

Berkeley County Commission Meeting

March 6, 2025

400 W. Stephen Street, Suite 205

9:30 A.M.

Martinsburg, WV 25401

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: Anthony Delligatti, Legal Director; Chad Winebrenner, Deputy County Administrator; Tracie McCormick, Procurement Coordinator; The Honorable Larry Hess, Assessor; Doug Smith, County Engineer; Will Lorensen, Fiduciary Supervisor; Chief Tom Young; Chief Eric Burdette; The Honorable Sheriff Rob Blair; Lt. Willam Christensen; Marsha Kelley, Sheriff's Department; Brandy Sullivan, Sheriff's Department; The Honorable Anthony Petrucci, County Clerk; The Honorable Shelly Schoppert, Circuit Clerk; The Honorable Joseph Kinser, Prosecuting Attorney; Jennifer Swisher, Emergency Communications Director; Tim Czaja, Community Corrections Director; Aleah Tucker, Executive Assistant; Brian Ross, Community Development Director; Mike Laing, Chief Court Marshal, Randy Lilly, Emergency Management Director, Fire Chief Marty Roberts

Re: Call to Order

President Gochenour called the March 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 March 6, 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 changes in status were received from Jennifer Swisher, Emergency Communications Director for the following to receive a certification stipend of \$500 for completing the 911 Center Supervisor Training Course effective January 16, 2025:

Allison Litten; Kimberly Barrett and Melissa Holtsclaw

President Gochenour stated that a new hire recommendation was received from The Honorable Anthony Petrucci, County Clerk for Leah Riley as a Deputy Clerk in Voter's Registration effective March 17, 2025 with an annual salary of \$35,000.

President Gochenour stated that changes in status were received from Tim Czaja, Community Corrections Director for Jessica Lundblad, Case Manager to receive a \$500 increase for obtaining a training certification retroactive to October 1, 2024 with a salary change from \$50,676 to \$51,176 and Taylor Parker to receive a \$500 increase for obtaining a training certification retractive to October 1, 2024 with a salary change from \$43,135 to \$43,635.

President Gochenour stated that a change in status was received from Mike Laing, Chief Court Marshal for Adam Horman, Deputy Court Marshal for a step increase for five (5) years of service with a compensation change from \$40,678 to \$43,118.

President Gochenour stated that a letter of resignation was received from Tim Czaja, Community Corrections Director for Gia Weil, Peer Recovery Coach effective February 27, 2025.

President Gochenour stated that a letter of retirement was received from The Honorable Anthony Petrucci, County Clerk for Penny Dorsey effective March 31, 2025.

4. Approval of Min

There were no changes to the February 27, 2025 Berkeley County Commission meeting minutes.

5. Bond Release Red Hill Phase 10 (Final Plat) BCP File #2112-463 tied to BCP #2010-+272 & #2009-237, Bond #CIC1912085 – Engineering Department

6. Bond Release Red Hill Phase 11 (Final Plat) BCP File #2305-162 tied to BCP #2301-033, #2201-014 & #2209-237, Bond #CIC1923410 – Engineering Department

7. Bond Reduction Warranty Start Stone Mill, Lots 1-25, BCP File #2107-241 tied to BCP File #2107-242, #2107-210, #2008-114 & 029-06, LOC #4832911-53 – Engineering Department

8. Letter of Endorsement – Serve Alcohol at a Wedding to be held at Bella Vista Events

Re: Consent Agenda Approval

Vice President Catlett made a motion to approve the Agenda for the March 6, 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 four (4) real estate exonerations for reason of office error totaling \$2,448.77.

Commissioner Hardy made a motion to approve the four (4) real estate exonerations for reason of office error totaling \$2,448.77. Vice President Catlett seconded the motion. The motion carried unanimously.

Re: Board and Commission Meetings

Commissioner Boyd reported that he attended the CVB meeting where they received a request from Main Street Martinsburg to continue to assist with funding the Ambassador program which they have declined to continue endorsing. He reported that the hotel/motel tax was down. Commissioner Boyd reported that the CVB is working on an app for events for holiday decorations called “Wander with Maps”. He also reported that he attended the Roundhouse Authority meeting where they discussed the Farmers Market and an upcoming evening market to include wineries and breweries doing tasting and are also looking for architects to complete the full project at the Roundhouse. Commissioner Boyd reported that he attended the WVACO and the CCAWV meetings.

Commissioner Hardy reported that he attended the Planning Commission meeting where several public hearings were held. He reported that he was unable to attend the Public Services Water District meeting due to being in Charleston at the CCAWV meeting where he was able to meet with Legislators trying to get funding restored for the Bethani House and spoke about Senate Bill 2707 for the transportation of mental health patients and spent some time with the Leadership Berkeley group while meeting with the Governor.

Commissioner Whitacre reported that he had no board meetings, but did attend the CCAWV meeting in Charleston where he had a meet and greet with local legislators and members of the Airport Authority.

Vice President Catlett reported that he attended the Senior Services board meeting and reported that they were able to purchase a used bus with funding from an LEDA grant from Senator Blair and Charlie Trump and some insurance funding. He also reported that he attended the Ambulance Authority meeting and reported that Brian Costell, Executive Director would be retiring October 1, 2025 with Brandon Truman taking over as Executive Director on April 1, 2025. Vice President Catlett reported that he attended the WVACO and the CCAWV meetings and he and Commissioner Boyd met with the Commissioner of Highways and 6 members and expressed their concerns with the roads in Berkeley County. Vice President Catlett also reported that he was also present at the Senior Center when the Ambulance Authority installed and AED at the Center and will train them how to use it.

President Gochenour reported that he attended the CCAWV meeting and met with Senate President for support and Delegate Phillip and working with Access Strategies on legislative items. President Gochenour thanked the public for their generous donation of items to Berkeley County Cares

for the flood victims in Southern WV. He also thanked Randy Lilly, Emergency Management Director and Fire Chief Marty Roberts and the Sheriff's Department for all their efforts in coordinating the event. President Gochenour reported that he and Mr. Wine attended the Health Department construction meeting and the old jail construction meeting and reported updates.

Re: Board and Commission Vacancies

President Gochenour requested to have Betsy Plumer and Beth Pancione scheduled for interviews as candidates for the Farmland Protection board.

Re: Honorary Commissioner

Commissioner Hardy introduced Noah Harding a student from St. Joseph School. Commissioner Hardy swore in Mr. Harding as Honorary County Commissioner and presented him with a certificate.

Re: RFP Mobile Data Computers

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

At 9:50 A.M. President Gochenour opened the sealed bids as follows:

Bid #	Vendor	Bid Total
Bid # 1	Unistar	\$23,621.00

Re: RFP Interior Reflective Security Film

Gary Wine, County Administrator reviewed the RFP for the Interior Security Film stating that the RFP had been posted on social media, on the county web site and advertised in the Martinsburg 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 Total
Bid # 1	Carolina Premier Window Films Fort Mill, SC	\$10,230.00 Option Attachment System \$5,770
Bid # 2	CoolVU.COM Fox Point, WV	\$4,395.00
Bid # 3	Jack of All Tints, LLC Zanesville, OH	\$12,643.56
Bod # 4	Unique Visions Solar Tin Kirkwood, MO	\$13,979.00

Re: Will Lorensen, Fiduciary Supervisor
Estate Hearing – Estate of James Malcom Coady, Jr.

Will Lorensen, Fiduciary Supervisor appeared before the Commission and reviewed the history of the estate of James Malcom Coady, Jr. recommending that the Commission accept the will in solemn form,

Vice President Catlett made a motion to accept the will of James Malcom Coady, Jr. in solemn form. Commissioner Whitacre seconded the motion. The motion carried unanimously.

Re: Will Lorensen, Fiduciary Supervisor
Estate Accounts Month of March

Will Lorensen, Fiduciary Supervisor reviewed the twenty one (21) estate accounts for the month of March.

Commissioner Whitacre made a motion to approve the twenty one (21) estate accounts for the month of March. Commissioner Hardy seconded the motion. The motion carried unanimously.

Re: Will Lorensen, Fiduciary Supervisor
Estate Hearing – Estate of Patricia S. Clohan

Will Lorensen, Fiduciary Supervisor reviewed the history of the estate of Patricia S. Clohan requesting to approve the executor of the estate Christopher Clohan to resign and require him to provide an interim settlement of account within thirty (30) days.

Commissioner Boyd made a motion to accept the resignation of Christopher Clohan as executor of the estate of Patricia S. Clohan and require him to provide an interim settlement of account within thirty (30) days. Commissioner Whitacre seconded the motion. The motion carried unanimously.

Re: Board and Commission Interview
Shawn Hogbin – Candidate – BC Farmland Protection Board

Shawn Hogbin appeared before the Commission and was interviewed as a candidate for the Farmland Protection Board.

Re: Board and Commission Interview
Richard Talbott – Candidate - Farmland Protection Board

Richard Talbott appeared before the Commission and was interviewed as a candidate for the Farmland Protection Board.

Re: Board and Commission Interview
Bobbi (Burkhart) Miller – Candidate – Senior Services Board

Bobbi (Burkhart) Miller appeared before the Commission and was interviewed as a candidate for the Senior Services Board.

Vice President Catlett made a motion to appoint Bobbi (Burkhart) Miller to the Senior Services board to fill the unexpired term of Richard Dennis. Commissioner Whitacre seconded the motion. The motion carried unanimously/

**Re: Chief Thomas Young
Request to Declare Property Surplus
Bid Recommendation RFP Drone**

Chief Thomas Young appeared before the Commission requesting to declare ballistic vest which was issued to Animal Control Officer Hunter Reiff as surplus and donate to Berkeley Springs PD where Mr. Reiff is now employed.

Commissioner Whitacre made a motion to declare the ballistic vest of Hunter Reiff as surplus and donate to Berkeley Springs, PD with the understanding that Berkeley County takes no legal liability of the vest. Commissioner Hardy seconded the motion. The motion carried unanimously.

Chief Young reviewed the RFP for the Aerial Drones and the services they would be able to perform with the drones. He stated that they requesting to purchase four (4) drones and one (1) SWAT drone. He stated that while Adorama, Inc. was the lowest bidder, they declined to bid on two significant necessities and Unmanned Vehicle Technologies met all but one of their necessities, which was expected due to nature of the item that was required. Chief Young recommended that the bid be awarded to Unmanned Technologies for a total of \$33,047.55 as they are the one able to provide a SWAT drone.

Vice President Catlett made a motion to award the bid for the four (4) drones and one (1) SWAT drone to Unmanned Vehicle Technologies in the amount of \$33,047.55. Commissioner Boyd seconded the motion. The motion carried unanimously.

**Re: Sheriff Rob Blair
Tax Office Staffing**

The Honorable Sheriff Rob Blair appeared before the Commission and discussed the Tax Office staffing. Sheriff Blair stated that he was requesting an additional \$64,064 increase to his budget to fill the full time position of Tax Office Director for a salary of \$95,000.

Vice President Catlett made a motion to provide an additional \$64,064 to the Sheriff's Tax Office budget for the salary of the Tax Office Director. Commissioner Boyd seconded the motion. The motion carried unanimously.

**Re: Chad Winebrenner, Deputy County Administrator
Leave Accrual Policy Changes
Hiring Incentive Pay for Emergency Telecommunicators**

Chad Winebrenner, Deputy County Administrator appeared before the Commission and reviewed the Leave Accrual Policy Changes stating that up until now leave accrual has been based on "days" earned rather than the number of hours they work in a pay period. He stated that the proposal would change the calculation method to hours worked and remove any language referring to "days" as leave amounts. Mr. Winebrenner further stated that this policy change would only pertain to employees who are regularly scheduled more than 40 hours per week and would not apply to civil service employees of the Berkeley County Sheriff.

Vice President Catlett made a motion to approve the Leave Accrual Policy change. Commissioner Hardy seconded the motion. The motion carried unanimously.

Mr. Winebrenner also reviewed a Vacation Leave Buyout to facilitate implementation of the new leave policy, all employees who are over the annual cap for vacation leave will need to be paid out for the

new cap amount with the two (2) departments affected by the change being Emergency Communications and Emergency Management (Fire Department). Mr. Winebrenner stated that a substantial amount of overtime would be created in these departments if employees were required to use the time over the new cap amount so a buyout of this leave is the most economical approach and the least impactful to the operation with the buyout totals being \$3,300.00 for Emergency Communications and \$73,750 for Emergency Management (Fire Department).

Vice President Catlett made a motion to approve the Vacation Leave Buyout of \$3,300.00 for Emergency Communications and \$73,750 for Emergency Management (Fire Department). Commissioner Hardy seconded the motion. The motion carried unanimously.

Mr. Winebrenner reviewed the Emergency Communication Hiring Incentive. He stated in 2023 the County Commission approved a request from the Sheriff for a \$10,000 hiring incentive to help recruit law enforcement officers that had already been certified and did not require months of training and academy. He further stated that this incentive is distributed in two installments and requires the employee to commit to 3 full years of employment or they must pay back the incentive. He stated that this is a selective recruitment tool that, in small numbers, has been very successful. Mr. Winebrenner stated that he is requesting to extend this recruitment incentive program to Emergency Communications and the ECC Director has developed a strict criterion of requirements to ensure that only the most qualified and experienced applicants would be brought on through this process.

Jennifer Swisher, Emergency Communications Director appeared before the Commission and spoke of the qualifications and training certifications the applicant would need to be considered for this incentive.

Commissioner Hardy made a motion to approve the Hiring Incentive Pay for Emergency Telecommunicators. Commissioner Boyd seconded the motion. The motion carried unanimously.

**Re: Gary Wine, County Administrator
Health Department Furniture RFP Bid Recommendation**

Gary Wine, County Administrator reviewed the RFP for the Health Department furniture. Mr. Wine stated that he was approached by Bill Kearns, Executive Director of the Health Department to advertise the bid for the furniture for the Health Department. Mr. Wine recommended that the bid be awarded to Capital Bidder in the low bid amount of \$31,751.67 which the Health Department will be paying for.

Commissioner Hardy made a motion to award the bid for the Health Department furniture to Capital Bidder in the low bid amount of \$31,751.67. Commissioner Boyd seconded the motion. The motion carried unanimously.

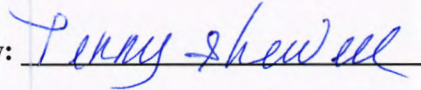
Re: Review of FY2025-26 Budgets with Elected Officials and Department Heads

Gary Wine, County Administrator reviewed the expected revenues for FY2025-26.

President Gochenour reviewed the awarded budgets for each Elected Official and Department Head.

Re: Recess

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

Submitted by: _____

Penny Shewell, Office Administrator