

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

June 5, 2025
9:30 A.M.

Present:

G. Edgar Gochenour, President

R. Stephen Catlett, Vice President

James P. Whitacre, Commissioner

H. D Boyd, Commissioner, via teleconference

John Hardy, Commissioner

Gary A. Wine, County Administrator

Penny Shewell, Office Administrator

Also Present: Anthony Delligatti, Legal Director; Tracie McCormick, Procurement Coordinator; Will Lorensen, Fiduciary Supervisor; Chad Winebrenner, Deputy County Administrator; Doug Smith, County Engineer; The Honorable Larry Hess, Assessor; Brian Ross, Community Development Director; Laura Hoffmaster, Community Development Deputy Director; The Honorable Anthony Petrucci, County Clerk

Re: Call to Order

President Gochenour called the June 5, 2025 Berkeley County Commission to Order at 9:35 A.M.

Re: Items from the Public

There were no items from the public.

Re: Agenda

Commissioner Whitacre made a motion to approve the Agenda for the June 5, 2025 Berkeley County Commission meeting with the modification to remove the item for the FY26 Updates to Step and Grade Pay Scales. 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

Gary Wine, County Administrator reviewed the eleven (11) internal budget revisions received recommending not to approve the one (1) received from the Assessor to move funds from Line 210 to 341 as it was not correct.

Commissioner Hardy noted for the record that these internal budget revisions were for departments moving monies to balance their budgets.

3. Changs in Status

President Gochenour stated that a new hire recommendation was received from The Honorable Sheriff Rob Blair for Kali Gardner as a part-time process server effective June 16, 2025 with a compensation rate of \$17.83 per hour.

President Gochenour stated that a new hire recommendation was received from The Honorable Larry Hess, Assessor for Heather Bouffard-Newton as a Transfer Clerk with an effective date to be determined with an annual salary of \$35,360.

President Gochenour stated that a change in status was received from The Honorable Sheriff Rob Blair for Seargeant Thomas Funk to receive a step increase for years of service effective June 15, 2025 with a salary change from \$79,268 to 80,854.

President Gochenour stated that a change in status was received from Mike Laing, Chief Court Marshal for Assistant Chief Court Marshal Terrance Cyhanick tor a step increase for years of service effective June 21, 2025 with a salary change from \$74,586 to \$76,823.

President Gochenour stated that a letter of resignation was received from The Honorable Larry Hess, Assessor from Sarah Beahan, Clerk, effective May 29, 2025.

President Gochenour stated that a letter of resignation was received from The Honorable Larry Hess, Assessor from Jane Mitchem, Personal Property Clerk effective May 28, 2025.

4. Approval of Minutes

There were no changes to the May 29, 2025 Berkeley County Commission meeting minutes.

Vice President Catlett made a motion to approve the May 29, 2025 Berkeley County Commission meeting minutes. Commissioner Hardy seconded the motion. Commissioner Whitacre abstained due to absence. The motion carried unanimously.

- 5. Bond Release – Bridle Creek, Phase 5, Section 1, Lots 289-304 & 349-372, BCP File #3-2102-061, Tied to 2112-447 & 021-013, Bond #100475612 – Engineering Department**
- 6. Bond Release – Bridle Creek, Phase 5, Section 1, Lots 378-392, BCP File #2411-389 Tied to #2211-351, 2112-447 & 021-013, Bond #100435722 – Engineering Department**

Re: Consent Agenda Approval

Commissioner Hardy made a motion to approve the Consent Agenda for the June 5, 2025 Berkeley County Commission meeting pulling the one internal budget revision for the Assessor's Office for Line 210-341 that was not correct, in the amount of \$200.00. Vice President Catlett seconded the motion. The motion carried unanimously.

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

The Honorable Larry Hess, Assessor appeared before the Commission and presented twenty four (24) personal tax exonerations due to office error in the amount of \$7,974.44.

Commissioner Hardy made a motion to approve the twenty four (24) personal property tax exonerations for reason of office error totaling \$7,974.44. Commissioner Whitacre seconded the motion. The motion carried unanimously.

Mr. Hess presented two (2) real estate exonerations for reason on office error totaling \$2,025.23.

Vice President Catlett made a motion to approve the two (2) real estate exonerations for reason of office error totaling \$2,025.23. Commissioner Whitacre seconded the motion. The motion carried unanimously.

Re: Board Meeting Reports

Commissioner Boyd reported that he had no meetings this week.

Commissioner Hardy reported that he participated in a meeting with the county’s lobbying firm, Senator Capito’s Office and the committee that Senator Capito shares, EPW, regarding stormwater issues for the county’s MS4 permit. He also reported that he attended a meeting with a company that is proposing a solar project in Falling Waters. Commissioner Hardy reported that he met with the Health Department on properties in Falling Waters on illegal sewage on the ground and will work with our legal team and the state.

Commissioner Whitacre reported that he attended the Airport Authority meeting and they are working through the fuel sales and making amendments to their by-laws.

Vice President Catlett reported that he attended the Public Service Sewer District meeting and reported that projects were going well. He also reported that he attended the Public Service Stormwater District meeting where they are continuing to work on the MS4 permit from DEP. Vice President Catlett reported that he attended the Ambulance Authority meeting where they approved new transport fees last week and received two (2) new ambulances.

President Gochenour reported that he and Commissioner Hardy met with the Health Department trying to get their co-operation on an issue in Falling Waters. He also reported that the county volunteered some years ago to be part of the MS4 and were then mandated with fines and trying to resolve this issue as well.

Re: Board and Commission Vacancies

Commissioner Whitacre made a motion to reappoint Mayor Kevin Knowles to the Development Authority for a full term. Vice President Catlett seconded the motion. The motion carried unanimously.

Vice President Catlett made a motion to appoint Shanita Wine to the Ambulance Authority. Commissioner Whitacre seconded the motion. The motion carried unanimously.

Re: Bid Opening – RFP Drug Testing Analyzer

Gary Wine, County Administrator reviewed the RFP for the Drug Testing Analyzer stating the RFP had been posted on the county web site, social media and posted 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 received as follows:

Bid #	Vendor	Bid Total
Bid# 1	Safety Solutions Ssi LLC	\$6,125.00 each
Bid # 2	Siemens Healthcare Diagnostics, Inc.	\$18,000 each

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

Will Lorensen, Fiduciary Supervisor appeared before the Commission and presented thirty one (31) estate accounts for the month of June.

Vice President Catlett made a motion to approve the thirty one (31) estate accounts for the month of June. Commissioner Whitacre seconded the motion. The motion carried unanimously.

**Re: Chad Winebrenner, Deputy County Administrator
Impact Fee Schedule/Meeting Schedule**

Chad Winebrenner, Deputy County Administrator appeared before the Commission and reviewed the Impact Fee Schedule and Meeting Schedule. He stated that the County Commission engaged TischlerBise for consulting services to calculate impact fees and now the County Commission needs to decide what fees it wants to adopt and the amount of those fees to be used for County Administration; Fire & Rescue; Law Enforcement; Parks & Recreation and Schools.

The Commission chose to hold public hearings for these meetings to be held on Tuesday, June 17 at 10:00 A.M and 5:00 P.M. and Wednesday, July 2, 2025 at 10:00 A.M.

**Re: Anthony Delligatti, Legal Director
Impact Fee Ordinance**

Anthony Delligatti, Legal Director appeared before the Commission and reviewed the Draft Impact Fee Ordinance.

**Re: Gary Wine, County Administrator
Bid Recommendation RFP Grounds Maintenance
Adoption of the Bond Ordinance Series 2025 A (Inwood Park)**

Gary Wine, County Administrator reviewed the RFP for the Grounds Maintenance recommending that the bid be awarded to C & D Property Management for both properties, Pikeside Waterway and Sportsman Paradise stating that their bid was the same as last year for year one with four opt years.

Commissioner Hardy made a motion to award the bid for Grounds Maintenance to C & D Property Management. Commissioner Whitacre seconded the motion. The motion carried unanimously.

Mr. Wine reviewed the Bond Ordinance for Series 2025A for Inwood Park stating that this was a \$3 million bond for Phase I of the Inwood Park. Mr. Wine also reviewed the process of the Building Commission.

Vice President Catlett made a motion to adopt the Bond Ordinance for Series 2025A for Inwood Park. Commissioner Hardy seconded the motion. The motion carried unanimously.

Re: Recess

Commissioner Hardy made a motion to Recess the June 5, 2025 Berkeley County Commission meeting.



Submitted by: _____

Penny Shewell, Office Administrator