

6. Bond Reduction South Brook Section 1, Phase 1 (Final) BCP File #2202-063 tied to BCP File #2107-246 & 2105-176, Bond #0798308 – Engineering Department

Re: Consent Agenda Approval

Commissioner Boyd made a motion to approve the Consent Agenda for the February 6, 2025 Berkeley County Commission meeting. Commissioner Hardy seconded the motion. The motion carried unanimously.

President Gochenour recused himself from the meeting at 9:40 A.M.

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 nine (9) personal tax exonerations for reason of office error totaling \$2,712.09.

Commissioner Whitacre made a motion to approve the nine (9) personal tax exonerations for reason of office error totaling \$2,712.09. Commissioner Boyd seconded the motion. The motion carried unanimously.

Mr. Hess presented two (2) real estate exonerations for reason of office error totaling \$498.20.

Commissioner Hardy made a motion to approve the two (2) real estate exonerations for reason of office error totaling \$498.20. Commissioner Boyd seconded the motion. The motion carried unanimously.

President Gochenour returned to the meeting at 9:42 A.M.

Re: Board Meeting Reports

Commissioner Boyd reported that he had no meetings this week.

Commissioner Hardy reported that he attended the Planning Commission meeting.

Commissioner Whitacre reported that he had no meetings this week.

Vice President Catlett reported that he attended the Public Service Sewer District board meeting where they reviewed EPA mandates and how to get them corrected. He also reported that he and Commissioner Boyd met with Rick Trenary and discussed the old bank building at 110 W. King Street and discussed the possibility of the building becoming a transportation museum on the first floor with the Norwalk car going there and he and Commissioner Boyd believe this is the right direction for this building.

President Gochenour reported that he met with the new Delegate Ian Masters for the 91st District and walked away feeling confident and comfortable that he will be doing great things.

Re: Board and Commission Vacancies

President Gochenour requested to have Shawn Hogbin and Richard Talbott scheduled for interviews as candidates for the Farmland Protection board.

**Re: Will Lorensen, Fiduciary Supervisor
Estate Accounts, Month of February
Estate Accounts to be Scheduled**

Will Lorensen, Fiduciary Supervisor appeared before the Commission and presented twenty three (23) estate accounts for the month of February.

Commissioner Whitacre made a motion to approve the twenty three (23) estate accounts. Vice President Catlett seconded the motion. The motion carried unanimously.

Mr. Lorensen had no estate hearings to be scheduled.

**Re: Elaine Bartoldson, Executive Director, Eastern Panhandle Transit Authority
FY2025-26 Budget Presentation**

Elaine Bartoldson, Executive Director for the Eastern Panhandle Transit Authority appeared before the Commission and presented their FY2025-26 budget requesting \$150,000. Mrs. Bartoldson stated that she needed \$1.4 million dollars for the federal grant match and her funding request was to assist with operating assistance for the Transit Authority. She also reported that their ridership was at its highest this year at 266,000 and hope to be moving to their new facility in 2026.

**Re: Nic Diehl, Executive Director, Eastern WV Regional Airport Authority
FY2025-26 Budget Presentation**

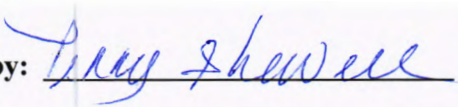
Nic Diehl, Executive Director, Eastern WV Regional Airport Authority appeared before the Commission and presented their FY2025-26 budget requesting \$275,000. He reviewed the events held at the Airport, fuel sales, and the possibility of space for teaching and office rental.

**Re: Amy Orndoff, Executive Director, Berkeley Senior Services
FY2025-26 Budget Presentation**

Amy Orndoff, Executive Director, Berkeley Senior Services appeared before the Commission and presented their FY2025-26 budget requesting \$70,000. Ms. Orndoff reviewed the services and programs offered at the Senior Services.

Re: Recess

Commissioner Hardy made a motion to Recess the February 6, 2025 Berkeley County Commission meeting.

Submitted by: 

Penny Shewell, Office Administrator

Berkeley County Commission Meeting

February 6, 2025

Board of Review & Equalization

2:00 P.M.

400 W. Stephen Street, Suite 205

Martinsburg, WV 25401 Present:

G. Edgar Gochenour, President

R. Stephen Catlett, Vice President

James P. Whitacre, Commissioner

H. D. Boyd, Commissioner

John Hardy, Commissioner

Chad Winebrenner, Deputy County Administrator

Aleah Tucker, Executive Assistant

Also Present: Jeff Mauzy, Deputy Legal Director; The Honorable Larry Hess, Assessor; John Streetts, Assessor's Office; Rhonda Loudan, Assessor's Office

Re: Call to Order

President Gochenour called the February 6, 2025, Berkeley County Commission meeting siting as Board of Review & Equalization to Order at 2:05 P.M.

Re: Items from the Public

There were no items from the public.

Re: Board of Review & Equalization Session # 3

Larry Hess, Assessor

The Honorable Larry Hess, Assessor appeared before the Commission and presented the Sales Ratio Report, which is a type of report card from the State Tax Department and reported that for tax year 2025 they were within 92%. Mr. Hess explained that they cannot be under 90% and 110% is the maximum.

Re: Stacie Rohn, CEO, Boys & Girls Club of the Eastern Panhandle

Stacie Rohn, CEO, Boys & Girls Club of the Eastern Panhandle, appeared before the Commission and presented their FY2025-26 budget requesting \$60,000. Ms. Rohn is asking for \$60,000 which would complete funding for fifty (50) children at a rate of \$1,200 per child.

Re: Mark Jordan, Executive Director, Martinsburg-Berkeley County CVB

Mark Jordan, Executive Director, Martinsburg-Berkeley County CVB presented the goals of the CVB. Since CVB gets half of the Hotel/Motel Tax, they are 100% funded. The goal of the coming year of the CVB is to enhance the economy through promotion and development of tourism.

Re: Leigh Flemming, President, CCAP- Loaves and Fishes

Leigh Flemming, President, CCAP- Loaves and Fishes presented their FY2025-26 budget requesting \$7,500. Ms. Flemming stated that previous years' funds helped seven (7) families from becoming homeless. As rent in Berkeley County has increased by 3%, the additional \$2,500 that is being asked is to keep up with costs to help families pay their rent.

Re: Susan Snowden, President, Mountain State Apple Harvest Festival, Inc

Susan Snowden, President, Mountain State Apple Harvest Festival, Inc presented their FY2025-26 budget requesting \$5,000. Ms. Snowden reported that the funds were to cover the costs of new signage and banners for events.

Re: Tim Czaja, Director of Community Corrections

Tim Czaja, Director of Community Corrections presented the FY2025-26 budget for Home Confinement, the Day Report Center, and the Resource Recovery Center reviewing each line item. Mr. Czaja presented a PowerPoint presentation and reviewed the updates to Home Confinement, Day Report Center, and Resource Recovery Center projects, goals, and needs for the programs. Director Czaja reviewed his submitted personnel request.

Re: Items from the Public

There were no items from the public.

Re: Recess

Commissioner Hardy made a motion to Recess the February 6, 2025, Berkeley County Commission Meeting sitting as the Board of Review & Equalization.

Submitted by:



Aleah Tucker, Executive Assistant