

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

April 17, 2025
9:30 A.M.

Present:

G. Edgar Gochenour, President

James P. Whitacre, Commissioner

John Hardy, Commissioner

Gary A. Wine, County Administrator

Penny Shewell, Office Administrator

Vice President Catlett and Commissioner Boyd were not present for the meeting.

Also Present: Anthony Delligatti, Legal Director; Tracie McCormick, Procurement Coordinator; The Honorable Larry Hess, Assessor; Will Lorensen, Fiduciary Supervisor; Chad Winebrenner, Deputy County Administrator; The Honorable Anthony Petrucci, County Clerk, Marcia Noll, Chief Deputy; Jeff Mauzy, Deputy Legal Director

Re: Call to Order

President Gochenour called the April 17, 2025, Berkeley County Commission Meeting to Order at 9:35 A.M.

Re: Items from the Public

Pastor Ed Hall appeared before the Commission and invited the public to the Trinity United Methodist Church on Good Friday to participate in the walk.

Re: Agenda

Commissioner Whitacre made a motion to approve the Agenda for the April 17, 2025 Berkeley County Commission meeting with the removal of the State Budget Revision. 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

There were no internal budget revisions to be reviewed.

3. Changes in Status

President Gochenour stated that a request was received from Tim Czaja, Community Corrections Director to transfer Diedra Carroll from the Custodial Department to the DRC as a Driver effective May 1, 2025 with an annual salary change from \$32,265 to \$36,840.

President Gochenour stated that a letter of resignation was received from Mike Laing, Chief Court Marshal for Steve Thomas, Deputy Marshal II effective April 30, 2025.

President Gochenour stated that a letter of resignation was received from Jennifer Swisher, Emergency Communications Director for Destini Telke, Call Taker Trainee effective April 10 2025.

4. Approval of Minutes

There were no changes to the April 10, 2025 or the April 15, 2025 Berkeley County Commission meeting minutes.

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

6. Request for Letter of Endorsement Sale of Beer & Alcohol Eastern WV Regional Airport Authority

President Gochenour stated that the Airport Authority was seeking a letter of endorsement for the sale of beer and alcohol at their upcoming Independence Day Event to be held at the Airport.

Re: Consent Agenda Approval

Commissioner Whitacre made a motion to approve the Consent Agenda for the April 17, 2025 Berkeley County Commission meeting. Commissioner Hardy seconded the motion. The motion carried unanimously.

Re: Correction of Assessment Logs, Apportionment of Assessment Logs, Deconsolidation and Consolidation of Properties Applications – Assessor’s Office

The Honorable Larry Hess, Assessor appeared before the Commission and presented one (1) personal tax exoneration for reason of taxpayer error totaling \$7.36.

Commissioner Hardy made a motion to approve the one (1) personal tax exoneration for reason of office error totaling \$7.36. Commissioner Whitacre seconded the motion. The motion failed with a vote of zero to three.

Mr. Hess presented seven (7) personal tax exonerations due to office error totaling \$1,691.73.

Commissioner Hardy made a motion to approve the seven (7) personal tax exonerations for reason of office error totaling \$6,691.75. Commissioner Whitacre seconded the motion. The motion carried unanimously.

Re: Board Meeting Reports

Commissioner Hardy reported that he attended the Public Service Water District board meeting where they reviewed extensions and approved payments.

Commissioner Whitacre reported that he had no meetings this week.

President Gochenour reported that he attended the Fireboard meeting and reported that everything was running smooth and gave credit to the Fire Chiefs. He also reported that delinquent letters have been sent out. President Gochenour stated that the Baker Heights VFD requested permission to display a small memorial for Lt Taylor at their station and it was approved by the Fire Board. President Gochenour reported that he appeared on WRNR and discussed Senate Bill 2014. He also reported that he attended the Commission meeting to Lay the Levy. President Gochenour reported that he along with Gary Wine, County Administrator, and Jack Laing, Facilities Director attended the Health Department construction meeting. He also reported that he Chad Winebrenner, Deputy County Administrator and Aleah Tucker, Executive Assistant met with Jefferson County representatives to discuss impact fees. President Gochenour reported that he attended the Criminal Justice board meeting, but since they had no quorum there was no action taken and reviewed the statics for the programs.

Re: Board and Commission Vacancies

Commissioner Whitacre made a motion to reappoint Shawn Wolford to the Central Dispatch Advisory Board for a full term. Commissioner Hardy seconded the motion. The motion carried unanimously.

Re: Bid Opening – RFP Group Health Benefits

Bid #	Vendor	Insurance Benefit	Bid Total
#1	USI Insurance Services Wheeling, WV	Health Insurance	\$3,588,436
			\$4,417,705
			\$4,291,157
			\$3,539,433
			\$3,830,219
			\$3,487,039
#2	One Digital Benefits Winchester, VA	Health Insurance	\$3,982,646
			\$25 per employee per month
#3	The Standard Insurance Co Portland, OR	Dental Insurance	\$104,857
		Vision Insurance	\$ 37,967
#4	Gibson & Associates Martinsburg, WV VSP Vision Care Cordova, CA The Hartford Group	Vision Insurance	\$ 49,057
		Life Insurance	\$39,893
			0% Increase Renewal Rate
#5	Avesis Tempe, AZ	Vision Insurance	\$30 766.74 \$ 33,800.29
# 6	Highmark WV Parkersburg, WV	Heath Insurance	\$2,989,234

**Re: Will Lorensen, Fiduciary Supervisor
Estate Hearing – Estate of James Lewis, III**

Will Lorensen, Fiduciary Supervisor appeared before the Commission and reviewed the history of the estate of James Lewis, III requesting to remove Leola Lewis as the Administratrix of the estate and authority to prepare an order barring Ms. Lewis from collecting any fiduciary compensation.

Commissioner Hardy made a motion to remove Leola Lewis as the Administratrix of the Estate of James Lewis, III and authorize an order barring her from collecting any fiduciary compensation and requiring her to file an interim settlement of accounts to the Fiduciary Office within thirty (30) days. Commissioner Whitacre seconded the motion. The motion carried unanimously.

**Re: Board and Commission Interview
Carole Spessert – Candidate – BC Emergency Ambulance Authority**

Carole Spessert appeared before the Commission and was interviewed as a candidate for the BC Emergency Ambulance Authority.

**Re: Chad Winebrenner, Deputy County Administrator
Bid Recommendation Thermal Imaging Cameras**

Chad Winebrenner, Deputy County Administrator appeared before the Commission and reviewed the RFP for the Thermal Imaging Cameras. He recommended that the bid be awarded to Wilmer Public Safety, Coateville, PA in the bid amount of \$24,190.25 which is the only bid that met the specifications of the RFP.

Commissioner Whitacre made a motion to award the RFP for the Thermal Imaging Cameras to Wilmer Public Safety in the amount of \$24,190.25. Commissioner Hardy seconded the motion. The motion carried unanimously.

Re: Recess

Commissioner Hardy made a motion to Recess the April 17, 2025 Berkeley County Commission meeting.



Submitted by: _____

Penny Shewell, Office Administrator