

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

May 22, 2025
9:30 A.M.

Present:

G. Edgar Gochenour, President

R. Stephen Catlett, Vice President

Jon Hardy, Conty Commissioner

Gary A. Wine, County Administrator

Penny Shewell, Office Administrator

Commissioner Whitacre and Commissioner Boyd were not present for the meeting.

Also Present: Anthony Delligatti, Legal Director; Tracie McCormick, Procurement Coordinator; Tim Czaja, Community Corrections Director

Re: Call to Order

President Gochenour called the May 22, 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 for the May 22, 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

There were no internal budget revisions to be addressed.

3. Changes in Status

President Gochenour stated that a new hire recommendation was received from Chad Winebrenner, Deputy County Administrator for Daneil Conner as a Custodian effective June 2, 2025 with an annual salary of \$32,250

President Gochenour stated that a change in status was received from Tim Czaja, Community Corrections Director for Cystal Peterson, to change positions from Peer Recovery Coach Coordinator to Therapist I with no salary change effective June 2, 2025.

President Gochenour stated that a change in status was received from Tim Czaja, Community Corrections Director for Jess Lundblad to change from Case Manager to Peer Recovery Coach Coordinator with a salary change from \$50,676 to \$60,000 effective June 2, 2025.

President Gochenour stated that a change in status was received from The Honorable Sheriff Rob Blair for Nathaniel Chronister to be promoted to Sergeant with a salary change from \$69,045 to \$74,719 effective May 12, 2025.

4. Approval of Minutes

There were no changes to the May 15, 2025 Berkeley County Commission meeting minutes.

Re: Consent Agenda Approval

Vice President Catlett made a motion to approve the Consent Agenda. 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 Assessor’s Office had nothing to present this week.

Re: Board Meeting Reports

Commissioner Hardy reported that he attended the Planning Commission meeting where they addressed issues on final plats. He also reported that he was unable to attend the MPO meeting as it conflicted with a meeting he attended with Vice President Catlett and Gary Wine, County Administrator regarding stormwater.

Vice President Catlett reported that he assisted with a drive along with Gary Wine, County Administrator to deliver a donated Deputy Police cruiser to Charleson and the recipients of the donation of that vehicle were very appreciative. He stated that this area was the same recipients of two trailers of items for the flood victims earlier in the year and it felt good to help our neighbors. Vice President Catlett stated that he and Mr. Wine appeared on the WRNR radio program and spoke about the Inwood Park, broadband and the levy rollback. He also reported that he attended the MPO meeting with nothing new to report on stating that mostly in-house business was discussed.

President Gochenour reported that he has been busy taking care of DOH complaints this week. He also reported that he, Gary Wine, County Administrator and Brandom Truman, Chief, BC Emergency Ambulance Authority met with Jefferson County representatives on dispatch issues so that people on the county line are not affected when needing help.

Re: Board and Commission Vacancies

Commissioner Hardy made a motion to reappoint Brad Close to the Development Authority for a full-term effective June 30, 2025. Vice President Catlett seconded the motion. The motion carried unanimously.

Commissioner Hardy made a motion to reappoint Jason Barret to the Development Authority for a full-term effective June 30, 2025. Vice President Catlett seconded the motion. The motion carried unanimously.

President Gochenour stated that a letter of resignation was received from Shannon Brown from the Berkeley County Building Commission.

Re: Bid Opening – RFP Mobile Data Computers

Gary Wine, County Administrator reviewed the RFP for the Mobile Data Computers. He stated that the RFP was posted on the county's web site, social media and published in the Martinsburg Journal with Certification of Publication present in the read ahead.

At 10:00 A.M. President Gochenour opened the sealed bids as follows:

Bid #	Vendor	Bid Total
Bid # 1	Concourse Tech, Inc. New York, NY	\$24,852.88
Bid # 2	Strategic Sourcing, Inc. Dublin, OH	\$48,346.00
Bid # 3	NCS Technologies, Inc. Manassas, VA	\$51,445.02
Bid # 4	Hypertec USA, Inc. Tempe, AZ	\$32,043.83
Bid # 5	Berry Solutions Group Altoona, PA	\$29,986.25
Bid # 6	Cadetco, LLC Wheeling, WV	\$19,989.48

Re: RFP Bid Opening – DRC Office Furniture

Gary Wine, County Administrator reviewed the RFP for the DRC Office Furniture. He stated that the RFP was posted on the county web site, posted on social media and published in the Martinsburg Journal with the Certification of Publication present in the bid file.

At 10:05 President Gochenour opened the sealed bids as follow:

Bid #	Vendor	Bid Total
Bid # 1	Labers Office Furniture Hagerstown, MD	\$22,273.70
Bid # 2	Global Industrial Port Washington, NY	\$30,887.80

Re: Captain Pradeep Ramaji Proclamation Salvation Army Services

Captain Pradeep Ramaji appeared before the Commission and read the Proclamation for Salvation Army Services. He also reviewed the services provided to the community by the Salvation Army. Mrs. Ramaji also appeared before the Commission and spoke about the programs for seniors

Commissioner Hardy made a motion to adopt the Proclamation for Salvation Army Services. Vice President Catlett seconded the motion. The motion carried unanimously.

**Re: Mark Barney, Vice Chair, BC Solid Waste Authority
Presentation of Operation Greenlid Recycling Program Winners**

Mark Barney, Vice Chair, BC Solid Waste Authority appeared before the Commission and presented St. Joseph Middle School with a check for \$600 for winning first place in the Operation Greenlid Recycling Program and South Middle School a check for \$400 for winning second place.

**Re: Tim Czaja, Community Corrections Director
FY26 MOU Adult Drug Court**

Tim Czaja, Community Corrections Director appeared before the Commission and presented an MOU with the WV Supreme Court for Adult Drug Court which reimbursed the DRC with per diem rates for participants.

Vice President Catlett made a motion to approve the MOU with the WV Supreme Court. Commissioner Hardy seconded the motion. The motion carried unanimously.

Re: Recess

Commissioner Hardy made a motion to Recess the May 22, 2025 Berkeley County Commission meeting.



Submitted by: _____

Penny Shewell, Office Administrator