

**Berkeley County Commission Meeting**  
**400 W. Stephen Street, Suite 201**  
**Martinsburg, WV 25401**

**May 15, 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**

**Chad Winebrenner, Deputy County Administrator**

**Penny Shewell, Office Administrator**

**Gary A. Wine, County Administrator was not present for the meeting.**

Also Present: Anthony Delligatti, Legal Director; Tracie McCormick, Procurement Coordinator; The Honorable Larry Hess, Assessor; Tim Czaja, Community Corrections Director; The Honorable Sheriff Rob Blair; Chief Eric Burnett

**Re: Call to Order**

President Gochenour called the May 15, 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 Approval**

Vice President Catlett made a motion to approve the Agenda for the May 15, 2025 Berkeley County Commission meeting. 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 Revisions**

Chad Winebrenner, Deputy County Administrator reviewed the four (4) internal budget revisions received.

### **3. Changes in Status**

President Gochenour stated that a change in status was received from Martin Roberts, Fire Chief for Zachary Markley, Firefighter III to receive a step increase for years of service with a salary change from \$64,282 to \$66,210 effective May 16, 2025.

### **4. Approval of Minutes**

There were no changes to the May 8, 2025 Berkeley County Commission meeting minutes.

Commissioner Boyd made a motion to approve the May 8, 2025 Berkeley County Commission meeting minutes. Vice President Catlett second the motion. Commissioner Whitacre and Commissioner Hardy abstained due to absence. The motion carried.

### **5. Princeton Shoals Subdivision Request to be Added to ATV Ordinance Attachment A**

#### **Re: Consent Agenda Approval**

Commissioner Whitacre made a motion to approve the Consent Agenda for the May 15, 2025 Berkeley County Commission meeting. Commissioner Boyd 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 two (2) personal tax exonerations due to taxpayer error totaling \$895.00.

Commissioner Whitacre made a motion to approve the two (2) exonerations for taxpayer error totaling \$895.00. Commissioner Boyd seconded the motion. The motion failed with a vote of five to zero.

Mr. Hess presented nineteen (19) personal tax exonerations for reason of office error totaling \$3,756.66.

Vice President Catlett made a motion to approve the nineteen (19) personal tax exonerations for reason of office error totaling \$3,756.66. Commissioner Whitacre seconded the motion. The motion carried unanimously.

#### **Re: Board Meeting Reports**

Commissioner Boyd reported that he attended the Roundhouse board meeting where they awarded an RFQ for the master design, awarded the landscaping contract for the year and also approved painting and refurbishing. Commissioner Boyd reported that the night market will be starting every Saturday through October and Heritage Days is scheduled for this weekend.

Commissioner Hardy reported that he was unable to attend the Water District board meeting due to a scheduling conflict. Commissioner Hardy cautioned the public with the flooding.

Commissioner Whitacre reported that he had no meetings this week.

Vice President Catlett reported that he attended the Farmland Protection board meeting and reported that the property transfer check was up this month. He stated that there would be a special event on June 17 for the Farmland Protection 25<sup>th</sup> Anniversary and further stated that they would have 10,000 acres in the program by the end of the year. Vice President Catlett reported that he and President Gochenour were on the WRNR radio program discussing impact fees.

President Gochenour reported that he and Commissioner Hardy met with the City Administrator for Parks and Recreation discussing the growth and cost. He also reported that he attended the Development Authority meeting and reported that financing was strong and that Jennifer Smith, Executive Director was working with CMC on an entrance grant. President Gochenour reported that he appeared on the WRNR radio program discussing impact fees.

#### **Re: Board and Commission Vacancies**

Commissioner Hardy made a motion to reappoint Daniel Gantt to the Planning Commission for a full term. Commissioner Whitacre seconded the motion, The motion carried unanimously.

Commissioner Whitacre made a motion to reappoint Lynn Leatherman to the Airport Authority for a full term. Vice President Catlett seconded the motion. The motion carried unanimously.

Commissioner Hardy made a motion to reappoint Greg Rhoe to the Water District for a full term. Commissioner Whitacre seconded the motion. The motion carried unanimously.

Commissioner Boyd made a motion to reappoint John Sullivan to the CVB for a full term. Commissioner Whitacre seconded the motion. The motion carried unanimously.

Commissioner Boyd made a motion to reappoint Helen Harris to the BC Museum Board for a full term. Commissioner Whitacre seconded the motion. The motion carried unanimously.

President Gochenour thanked everyone serving on the boards for their service as they are what keeps the train on track.

#### **Re: Honorary Commissioner**

Commissioner Hardy introduced Katie Peach, a student at Mountain Ridge Middle School and swore her in as Honorary County Commissioner. Miss Peach stated that she liked to play soccer and was involved in the Youth Fair and participated in 4-H. She also stated that she would like to become an Engineer.

#### **Re: Chad Winebrenner, Deputy County Administrator Bid Recommendation RFP Drug Screening Cups 12 Panel T-Cups**

Chad Winebrenner, Deputy County Administrator recommended that the bid for the Drug Screening Cups be awarded to American Screening's. He stated that while Redwood Toxicology submitted a price that was one cent lower per unit, their proposed product is a 12-panel cup, compared to American Screening's 14 panel cup in addition American Screening's Vice President has provided a formal guarantee that the proposed pricing will not be subject to future increases, providing added price stability and value over the term of the agreement.

Commissioner Whitacre made a motion to award the bid recommendation for the Drug Screening 12 Panel T-Cups to American Screening's. Vice President Catlett seconded the motion. The motion carried unanimously.

**Re: Jim Ouellet, Executive Director, Berkeley County Water District  
Update on Water District**

Jim Ouellet, Executive Director, Berkeley County Water District appeared before the Commission and presented an update on the Water District. He stated that growth remained strong and were fast approaching 33,000 metered customers. Mr. Ouellet reviewed the plant upgrades and completion dates and operating budget and revenues for FY26. He stated that effective June 1, 2025, step 3 of their 5 step rate adjustment process would be implemented with rates increasing for all customers 23.5%. with an average increase of \$8.80 per customer per month. Mr. Ouellet also reported that capacity improvement fees would be increasing from \$3,106 to \$3,653.

**Re: Brandon Truman, Chief, Berkeley County Emergency Ambulance Authority  
Proclamation 2025 National Emergency Medical Services Week**

Chief Brandon Truman, Berkeley County Emergency Ambulance Authority appeared before the Commission and read the 2025 Proclamation for National Emergency Medical Services Week. He also stated that that theme for this year is "We care for Everyone" and reviewed the events planned for the week.

Commissioner Hardy made a motion to adopt the Proclamation for 2025 National Emergency Medical Services Week. Vice President Catlett seconded the motion. The motion carried unanimously.

**Re: Retirement Recognition Captain Brenda Hall**

Sheriff Rob Blair appeared before the Commission and read a "Retirement Certificate" for Captain Brenda Hall and spoke about his service to the Sheriff's Department and the Community. Sheriff Blair presented Captain Hall with his duty weapon upon his retirement. Captain Hall spoke. The Commission all thanked Captain Hall for his service and wished him well.

**Re: Executive Session – Pending Litigation**

Commissioner Whitacre made a motion to go into executive session at 10:34 A.M. for pending litigation. Commissioner Hardy seconded the motion. The motion carried unanimously.

President Gochenour declared the Commission out of executive session at 11:07 A.M.

Commissioner Hardy made a motion to approve the Settlement Agreement for Benny L. Jenkins in the amount of \$14,252.91. Vice President Catlett seconded the motion. The motion carried unanimously.

Commissioner Whitacre made a motion to approve the Settlement Agreement for Hollan Jack Shanholtz. Vice President Catlett seconded the motion. The motion carried unanimously.

**Re: Recess**

Commissioner Hardy made a motion to Recess the May 15, 2025 Berkeley County Commission meeting.

*Penny Shewell*

Submitted by: \_\_\_\_\_

**Penny Shewell, Office Administrator**