

Berkeley County Commission Meeting

May 1, 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; Will Lorensen, Fiduciary Supervisor; Chief Eric Burnett; The Honorable Anthony Petrucci, County Clerk; Brian Ross, Community Development Director; The Honorable Sheriff Rob Blair; Chief Tom Young; John Alderton, County Clerk's Office; Brandy Sullivan, Sheriff's Department; Tammy Reese, Engineering Department; Kendra Unnone, Engineering Department; Debbie Watts, Engineering Department; Teresa Haden, Engineering Department; Dan Tracey, Eng Department; Crystal Dagenhart, Engineering Department; Steve Aberegg, Engineering Department; Shawn Becker, Engineering Department; Brian Eaton, Engineering Department Melanie Fleece, Engineering Department

Re: Call to Order

President Gochenour called the May 1, 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 Hardy made a motion to approve the Agenda with the removal of the 10:00 A.M. Bid Opening for Mobile Data Computers. 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 Revision

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 Jennifer Swisher, Emergency Communications Director for Calese LeCompte as a Telecommunicator I effective May 19, 2025 with an annual salary of \$50,341.

President Gochenour stated that a change in status was received from Tim Czaj, Community Corrections Director for Taylor Paker, Peer Recovery Coach for a temporary job change to Community Service Coordinator effective May 1, 2025 with a salary change from \$43,135 to \$50,676.

President Gochenour stated that a change in status was received from Mike Laing, Chief Court Marshal for William Parks, Deputy Court Marshal for a step increase for years of service effective May 1, 2025 with an annual salary increase from \$39,017 to \$40,678.

President Gochenour stated that a letter of resignation was received from The Honorable Rob Blair from Deputy Derek Walker effective May 4, 2025.

President Gochenour stated that a letter of resignation was received from Chase Winebrenner, IT Manager from Kaitlyn Mauck, GIS Specialist effective April 28, 2025.

President Gochenour stated that a letter of resignation was received from Tim Czaja, Community Corrections Director from Susan Clark, Therapist effective April 28, 2025.

4. Approval of Minutes

There were no changes to the April 24, 2025 Berkeley County Commission meeting minutes.

5. Request to be Approved as a Mobile Food Vendor from Titan BBQ, LLC for LE Community Day

6. Bond Release Archer's Rock, Section 1 & 3, BCP File #2104-136 tied to #2104-129, #2104-130 & #90-03, Bond #AL103008

7. Bond Reduction Webber Springs Section 3, Phase 3A (Final Plat) BCP #2504-111 tied to #2503-077, #2312-406 & #2211-338, Bond #SU7111688-0000

Re: Motion to Approve the Consent Agenda

Commissioner Whitacre made a motion to approve the Consent Agenda. 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's Office had nothing to present this week.

Re: Board Meeting Reports

Commissioner Boyd reported that he attended the Museum board meeting stating that board hopes to get the RFQ out for the museum drawings for the next month's meeting. He also reported that they are working on their website and voted to join the AASLH which is a group of museums that help each other to track artifacts. Commissioner Boyd reported that the consensus of the board was to use the storage space at Baltimore Street and thanked the Commission for the space. Commissioner Boyd reported that he attended the CVB meeting and reported that the hotel/motel taxes were down slightly from last year, but Air B & B's are up and this appears to be nationwide. He reported that the Berkeley and Jefferson County CVB's have teamed up with a PR group from Atlanta, GA. Commissioner Boyd reported that there was a lot going on with the film industry and the CVB has put together a committee to work on upcoming films with the most recent film in Berkeley County being wrapped up. He also reported that the CVB is working on a large GEO Cashing event in Woodstock for the end of May.

Commissioner Hardy reported that he attended the Public Service Water District board meeting where it was a standard meeting and discussed the upcoming budget and are in good standing. He stated that on July 1, 2025 there would be a 23.5% increase that had been built into the five year plan. Commissioner Hardy stated that a final decision was made on companies building the new towers. Commissioner Hardy stated that he continues to receive calls from constituents regarding the traffic issues from the CMC project. President Gochenour thanked CMC for being conscientious of the traffic issues and their employees parking their cars and being bussed to the plant.

Commissioner Whitacre reported that he participated in Health Care proposal interviews with the staff on Tuesday.

Vice President Catlett reported that he attended the Ambulance Authority board meeting and commended them on hiring a firm to do an internal study of the Ambulance Authority. He also stated that he attended the Stefanie Pierson Championship for Youth dinner at the Martinsburg Boys & Girls Club.

President Gochenour reported that he attended the Historic Landmarks Commission meeting via phone conference and reported that they were working on a grant from the Arts, History and Culture for the study of a cemetery they believe that exist in the rear of the Morgan Cabin and mortar that has been discovered on the property that they believe to be dating back to the 1600's. President Gochenour reported that he attended the ribbon cutting ceremony along with Commissioner Whitacre at WVU East which will be a \$240,000 million investment by WVU East. He also reported that he attended the ground breaking ceremony for the Mountain Ridge Primary school. President Gochenour stated that he spoke at the Chamber of Commerce breakfast this morning and thanked Randy Lewis for his leadership.

Re: Board and Commission Vacancies

There were no Board and Commission vacancies addressed.

Re: Honorary County Commissioner

Commissioner Hardy introduced Isaac Antonetti, a student from St. Joe Middle School and Madilyn Stilwell, a student from Mountain Ridge Middle School as Honorary County Commissioners and swore them in. Mr. Antonetti stated that he planned to attend Martinsburg High School and go to college in MD to become a veterinarian and play lacrosse and Ms. Stilwell stated that she planned to attend Musselman High School, sang in the choir and planned to be on the Police Force.

**Re: Ben Griffin, Tischler Bise
Draft Impact Fee Presentation**

Ben Griffin with Tischler Bise appeared before the Commission and reviewed a powerpoint presentation on draft impact fees to the county.

**Re: Will Lorensen, Fiduciary Supervisor
Estate Accounts – Month of May**

Will Lorensen, Fiduciary Supervisor appeared before the Commission and presented thirty (30) estate accounts for the month of May,

Commissioner Hardy made a motion to approve the thirty (30) estate accounts as presented. Vice President Catlett seconded the motion. The motion carried unanimously.

Re: Proclamation National Day of Prayer

President Gochenour read the Proclamation for the National Day of Prayer.

Commissioner Hardy made a motion to adopt the Proclamation for the National Day of Prayer. Vice President Catlett seconded the motion. The motion carried unanimously.

**Re: Brian Ross, Community Development Director
Proclamation Building Safety Month**

Brian Ross, Community Development Director appeared before the Commission and read the Proclamation for Building Safety Month. Mr. Ross introduced his staff that have performed over 18,000 inspections this year to ensure the county is safe. President Gochenour thanked all of the Engineering staff.

Re: Shepherd Field Museum Proclamation

Matthew Umstead, Director of Policies & Strategic Planning appeared before the Commission and read the Proclamation for Bart Rogers, Historian for the Shepherd Field Museum. Mr. Rogers appeared before the Commission and spoke. The Commission all thanked Mr. Rogers for his service.

Commissioner Whitacre made a motion to adopt the Proclamation for Bart Rogers. Vice President Catlett seconded the motion. The motion carried unanimously.

**Re: Board and Commission Interview
David Scott Wilson – Candidate – Deputy Civil Service Commission**

David Scott Wilson appeared before the Commission and was interviewed as a candidate for the Deputy Civil Service Commission.

**Re: Board and Commission Interview
Kenneth Lemaster, Jr. – Candidate – Deputy Civil Service Commission**

Kenneth Lemnaster, Jr. appeared before the Commission and was interviewed as a candidate for the Deputy Civil Service Commission.

Re: Chief Eric Burnett

Bid Recommendation RFP Animal Control Deputy Pistols

Bid Recommendation RFP Incinerator

Bid Recommendation RFP Interdiction Tool Kit

Bid Recommendation RFP Raman Spectrometer

Chief Eric Burnett appeared before the Commission and reviewed the RFP for the Animal Control Deputy Pistols recommending the bid be awarded to Atlantic Tactical Inc. in the low bid amount of \$13,245.20 and stated that this was within budget.

Vice President Catlett made a motion to award the bid for the Animal Control Pistols to Atlantic Tactical, Inc. in the low bid amount of \$13,245.20. Commissioner Whitacre seconded the motion. The motion carried unanimously.

Chief Burnett reviewed the RFP for the Incinerator recommending the bid be awarded to Mountain State Equipment in the low bid amount of \$45,900 and stated that this was under budget and being paid for with grant funding from the WV First Foundation grant.

Commissioner Whitacre made a motion to award the bid for the Incinerator to Mountain State Equipment in the low bid amount of \$45,900. Commissioner Boyd seconded the motion. The motion carried unanimously,

Chief Burnett reviewed the RFP for the Interdiction Tool Kit recommending the bid be awarded to Relentless LLC Desert Snow in the low bid amount of \$16,796.50 which was under budget and would be paid for with WV First Foundation grant funding.

Commissioner Boyd made a motion to award the bid for the Interdiction Tool Kit to Relentless LLC Dester Storm in the low bid amount of \$16,796.50. Vice President Catlett seconded the motion. The motion carried unanimously.

Chief Burnette reviewed the RFP for the Raman Spectrometer recommending the bid be awarded to Rigaku Analytical Services in the low bid amount of \$54,320.00 which was under budget and would be paid for with the WV First Foundation grant funding.

Vice President Catlett made a motion to award the bid for the Raman Spectrometer to Rigaku Analytical Services in the low bid amount of \$54,320.00. Commissioner Whitacre seconded the motion. The motion carried unanimously.

Chief Burdette requested to use the remaining grant funding for a concrete pad for the incinerator. Mr. Wine stated that he would need to check with the WV First Foundation to see if the funds could be repurposed for this project.

Re: Gary Wine, County Administrator

Bid Recommendation Public Safety Complex A&E RFQ

Gary Wine, County Administrator reviewed the RFQ for the Public Safety Complex stating that twelve (12) responses were received and five (5) firms were selected for in-person interviews to answer questions and review their proposals. Mr. Wine stated that the unanimous decision was to recommend that MW Studios be the selected firm to provide services for the project.

Vice President Catlett made a motion to award the RFQ to MW Studios. Commissioner Boyd seconded the motion. The motion carried unanimously.

Re: Recess

Commissioner Hardy made a motion to Recess the May 1, 2025 Berkeley County Commission meeting.



Submitted by: _____

Penny Shewell, Office Administrator