

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

June 26, 2025
9:30 A.M.

Present:

R. Stephen Catlett, President Pro Tem

James P. Whitacre, Commissioner

H. D. Boyd, Commissioner

John Hardy, Commissioner

Gary A. Wine, County Administrator

Penny Shewell, Office Administrator

President Gochenour was not present for the meeting.

Also Present: Anthony Delligatti, Legal Director; Tracie McCormick, Procurement Coordinator; Melanie Murphy, Assessor's Office

Re: Call to Order

President Pro Tem Catlett called the June 26, 2025 Berkeley County Commission Meeting to Order at 9:35 A.M.

Re: Items from the Public

Richard Dennis with the Governor's Office appeared before the Commission and commended the Commission and the past Commission/Council on the county facilities. He stated that he had the opportunity to attend a meeting held in the new multi-purpose room and it was a great meeting space and was very accommodating for everyone's needs and the county should be very proud of their facilities.

Re: Agenda

Commissioner Whitacre made a motion to approve the Agenda for the June 26, 2025 Berkeley County Commission meeting. Commissioner Boyd 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 revision to be addressed.

3. Changes in Status

President Pro Tem Catlett stated that a new hire recommendation was received from Tim Czaja, Community Corrections Director for Kaitlin Lankford as a Case Manager effective July 7, 2025 with an annual salary of \$50,676.

President Pro Tem Catlett stated that a change in status was received from Martin Roberts, Fire Chief for Trevor Lewis to change from a part-time Firefighter to a full-time Firefighter effective July 1, 2025 with a salary change from \$17.83 per hour to \$64,602 annually.

President Pro Tem Catlett stated that a change in status was received from The Honorable Rob Blair, Sheriff for Brandy Sullivan, LE Operations Specialist for an increase in pay for taking on additional duties effective July 1, 2025 with a salary change from \$55,832 to \$57,832.

President Pro Tem Catlett stated that a change in status was received from The Honorable Sheriff Rob Blair for Marsha Kelley, Financial Coordinator for an increase in pay for taking on additional duties effective July 1, 2025 with an increase from \$63,020 to \$65,020.

President Pro Tem Catlett stated that a change in status was received from The Honorable Sheriff Rob Blair for Jason Scales, LE Special Ops Manager for an increase in pay for taking on additional duties effective July 1, 2025 with an increase from \$57,103 to \$59,103.

President Pro Tem Catlett stated that a change in status was received from the Honorable Sheriff Rob Blair for Jarrett Jones to be promoted from Lieutenant to Captain effective June 19, 2025 with a salary increase from \$87,855 to \$92,848.

President Pro Tem Catlett stated that a change in status was received from The Honorable Sheriff Rob Blair for Zachary Anaya to be promoted from Sergeant to Lieutenant effective June 18, 2025 with a salary change from \$76,959 to \$81,985.

President Pro Tem Catlett stated that a change in status was received from The Honorable Sheriff Rob Blair for Stephen Dopson to be promoted from Corporal to Sergeant effective June 18, 2025 with a salary change from \$71,115 to \$76,959,

President Pro Tem Catlett stated that a change in status was received from The Honorable Sheriff Rob Blair for Aden Drake to be promoted from Deputy to Deputy 1 effective May 3, 2025 with a salary change from \$52,466 to \$54,187.

President Pro Tem Catlett stated that a letter of resignation was received from The Honorable Sheriff Rob Blair for Brenna Benham, Administrative Assistant effective June 18, 2025.

President Pro Tem Catlett stated that a letter of resignation was received from The Honorable Sheriff Rob Blair for Abriahannah McKenzie, Administrative Assistant/Dispatcher effective July 5, 2025.

President Pro Tem Catlett stated that a letter of resignation was received from The Honorable Sheriff Rob Blair for Hunter Rieff, Animal Control Officer effective June 9, 2025.

President Pro Tem Catlett stated that a letter of resignation was received from The Honorable Sheriff Rob Blair for Jhon Claderon, Anaim Control Officer effective June 30, 2025.

President Pro Tem Catlett stated that a letter of resignation was received from Jennifer Swisher, Emergency Communications Director for Corbin Henderson, Telecommunicator I effective June 17, 2025.

4. Approval of Minutes

Commissioner Hardy made a motion to approve the minutes for the June 12, 2025 Berkeley County Commission meeting. Commissioner Whitacre seconded the motion. Commissioner Boyd abstained due to absence. The motion carried unanimously.

5. Cancelled Check Request – County Clerk’s Finance Office

6. Bond Reduction - The Lakes at Martinsburg Phase 1 Lots 21-40, Open Space, Parcel A-C & Rec Parcel (Final), BCP File #2305-153 Tied to #85-03, LOC SB9130920001 Engineering Department

7. Bond Reduction – The Lakes at Martinsburg, Phase 1, Section 2, Lots 1-20 & Open Space, Parcel D (Final) BCP File #2305-155 tied to #85-03, LOC SB13091001 Engineering Department

8. Resolution Shenandoah Battlefield

President Pro Tem Catlett read the Proclamation for the Shenandoah Battlefield.

Re: Consent Agenda Approval

Vice President Whitacre made a motion to approve the Consent Agenda for the June 26, 2025 Berkeley County Commission meeting. 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

Megan Murphy from the Assessor’s Office appeared before the Commission and presented three (3) personal tax exonerations for reason of office error totaling \$810.24.

Commissioner Whitacre made a motion to approve the three (3) personal tax exonerations for reason of office error totaling \$810.24. Commissioner Hardy seconded the motion. The motion carried unanimously.

Ms. Murphy presented seventeen (17) real estate exonerations for reason of office error totaling \$5,454.86.

Commissioner Hardy made a motion to approve the seventeen (17) for reason of office error totaling \$5,454.86. Commissioner Whitacre seconded the motion. The motion carried unanimously.

Re: Board Meeting Reports

Commissioner Boyd reported that he attended the CVB meeting where the Museum Board President was in attendance and spoke with them about partnering together. He also reported that representatives were in attendance from Main Street Martinsburg for grant requests. Commissioner Boyd reported that the hotel/motel tax revenue was down and the CVB went over on their marketing budget this year and may have to cut down on some grants next year to be able to put more funds into the marketing budget. He also stated that the WV Film Makers Gild was coming to Berkeley County on July 10 and would be at the Brix restaurant on Main Street. Commissioner Boyd also reported that the CVB sponsored the Miss WV Pageant which was held at the Airborne Church.

Commissioner Hardy spoke about the public hearings held by the Commission on the impact fees and stated that the Commission is doing its due diligence and listening to their constituents. He also reported that he was unable to attend the Public Service Water District board meeting but was briefed on the meeting and reported that they opened bids for the new water main and received seven (7) bids. Commissioner Hardy also thanked the DOH for the left-hand turn lane signals on Bedington and Knipetown Roads.

Commissioner Whitacre reported that he was unable to attend the Airport Authority meeting but was briefed and reported that they are working on updating their by-laws and getting ready for the Independence Day Celebration.

President Pro Tem Catlett reported that President Gochenour and Gary Wine, County Administrator visited a data center in Virginia and asked Mr. Wine to report on their visit. Mr. Wine stated that their vision was centered on public safety and military service. President Pro Tem Catlett stated that he was excited to see this coming to Berkeley County. He also stated that he and Mr. Wine were on WRNR radio program Wednesday and attended the Senior Services board meeting Wednesday afternoon.

Re: Board and Commission Vacancies

There were no board and Commission vacancies addressed.

Re: Bid Opening – RFP Inwood Park – Phase 1

Gary Wine, County Administrator reviewed the RFP for the Inwood Park Phase 1, stating that the RFP had been posted on the county web site, on social media, distributed to known vendor of interest and published in the Martinsburg Journal with the Certification of Publication present in the read ahead.

At 10:00 A.M. President Pro Tem Catlett opened the sealed bids received as follows:

Bid #	Vendor	Bid Total
Bid # 1	Warner Construction, Inc. Frederick, MD	\$15,616,289.50
Bid # 2	Lance Construction, Inc. Winchester, VA	\$7,228,852.01
Bid # 3	Triple Crown Martinsburg, WV	\$10,850,000.00

Re: Board and Commission Interview

Mark Thompson – Candidate – Roundhouse Authority

Mark Thopson appeared before the Commission and was interviewed as a candidate for the Roundhouse Authority.

Re: Recess

Commissioner Hardy made a motion to Recess the June 26, 2025 Berkeley County Commission meeting.



Submitted by: _____
Penny Shewell, Office Administrator