

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

March 27, 2025
9:30 A.M.

Present:

G. Edgar Gochenour, President

R. Stephen Catlett, Vice President

H. D. Boyd, Commissioner

John Hardy, Commissioner

Gary A. Wine, County Administrator

Penny Shewell, Office Administrator

Commissioner Whitacre was not present for the meeting.

Also Present: Anthony Delligatti, Legal Director; Tracie McCormick, Procurement Coordinator; The Honorable Anthony Petrucci, County Clerk; Tim Czaja, Director Community Corrections; John Alderton, County Clerk's Office

Re: Call to Order

President Gochenour called the March 27, 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 with the removal of the recognition of the retired employee. 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 changes in status were received from The Honorable Joseph Kinser, Prosecuting Attorney for salary increases for the following:

Clari Necessary	\$ 44,500 to \$46,000
Meagan Badgett	\$ 44,500 to \$46,000
Samantha Bouchier	\$ 42,000 to \$45,000
Ashley Hafley	\$ 41,500 to \$43,500
Raymond Boyce	\$110,000 to \$118,000
Jerrick Allen	\$ 76,000 to \$80,000
Dominic Orsini	\$ 75,000 to \$75,992

President Gochenour stated that a recommendation was received from The Honorable Sheriff Rob Blair to re-hire Hunter Reiff as an Animal Control Officer effective March 28, 2025 with an annual salary of \$36,615.

President Gochenour stated that new hire recommendations were received from Martin Roberts, Fire Chief for Matthew Jones; Devon Kidwell and John Dykstra as Firefighter I's effective April 16, 2025 with annual salaries of \$54,227.

President Gochenour stated that a change in status was received from Jennier Swisher, Emergency Communications Director for Daniell Ray, Telecommunicator II to receive a step Increase for years of service with a salary change from \$52,858 to \$54,443 effective April 5, 2025.

President Gochenour stated that a change in status was received from Jennifer Swisher, Emergency Communications Director for Rodina Miller, Telecommunicator I to be promoted to Telecommunicator II effective April 5, 2025 with a salary change from \$50,341 to \$52,858.

President Gochenour stated that a letter of resignation was received from The Honorable Sheriff Rob Blair for Robert Showe, part time Process Server effective March 19, 2025.

4. Approval of Minutes

There were no changes to the March 20, 2025 Berkeley County Commission meeting minutes.

5. Request to Apply for FY26 WV Community Corrections Grant & Resolution

President Gochenour stated that this was a 12 month grant and the 9th year seeking funding for the DRC to include items such as salaries for the Director; Office Administrator; Case Manager, Drivers, drug screening supplies, lab testing fees and offender monitoring. Total project request \$599,096 with a 30% match of \$469,212 required.

Re: Consent Agenda Approval

Vice President Catlett made a motion to approve the Consent Agenda for the March 27, 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 Assessor had nothing to present.

Re: Board Meeting Reports

Commissioner Boyd reported that he attended the CVB board meeting where they reviewed their current budget balance and reported that the hotel/motel tax was down slightly from last year. He stated that they are working with Jefferson County on combined marketing for the DC area for tourism and also working on Restaurant Week. Commissioner Boyd reported that over 11,000 people attended the St. Patrick's Day event and some traveled two to three hours for the event. He also reported that art walks will begin the first Saturday in April and stated that they awarded the Tony Family concerts a \$5,000 grant for the concerts. Commissioner Boyd reported that they are working on a "Wander with Maps" app and should be out in early summer. He also reported that the CVB awarded a \$30,000 grant to the Apple Harvest festival for the parade for the next fiscal year.

Commissioner Hardy reported that he attended the Public Service Water District board meeting where they opened bids for two water towers and reviewed and discussed the bids. He also reported that he attended the Region 9 board meeting where they presented an overview of projects for grants awarded and grants currently being managed. He also reported that they reviewed their budget and have serious concerns about their health care.

Vice President Catlett reported that he attended the CCAWV meeting via Zoom regarding the legislative session. He also reported that he attended the Development Authority meeting along with Commissioner Boyd to listen to the proposed projects. Vice President Catlett reported that he participated in a zoom meeting with TischlerBise, President Gochenour, and Gary Wine, County Administrator regarding impact fees. He also reported that he along with President Gochenour and Gary Wine met with CEC regarding Inwood Park. Vice President Catlett reported that he attended the Senior Services board meeting where they are planning their Hero's dinner in September. He also reported that he would be attending the Ambulance Authority meeting tonight and reported that Tammy McDaniel has resigned from the board and will be looking to fill her vacancy.

President Gochenour reported that he, Gary Wine, County Administrator, Tracie McCormick, Procurement Coordinator and Jack Laing, Facilities Director interviewed architectural firms. He also reported that he attended the Historic Landmarks board meeting where they discussed needed repairs to Morgan Cabin. President Gochenour reported that he attended the Development Authority business committee meeting held in executive session. He also reported that he participated in a Zoom call with TischlerBise regarding impact fees. President Gochenour reported that he met with all the Fire Chiefs regarding new MOU's and also attended a meeting with Parks and Recreation regarding funding needs.

Re: Board and Commission Vacancies

Vice President Catlett made a motion to appoint Richard Talbott to the Farmland Protection board for a full term. Commissioner Hardy seconded the motion. The motion carried unanimously.

Re: Honorary County Commissioner

Commissioner Hardy introduced Jeremiah Simpson, a student at St. Joseph School and swore in him as Honorary County Commissioner and presented him with a certificate. Mr. Simpson stated that he planned to attend Martinsburg High School and liked to play football.

Re: Bid Opening – Full Size SUV Vehicles

Gary Wine, County Administrator reviewed the RFP for the Full Size SUV Vehicles stating that the RFP had been posted on the county website, on social media and published 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	Description	Price Per Vehicle	Total Price
Bid # 1	Whitside of St. Clairsville	2025 Chevy Tahoe 8 Passenger	\$65,207.00	\$130,414.00
Bid # 2	New Smyrna Beach Chevrolet	2025 Chevy Suburban 7 Passenger	\$78,205.50	\$156,411.00
Bid # 3	Hagerstown Ford	2024 Expedition XLT 7 Passenger	\$61,695.00	\$123,930.00

**Re: Gary Wine, County Administrator
Bid Recommendation Law Enforcement Laptops**

Gary Wine, County Administrator, reviewed the RFP for the Law Enforcement laptops. Mr. Wine recommended the bid be awarded to Unistar-Sparco Computers, Inc. Mr. Wine stated that the RFP was submitted to procure mobile data computers from a grant that was awarded and recommended changing the quantity of MDCs from 23 to 35 bringing the total from \$23,621.00 to \$35,945.00 to fulfill grant funds that were acquired.

Commissioner Boyd made a motion to award the bid for 35 laptops to Unistar-Sparco Computers, Inc. in the amount of \$35,945.00. Commissioner Hardy seconded the motion. The motion carried unanimously.

**Re: Gary Wine, County Administrator
Tim Czaja, Community Corrections Director
Regional DRC Services**

Gary Wine, County Administrator reviewed the MOU to include Jefferson County Day Report plan requested by the Honorable Matthew Harvey, Jefferson County Prosecuting Attorney to have their DRC participants supported by the Berkeley County DRC and funded 100% by Jefferson County for the next year. Mr. Wine stated they will be transporting their participants and their grant funding to the Berkeley County DRC. He also stated that Jefferson County would be dropping off a vehicle with a fuel card to the Berkeley County DRC. Mr. Wine also stated that if additional employees are needed they will be hired temporarily as Berkeley County employees and will transition to Jefferson County employees once they are up and running. Tim Czaja, Community Corrections Director appeared before the Commission and stated that he and his staff were happy to help and glad they could assist. President Gochenour stated that he has spoken with Mr. Harvey and was assured that this would not impact Berkeley County staff or the Berkeley County taxpayers. He further stated that he was glad that Berkeley County could help our neighbors.

Vice President Catlett made a motion to approve the MOU with Jefferson County and give the President the authority to sign. Commissioner Boyd seconded the motion. The motion carried unanimously.

**Re: Anthony Petrucci, County Clerk
Berkeley County Deputy Sheriff Civil Service Annual Report**

The Honorable Anthony Petrucci, County Clerk appeared before the Commission to present the Berkeley County Deputy Sheriff Civil Service Annual Report. Clerk Petrucci read and reviewed the Mission Statement of the BC Civil Service Commission. Clerk Petrucci also read State Code 7-14-6. John Alderton, County Clerk's Office appeared before the Commission and stated that he put the annual report together and reviewed highlights of the report.

**Re: Fire Chief Martin Roberts
Introduction of New Firefighters**

Fire Chief Martin Roberts appeared before the Commission and turned the introductions over to Lt. Siebel who was leading the Training Academy. Lt. Siebel who was leading the academy along with Firefighter Files, Markley and Crowel appeared before the Commission and stated that they were recognizing Lt. Jeremy Taylor and honoring him with this academy as they are trying to carry on what he always wanted to see. Lt Siebel introduced the new Firefighters.

**Re: Paula Wilson, Emergency Communications Deputy Director
Introduction of New Telecommunicators**

Paula Wilson, Emergency Communications Deputy Director appeared before the Commission and introduced the new Telecommunicators in the academy. She stated that this was the largest academy they have had and all of the Telecommunicators have finished their certifications and reviewed what they have learned. She introduced Angela Latini, Class Instructor and the Telecommunicators.

Re: Items from the Public

Shawn Wilt appeared before the Commission and wanted to publicly acknowledge Clerk Petrucci for answering all of his questions regarding the election. He stated that Clerk Petrucci has a passion for the job and he was appreciative of him.

Re: Executive Session – Pending Litigation

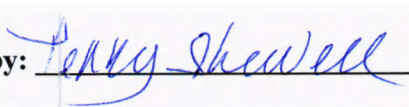
Commissioner Hardy made a motion to go into executive session for pending litigation at 11:07 A.M. Commissioner Boyd seconded the motion. The motion carried unanimously.

President Gochenour declared the Commission out of executive session at 11:22 A.M.

There were no motions made during or after executive session.

Re: Recess

Commissioner Hardy made a motion to Recess the March 27, 2025 Berkeley County Commission meeting.

Submitted by:  _____

Penny Shewell, Office Administrator