

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

April 10, 2025
9:30 A.M.

Present:

G. Edgar Gochenour, President

R. Stephen Catlett, Vice President

James P. Whitacre, Commissioner

H. D. Boyd, Commissioner

R. Stephen Catlett, Commissioner

Gary A. Wine, County Administrator

Penny Shewell, Office Administrator

Also Present: Anthony Delligatti, Legal Director; Tracie McCormick, Procurement Coordinator; The Honorable Larry Hess, Assessor; Doug Smith, County Engineer

Re: Call to Order

President Gochenour called the April 10, 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

Commissioner Whitacre made a motion to approve the Agenda for the April 10, 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

Gary Wine, County Administrator reviewed the three (3) internal budget revisions received.

3. Changes in Status

President Gochenour stated that a new hire recommendation was received from Michael Withrow, WVU Extension Office for Amy Schildt as an Administrative Assistant I effective April 16, 2025 with an annual salary of \$32,265.

President Gochenour stated that a new hire recommendation was received from Martin Roberts, Fire Chief for Shawn Stevenson as a Firefighter I effective April 16, 2025 with an annual salary of \$54,227.

President Gochenour stated that a letter of resignation was received from Tim Czaja, Community Corrections Director for Russell Oliver, Peer Recovery Coach effective April 16, 2025.

President Gochenour stated that a letter of resignation was received from Martin Roberts, Fire Chief for Joshua Mills, Firefighter I effective April 4, 2025.

President Gochenour stated that a letter of resignation was received from Jennifer Swisher, Emergency Communications Director for Rebecca Lewis, Call Taker Trainee effective April 4, 2025.

President Gochenour stated that a letter of resignation was received from Jennifer Swisher, Emergency Communications Director for Caitlin Nawrocki, Telecommunicator II effective April 21, 2025.

4. Approval of Minutes

There were no changes to the April 3, 2025 Berkeley County Commission meeting minutes.

Commissioner Boyd made a motion to approve the minutes for the April 3, 2025 Berkeley County Commission meeting. Vice President Catlett seconded the motion. Commissioner Whitacre abstained due to absence. The motion carried.

5. Bond Release – Sheetz 546 Tabler Station Business Park, BCO File #2408-263 tied to #006-12, 0408-261, Bond #019045246 – Engineering Department

6. Sherwood Forest Homeowner's Association Request to be added to ATV Ordinance Attachment A

President Gochenour stated that the by laws for the subdivision currently have restrictions for ATV's so the petition of 51% of homeowner's signatures is not required per our county legal counsel.

7. Request to Apply for FY24 WV COSSAP Grant

President Gochenour stated that this request was to apply for the Opioid Stimulant and Substance Abuse Program grant which was a twelve (12) month grant with a total request of \$160,962 with a match of \$20,000.

Re: Consent Agenda Approval

Vice President Catlett made a motion to approve the Consent Agenda for the April 10, 2025 Berkeley County Commission meeting. Commissioner Hardy 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 three (3) personal tax exonerations for reason of office error totaling \$322.54.

Commissioner Hardy made a motion to approve the three (3) personal tax exonerations for reason of office error totaling \$322.54. Commissioner Boyd seconded the motion. The motion carried unanimously.

Mr. Hess presented one (1) real estate exoneration for reason of office error totaling \$59.64.

Commissioner Hardy made a motion to approve the one (1) real estate exoneration for reason of office error totaling \$59.64. Commissioner Boyd seconded the motion. The motion carried unanimously.

Re: Board Meeting Reports

Commissioner Boyd reported that he attended the Roundhouse Authority meeting where they discussed and reviewed RFQ's for architectural design,

Commissioner Hardy reported that he was unable to attend the Planning Commission meeting as he was in Charleston fighting for the taxpayers. He further stated that the state is trying to take local taxpayer dollars that the county uses to buy ambulances and fire truck, pay Firefighters and Police Officers and pay for Parks and Recreation. He urged all taxpayers to reach out to your local legislators and demand them to keep local dollars in local areas.

Commissioner Whitacre reported that he had no meetings this week.

Vice President Catlett reported that he worked with he CCAWV on the state wide phone blast while the other Commissioners were in Charleston. He also reported that he met with Dr. Sax from the Board of Education and stated that they do not need to use the Inwood Park to build another school as previously thought, as they have now found another piece of property behind the old elementary school to build the new school which is great news that the Inwood Park will not have to be eliminated.

President Gochenour reported that he was in Charleston working with the legislators for the taxpayers. He also reported that he attended the Development Authority meeting and reported that they still remain strong for economic growth.

Re: Board and Commission Vacancies

Vice President Catlett made a motion to reappoint James Marshall to the BC Emergency Ambulance Authority for a full term. Commissioner Hardy seconded the motion. The motion carried unanimously.

Commissioner Whitacre made a motion to reappoint Greg Janes to the Building Permits Advisory Committee for a full term. Commissioner Boyd seconded the motion. The motion carried unanimously.

Commissioner Hardy made a motion to reappoint Lisa Dunn Poland to the Berkeley-Morgan Health Board for a full term. Vice President Catlett seconded the motion. The motion carried unanimously.

Vice President Catlett made a motion to move Fred Johnson on the Farmland Protection board to fill the spot of citizen and appoint Fred Johnson to the Farmland Protection board for a full term to fill the spot of Conservation District representative. Commissioner Whitacre seconded the motion. The motion carried unanimously.

President Gochenour requested to have Carole Spessert schedule for an interview for the BC Ambulance Authority.

Re: Honorary County Commissioner

Commissioner Hardy introduced Robert Sykes, a student at South Middle School and swore him in as Honorary County Commission and presented him with a certificate.

Re: Bid Opening – RFP Animal Control Pistols

Gary Wine, County Administrator reviewed the RFP for the Animal Control Pistols stating that the RFP had been distributed to vendors of interest, published on the county website and in the Martinsburg Journal with the Certification of Publication present in the read ahead.

At 9:50 A.M. President Gochenour opened the one (1) sealed bid received as follows:

Bid #	Vendor	Bid Total
Bid # 1	Atlantic Tactical, Inc. New Cumberland, PA	\$13,245.20

Re: Bid Opening – RFP incinerator

Gary Wine, County Administrator reviewed the RFP for the Incinerator for the Sheriff's Department. He stated that it was distributed to vendors of interest, published on the county website and 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 received as follows:

Bid #	Vendor	Bid Total
Bid # 1	Mt. State Equipment Service Corporation Beckley, WV	\$45,900.00
Bid # 2	Technology International, Inc., Lake Mary, FL	\$49,411.00

Re: Bid Opening – RFP Interdiction Tool Kit

Gary Wine, County Administrator reviewed the RFP for the Interdiction Tool Kt for the Sheriff's Department. He stated that the RFP had been distributed to vendors of interest, published on the county website and in the Martinsburg Journal with the Certification of Publication present in the read ahead.

At 10:00 A.M. President Gochenour opened the one (1) sealed bid received as follows:

Bid #	Vendor	Bid Total
Bid # 1	Relentless, LLC Dba Desert Snow Libby, MT	\$16,796.50

Re: Bid Opening – RFP Raman Spectrometer

Gary Wine, County Administrator reviewed the RFP for the Raman Spectrometer for the Sheriff's Department. He stated that the RFP had been distributed to vendors of interest, published on the county website and in the Martinsburg Journal with the Certification of Publication present in the read ahead.

At 10:05 President Gochenour opened the sealed bids received as follows:

Bid #	Vendor	Bid Total
Bid # 1	Rigaku Analytical Devices Wilmington, MA	\$54,000.00
Bid # 2	Farwest Environmental Supply, Inc. Schertz, TX	\$55,905.00
Bid # 3	Government Scientific Source, Inc. Reston, VA	\$63,752.92
Bid # 4	Fisher Scientific, LLC Pittsburg, PA	\$61,853.00
Bid # 5	Anton Paar Ashland, VA	\$57,850
Bid # 6	Brinkmann Instruments, Inc. dba Metrohm USA, Inc.	\$65,218.50

**Re: Becky Yokum, Eastern WV Community Action
Proclamation May Community Action Month**

Becky Yokum, along with Matthew Hinkle, CEO of Eastern WV Community Action and Jenny Striner, State Director for Telemon appeared before the Commission and spoke about the Eastern WV Community Action and their programs. Mr. Hinkle read the proclamation for May Community Action Month.

Vice President Catlett made a motion to adopt the Proclamation for May Community Action Month. Commissioner Hardy seconded the motion. The motion carried unanimously.

**Re: Jennifer Swisher, Director, Emergency Communications
Proclamation National Telecommunicator's Week
Recognition of Telecommunicator & Supervisor of the Year**

Jennifer Swisher, Director, Emergency Communications along with Paula Wilson, Deputy Director, Emergency Communications and Angela Latini, Assistant Director appeared before the Commission to recognize National Telecommunicator's Week. Mrs. Swisher read the Proclamation for National Telecommunicator's Week.

Commissioner Whitacre made a motion to adopt the Proclamation for National Telecommunicator's Week. Vice President Catlett seconded the motion. The motion carried unanimously.

Mrs. Swisher brought as many of her Telecommunicators from the center as possible that weren't manning the center to be present for the recognition of the Telecommunicator and Supervisor of the Year. Mrs. Swisher recognized Danielle Ray as 2024 Telecommunicator of the Year and presented her with a plaque. Mrs. Swisher recognized Chasity Lovelace as the 2024 Supervisor of the Year and presented her with a plaque.

The Commission all thanked the Telecommunicators for everything they do every day to keep our citizens safe and congratulated them.

**Re: Robert Mahaffey, Chair, Berkeley County Museum Commission
BC Museum Commission Status Report**

Robert Mahaffey, Chair of the Berkeley County Museum Commission appeared before the Commission and presented a status report. Mr. Mahaffey reviewed three key updates:

1. Request for Proposals for architectural design firms reviewed by the Museum Commission with a term being established to review them.
2. Continuing to build the relationship with the Shenandoah Battlefield with the Courthouse project.
3. Storage Space – Receiving requests for donations and have been collecting some, but not able to collect all as no where to store them and asking for suggestions from the Commission for storage space.

**Re: Gary Wine, County Administrator
FY2023-24 County Commission Audit Report**

Mr. Wine stated that the FY2023-24 County Commission Audit was now completed and ended June 30, 2024. He stated that the auditors were on site for one (1) week in the multi-purpose room of the Dunn Building with no findings and no management letter. Mr. Wine stated that this was the second year for BHM CPA Group, Inc, doing our audit and reported that all of our finances are in order.

Re: Executive Session – Pending Legal Matters

Commissioner Hardy made a motion to go into executive session for pending legal matters at 11:16 A.M. Commissioner Whitacre seconded the motion. The motion carried unanimously.

President Gochenour declared the Commission out of executive session at 11:49 A.M.

There were no motions made during or after executive session,

Re: Recess

Commissioner Hardy made a motion to Recess the April 10, 2025 Berkeley County Commission meeting.



Submitted by: _____

Penny Shewell, Office Administrator