

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

May 29, 2025
9:30 A.M.

Present:

G. Edgar Gochenour, President

R. Stephen Catlett, Vice President

H. D. Boyd, Commissioner, Via Teleconference

John Hardy, Commissioner

Gary A. Wine, County Administrator

Penny Shewell, Office Administrator

Commissioner Whitacre was not present for the meeting.

Also Present: Jeff Mauzy, Deputy Legal Director; Chad Winebrenner, Deputy County Administrator; Jennifer Swisher, Emergency Communications Director; The Honorable Anthony Petrucci, County Clerk; Anna Hernandez, Emergency Communications

Re: Call to Order

President Gochenour called the May 29, 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 for the May 29, 2025 Berkeley County Commission meeting. Vice President Catlett seconded the motion. The motion carried unanimously.

Re: Consent Agenda

1. Purchase Order Log

President Gochenour stated that he had a few questions regarding invoices for the DRC which Mr. Wine answered for him this morning.

2. Internal Budget Revisions

Gary Wine, County Administrator reviewed the thirteen (13) internal budget revisions.

3. Changes in Status

President Gochenour stated that a new hire recommendation was received from The Honorable Joe Kinser, Prosecuting Attorney for Ryan Maiden as a summer intern with a compensation rate of \$20.00 per hour effective June 2, 2025.

President Gochenour stated that a new hire recommendation was received from Jennifer Swisher, Emergency Communications Director for Caitlin Nawrocki as a part time Telecommunicator with a compensation rate of \$26.17 per hour effective June 1, 2025.

President Gochenour stated that a new hire recommendation was received from Mike Laing, Chief Court Marshal for Jeff Tuer as a Deputy Court Marshal with an annual salary of \$39,017 effective June 16, 2025.

President Gochenour stated that a change in status was received from Martin Roberts, Fire Chief for Thomas Gorman to be promoted from Fire Fighter 4 to Lieutenant with a salary change from \$64,771 to \$71,361 effective July 1, 2025.

4. Approval of Minutes

There were no changes to the May 22, 2025 Berkeley County Commission meeting minutes.

Re: Consent Agenda Approval

Vice President Catlett made a motion to approve the Consent Agenda for the May 29, 2025 Berkeley County Commission meeting. Commissioner Hardy second the motion. Commissioner Boyd abstained. The motion carried unanimously.

Re: Correction of Assessments Log, Apportionment of Assessment Applications, Consolidation and Deconsolidation 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 had no meetings this week.

Commissioner Hardy reported that he had no board meetings this week as he was busy getting ready for his daughter's graduation and was unable to attend the Water District board meeting.

Vice President Catlett reported that the Farmland Protection board's 25 Anniversary celebration will be held on June 17th and hoped that everyone would try to plan to attend. Vice President Catlett reported that he attended the Ambulance Authority meeting where they voted unanimously to support an increase in the transport fees. He also reported that he and President Gochenour met with the School Safety committee and are working with the Board of Education on a new alert system. Vice President Catlett reported that he attended the Senior Services board meeting where they discussed expanding their services.

President Gochenour stated that he attended the Memorial Day festivities at Morgan Cabin and War Memorial Park and thanked all those military that served. He also reported that he attended the DRC construction meeting. President Gochenour reported that he and Vice President Catlett met with the

Berkeley County School Safety committee. He also reported that he and Gary Wine, County Administrator participated in a Moody's bond rating call looking into the county's finances for the 2nd reading of the Building Commission Bond Ordinance. President Gochenour stated that he had a meeting today with the DOH regarding flooding issues and road repairs.

Re: Board and Commission

President Gochenour stated that a new application was received from Shanita Wine as a candidate for the Ambulance Authority.

**Re: Board and Commission Interview
Shanita Wine – Candidate – Ambulance Authority**

Shanita Wine appeared before the Commission and was interviewed as a candidate for the Ambulance Authority.

Re: RFP Bid Opening – Grounds Maintenance

Gary Wine, County Administrator reviewed the RFP for the Grounds Maintenance. He stated that the RFP was posted on the county web site, on social media and published in the Martinsburg Journal with the 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	C&D Property Management	\$500.00 per mowing Pikeside Waterway \$600.00 per mowing Sportsman's Paradise

**Re: Brandon Truman, Chief, BC Emergency Ambulance Authority
EMS Transport Rates**

Brandon Truman, Chief, BC Emergency Authority appeared before the Commission and reviewed the proposed EMS transport rates. He stated that the Ambulance Authority has not had an increase in transport rates since 2016 and are set just above actual costs and with the increase they will be able to expand services to Station 49 with 24/7 staffing and bring compensation rates for their employees to the 60th percentile of the market for EMS clinicians. Chief Truman stated that there would be no increase to residential or commercial fees.

Vice President Catlett made a motion to approve the increase in the transport rates for the BC Emergency Ambulance Authority. Commissioner Hardy seconded the motion. The motion carried unanimously.

**Re: Jennifer Swisher, Emergency Communications Director
Recognition of Telecommunicator**

Jennifer Swisher, Emergency Communications Director appeared before the Commission and recognized Anna Hernandez for assisting a family to successfully deliver their baby over the phone until the paramedics arrived at the home and presented her with a certificate and stork pin. The proud parents also appeared before the Commission and thanked Ms. Hernandez and the paramedics. Chief Truman

also presented Ms. Hernandez and the paramedics that assisted at the home after the delivery with certificates.

**Re: Joe Burton, Executive Director, Martinsburg-BC Parks & Recreation
Approval for Excess Levy Campaign**

Joe Burton, Executive Director, Martinsburg-BC Parks & Recreation appeared before the Commission and presented a power point presentation requesting a voter-approved levy which would provide operational funds for employees, programs, maintenance and repairs. Mr. Burton stated that \$4.5 million was needed just for operations, but 6.5 million was needed to include deferred maintenance.

Commissioner Hardy made a motion to table this Agenda item until the Commission had time to review and digest, and all five Commissioners were present. Vice President Catlett seconded the motion. The motion carried unanimously.

**Re: Jennifer Smith, Executive Director, BC Development Authority
TIF Discussion**

Jennifer Smith, Executive Director, BC Development Authority appeared before the Commission and stated that she was requesting to hold a Public Hearing on July 17, 2025 at 11:00 A.M. to amend the North TIF District. She also reviewed the Resolution Regarding the Public Hearing.

Commissioner Hardy made a motion to adopt the Resolution for the Public Hearing to amend the North TIF District. Vice President Catlett seconded the motion. The motion carried unanimously.

**Re: Gary Wine, Conty Administrator
Bid Award Recommendation DRC Furniture
Bid Award Mobile Data Computers
BC Public Service Water District Request to Dispense with Paying a Bond**

Gary Wine, County Administrator reviewed the bid award for the DRC furniture recommending the bid be awarded to Labers in the low bid amount of \$22,273.70.

Vice President Catlett made a motion to award the bid for the DRC furniture to Labers in the low bid amount of \$22,273.70. Commissioner Hardy seconded the motion. The motion carried unanimously.

Mr. Wine reviewed the RFP for the Mobile Data computers stating that the low bid from Cadetco, LLC did not meet the minimum specifications so the recommendation was to award the bid to the next lowest bidder Concourse Tech in the amount of \$24,852.88, who met all the bid specifications.

Commissioner Hardy made a motion to award the bid for the Mobile Data computers to Concourse Tech in the bid amount of \$24,852.88. Vice President Catlett seconded the motion. The motion carried unanimously.

Mr. Wine reviewed the request from the Public Service Water District to dispense with paying for a bond stating that this would save rate payers money.

Vice President Catlett made a motion to approve the Public Service Water District with dispensing to pay for a bond. Commissioner Hardy seconded the motion. The motion carried unanimously.

Re: Executive Session – Legal Matters

Commissioner Hardy made a motion to go into executive session for legal matters at 11:36 A.M. Vice President Catlett seconded the motion. The motion carried unanimously.

President Gochenour declared the Commission out of executive session at 11:54 A.M.

There were no motions made during or after executive session.

Re: Recess

Commissioner Hardy made a motion to Recess the May 29, 2025 Berkeley County Commission meeting.



Submitted by: _____

Penny Shewell, Office Administrator