

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

March 13, 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

Re: Anthony Delligatti, Legal Director; Tracie McCormick, Procurement Coordinator; Doug Smith, County Engineer; The Honorable Petrucci, County Clerk

Re: Call to Order

President Gochenour called the March 13, 2025 Berkeley County Commission meeting to Order at 9:35 A.M.

Re: Items from the Public

Joshua Mongold from the Red Cross appeared before the Commission and read a Proclamation for Red Cross Month. President Gochenour advised Mr. Mongold that they couldn't take any action because it wasn't scheduled on their Agenda, but they would be happy to add it to next week's Agenda.

Re: Agenda

Commissioner Whitacre made a motion to approve the Agenda for the March 13, 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

Gary Wine, County Administrator reviewed the one (1) internal budget revision received.

3. Changes in Status

President Gochenour stated that a new hire recommendation was received from the Honorable Joseph Kinser, Prosecuting Attorney for Isabella Loretta as a Victim's Advocate effective March 28, 2025 with an annual salary of \$50,676.

President Gochenour stated that a new hire recommendation was received from the Honorable Anthony Petrucci, County Clerk for Sandra Kackley as a Deputy Clerk effective April 1, 2025 with an annual salary of \$35,000.

President Gochenour stated that a new hire recommendation was received from the Honorable Larry Hess, Assessor for Bobbi-Ann Foltz as a Personal Property Clerk with a hire date to be determined with an annual salary of \$35,360.

President Gochenour stated that a new hire recommendation was received from the Honorable Rob Blair, Sheriff for Dallas Plank as a Deputy Sheriff effective March 17, 2025 with an annual salary of \$54,188.

President Gochenour stated that a new hire recommendation was received from Tim Czaja, Community Corrections Director for James Kennard as a Drug Screening Tech effective April 1, 2025 with an annual salary of \$39,812.

President Gochenour stated that changes in status were received from the Honorable Larry Hess for the following employees for taking on additional duties and workload effective retroactive to January 1, 2025:

Cody Legg, Clerk from \$54,000 to \$57,000
Rhonda Loudan, Appraiser Supervisor from \$69,075 to \$72,075
Thomas Everhart, Appraiser from \$41,000 to \$44,000
James Coleman, Appraiser from \$42,300 to \$45,300

4. Approval of Minutes

There were no changes to the March 6, 2025 Berkeley County Commission meeting minutes.

5. **Bond Release Pebble Ridge, Section 5, Phase 3F (Final Plat) BCP File #2207-195 tied to CP File #2406-159, 2105-174, 2309-335, 63-04 & R00500-15, LOC #9000367 – Engineering Department**
6. **Bond Release Spring Mills PUD Phase 11, Section 2, Lots 166-191, BCP #2102-060 tied to LAMA Case 016-14 & 2102-074, Bond #100435018 – Engineering Department**
7. **Bond Release – Bentwood Section 4, BCP File #124-05, Bond #CIC1923404 – Engineering Department**
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 March 13, 2025 Berkeley County Commission meeting. Vice President Catlett 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 had no meetings this week.

Commissioner Hardy reported that he was unable to attend the Public Service Water District meeting, but did attend the Telmon board meeting.

Commissioner Whitacre reported that he did not have any meetings this week.

Vice President Catlett reported that he attended the Farmland Protection board meeting where George Miller resigned and will now have two vacancies on the board. He stated that they are planning their 25 anniversary celebration in June. Vice President Catlett stated that he and President Gochenour met with the Superintendent of Schools and it was a productive meeting. He also reported that he President Gochenour and Gary Wine, County Administrator met with Judge McLaughlin regarding the new court rooms in the old jail and he stated that they looked very impressive and the Judge is pleased and thanked her for her patience. Gary Wine also thanked Judge Delligatti for her patience as she was delayed moving into her office as well. Vice President Catlett thanked President Gochenour and Randy Lilly, Emergency Management Director for driving five hours down and back to deliver items from Berkeley County to the flood victims.

President Gochenour reported that he attempted to attend the LEPC meeting, but they had changed the time and he arrived early and spoke with Randy Lilly and was advised the Agenda was light so he didn’t wait to attend. He reported that he met with the Superintendent of Schools along with Vice President Catlett regarding the safety of the schools and also attended the Development Authority meeting where they continue to have a lot of activity. President Gochenour stated that he and Gary Wine have a Zoom call today with Jefferson County who are having issues with their DRC and has a Fireboard meeting tonight. President Gochenour thanked everyone involved on the progress of the old jail for the courts and gave a special thanks to Gary Wine for all his efforts.

Re: Board and Commission Vacancies

President Gochenour stated that a new application was received from Garland Elliott, Jr. for the Farmland Protection board and requested to have him scheduled for an interview. He also stated that a letter of resignation was received from George Miller from the Farmland Protection board.

Re: Board and Commission Interview Betsy Plumer – Candidate – Farmland Protection Board

Betsy Plumer appeared before the Commission and was interviewed as a candidate for the Farmland Protection Board.

**Re: Board and Commission Interview
Beth Pancione – Candidate - Farmland Protection Board**

Beth Pancione appeared before the Commission and was interviewed as a candidate for the Farmland Protection Board.

**Re: Gary Wine, County Administrator
Adoption of FY2025-26 Budget
Health Insurance Renewals**

Gary Wine, County Administrator reviewed the Budget for FY2025-26 with no increase in the Levy rate.

President Gochenour stated that he would like to have a discussion before adopting the budget and wanted to get the consensus of the Commission on raising the levy from \$13.39 to \$13.92 for public safety to be able to hire five (5) more deputies. He stated that when the Sheriff presented his budget he stated that he is at the half the staff of Deputies needed. A discussion followed by the Commission. President Gochenour thanked everyone for their input and discussion and asked to table the adoption of the budget until next week.

Vice President Catlett made a motion to table the Adoption of the FY2025-2026 budget until next week. Commissioner Boyd seconded the motion. Commissioner Hardy opposed the motion. The motion carried four to one.

Mr. Wine stated that he was looking for consensus of the health insurance renewals. He stated that our current health care provider has presented us with a 25% increase and he stated that he would like to put our health care coverage on the street to see what else is available. Mr. Wine stated that he would continue to negotiate with our current provider, but would like the consensus of the Commission to put an RFP out on the street to see what coverages are available. The consensus of the Commission was to put an RFP out on the street.

Re: Items from the Public

Shawn Wilt appeared before the Commission and asked if the Commission had ever had a full complete audit in the past 10-15 years. The Commission advised that we were statutorily required by the State Auditor's Office to be audited every year by an independent auditor. Mr. Wilt wanted to see a forensic audit done.

Re: Executive Session – Pending Legal Matters

Commissioner Hardy made a motion to go into executive session at 10:30 A.M. for pending legal matters. Commissioner Boyd seconded the motion. The motion carried unanimously.

President Gochenour declared the Commission out of executive session at 10:50 A.M.

There were no motions made during or after executive session.

Re: Recess

Commissioner Hardy made a motion to Recess the March 13, 2025 Berkeley County Commission meeting.

Submitted by: Penny Shewell

Penny Shewell, Office Administrator