

Berkeley County Commission Meeting

July 10, 2025

400 W. Stephen Street, Suite 205

9:30 A.M.

Martinsburg, WV 25401

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 Wine, County Administrator was not present for meeting.

Also Present: Jeff Mauzy, Deputy County Administrator; Tracie McCormick, Procurement Coordinator; Will Lorensen, Fiduciary Supervisor; Doug Smith, County Engineer

Re: Call to Order

President Gochenour called the July 10, 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 July 10, 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

There were no internal budget revisions to be addressed.

3. Changes in Status

President Gochenour stated that a hiring recommendation was received from Chad Winebrenner, Deputy County Administrator for Syerra Hernandez as a Custodian effective July 14, 2025 with an annual salary of \$32,250.

President Gochenour stated that a hiring recommendation was received from Chad Winebrenner, Deputy County Administrator for Malia Guest as a Custodian effective July 28, 2025 with an annual salary of \$32,250.

President Gochenour stated that a new hire recommendation was received from The Honorable Joe Kinser, Prosecuting Attorney for Christian Baker as an Assistant Prosecuting Attorney effective August 11, 2025 with an annual salary of \$80,000.

President Gochenour stated that a change in status was received from Martin Roberts, Fire Chief for Phillip Martin, Firefighter IV for a step increase for years of service effective July 1, 2025 with an annual salary change from \$78,447 to \$80,801.

President Gochenour stated that a change in status was received from Martin Roberts, Fire Chief for Richard Petry, Firefighter IV for a step increase for years of service effective July 1, 2025 with an annual salary change from \$80,801 to \$83,225.

President Gochenour stated that a change in status was received from Martin Roberts, Fire Chief for John Graham, Firefighter III for a step increase for years of service effective July 1, 2025 with an annual salary change from \$67,496 to \$69,521.

President Gochenour stated that a change in status was received from Martin Roberts, Fire Chief for Stephen Shawyer, Lieutenant for a step increase for years of service effective July 1, 2025 with an annual salary change from \$84,784 to \$87,169.

President Gochenour stated that a change in status was received from The Honorable Rob Blair, Sheriff, for Joshua Shockey, Corporal for a step increase for years of service effective July 30, 2025 with an annual salary change from \$70,756 to \$74,043.

President Gochenour stated that a change in status was received from The Honorable Rob Blair, Sheriff, for Chelsea McBee, Corporal for a step increase for years of service effective July 30, 2025 with an annual salary change from \$70,756 to \$74,043.

President Gochenour stated that a change in status was received from The Honorable Sheriff Rob Blair, Sheriff for Shawn Dunigan, Deputy 3 for a step increase for years of service effective July 30, 2025 with a salary change from \$67,667 to \$70,801.

President Gochenour stated that change in status was received from The Honorable Rob Blair, Sheriff for Chad Jones, Deputy 3 for a step increase for years of service effective July 31, 2025 with a salary change from \$76,205 to \$77,629.

President Gochenour stated that a change in status was received from The Honorable Rob Blair, Sheriff for Lawrence Meeks to be promoted from Deputy 2 to Corporal effective June 26, 2025 with a salary change from \$59,446 to \$70,756.

Commissioner Hardy questioned the large increase in the salary change. Chad Winebrenner, Deputy County Administrator advised this Deputy had tested to be promoted to Corporal skipping the step to Deputy 3.

President Gochenour stated that a change in status was received from The Honorable Rob Blair, Sheriff for Amber Weidman, Deputy 3 for a step increase for years of service effective July 1, 2025 with an annual salary change from \$70,802 to \$72,775.

President Gochenour stated that a change in status had been received from The Honorable Sheriff Rob Blair for Andrew Peck to be promoted from Deputy 3 effective July 1, 2025 with an annual salary change from \$69,045 to \$74,045.

President Gochenour stated that a letter of resignation was received from Chad Winebrenner, Deputy County Administrator for Daniel Conner, Custodian effective June 30, 2025.

President Gochenour stated that a letter of resignation was received from Jennifer Swisher, Emergency Communications Director for Thomas Jones, Telecommunicator effective July 8, 2025.

President Gochenour stated that a letter of resignation was received from The Honorable Michelle Schoppert, Circuit Clerk for Sandra Bittner, Deputy Clerk effective July 22, 2025.

4. Approval of Minutes

Commissioner Whitacre made a motion to approve the June 17, 2025 Berkeley County Commission meeting minutes. Commissioner Hardy seconded the motion. Commissioner Boyd abstained due to absence. The motion carried unanimously.

Commissioner Whitacre made a motion to approve the June 26, 2025 Berkeley County Commission meeting minutes. Commissioner Boyd seconded the motion. President Gochenour abstained due to absence. The motion carried unanimously.

5. Bond Reduction – The Lakes at Martinsburg, Phase I, Section 3, Lots 41-59, BCP File #2501-037, 2204-102 & #85-03, LOC #SB9130930001 – Engineering Department

6. Bond Reduction – South Brook, Section 2 (Grading) BCP File #2501-033 tied to BCP File #23407-204 & 2304-0277 (Grading), Bond #0832501 – Engineering Department

7. Approval of New Job Description

Chad Winebrenner, Deputy County Administrator advised that the Sheriff was requesting to change a current part time Animal Control Officer to a Kennel Keeper.

8. Acceptance of FY23 EMPG Grant

President Gochenour stated that this grant was for Emergency Management staff salaries and was a 50% grant match.

Re: Consent Agenda Approval

Commissioner Whitacre made a motion to approve the Consent Agenda for the July 10, 2025 Berkeley County Commission meeting. Commissioner Hardy seconded the motion. The motion carried unanimously.

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

The Assessor had nothing to present this week.

Re: Board Meeting Reports

Commissioner Boyd reported that he attended the Roundhouse Authority meeting where they received the go ahead from the State to complete the elevators. He also reported that they received grant funding from the former Senator Blair that was held up to finish the HVAC and thanked Commissioner Whitacre for finishing the trenching for the gas line. Commissioner Boyd reported that they are waiting for the scope of project design to arrive to get that project started. Commissioner Boyd stated that the Library did a fund raiser and it turned out well. He stated that the Farmer's Market is going well with the evening markets held once a month with the Development Authority being present on July 19 and invited anyone who was involved in the Raise Awareness Business who have a valid business license to participate in their booth.

Commissioner Hardy reported that he attended the Planning Commission meeting with six (6) public hearings held. He reported that he was looking forward to meetings next week with President Gochenour with the Health Department and Senator Capito's office.

Commissioner Whitacre reported that he had no meetings this week but did attend the July 4th celebration at the Airport and thanked CMC for their support. President Gochenour thanked Nic Diehl and the Airport for all their work on the Independence Day event as well.

Vice President Catlett reported that he and President Gochenour met with Development Authority and representatives from the Data Center and was pleased with the message received from them. He reported that they hope to break ground and begin to build in July, 2026 and open in July, 2027 and looking forward to them coming to Berkeley County.

President Gochenour reported that he attended the 911 Advisory board meeting and reported that out of 9 of the newly hired employees, 6 will be starting to dispatch. He also reported that they will be reapplying for their credentials. President Gochenour reported that he had two Development Authority meetings with the first being a property management meeting to review the rent of their two buildings and their finances are strong. He also reported that he along with Vice President Catlett met with the Engineering Firm for the Data Center that will be coming to Berkeley County. He stated that in their conversations he believes they will be good neighbors to Hospice. President Gochenour reported that he and Commissioner Hardy will be meeting with a solar company this afternoon and he would be attending the Fire board meeting tonight.

Re: Board and Commission Vacancies

Commissioner Boyd made a motion to appoint Mark Thompson to the Roundhouse Authority for a full term. Commissioner Hardy seconded the motion. The motion carried unanimously.

Vice President Catlett made a motion to reappoint Jim Moffitt to the Ambulance Authority for a full term. Commissioner Boyd seconded the motion. The motion carried unanimously.

Vice President Catlett made a motion to reappoint John Myers to the BC Stormwater board. Commissioner Boyd seconded the motion. The motion carried unanimously.

Re: Bid Opening – RFP Compact Pickup Truck

Chad Winebrenner, Deputy County Administrator reviewed the RFP for the Compact Pickup Truck. He stated that the RFP was posted on social media, on the county web site and advertised in the Martinsburg Journal with the Certification of Publication present in the read ahead.

At 9:55 A.M. President Gochenour opened the sealed bids as follows:

Bid #	Vendor	Description	Bid Total
Bid # 1	Whiteside Chevrolet St. Clairsville, OH	2025 Chevy Colorado	\$42,000.00
Bid # 2	Keystone Ford Chambersburg, PA	2025 Ford F150	\$47,000.00
Bid # 3	Hagerstown Ford Hagerstown, MD	2025 Ford Ranger	\$36,965.84

**Re: Tara Mayson, Founder & Executive Director, The Hope Dealer Project
Proclamation Berkeley County Goes Purple**

Tara Mayson, Founder and Executive Director of The Hope Dealer Project appeared before the Commission and presented a Proclamation for Berkeley County Goes Purple and stated that WV was the first state in US history to go purple for recovery.

President Gochenour read the last paragraph of the Proclamation.

Vice President Catlett made a motion to adopt the Proclamation for Berkeley County Goes Purple. Commissioner Whitacre seconded the motion. The motion carried unanimously.

**Re: Deborah Hammond, William Henshaw Chapter, NSDAR
Proclamation Independence Day**

Deborah Hammond with the William Henshaw Chapter, NSDAR appeared before the Commission and presented a Proclamation for Independence Day.

President Gochenour read the last paragraph of the Proclamation.

Commissioner Whitacre made a motion to adopt the Proclamation for Independence Day. Commissioner Hardy seconded the motion. The motion carried unanimously.

**Re: Will Lorensen, Fiduciary Supervisor
Estate Accounts – Mont of July**

Will Lorensen, Fiduciary Supervisor appeared before the Commission and presented thirty (30) estate accounts for the month of July.

Commissioner Whitacre made a motion to approve the thirty estate accounts for the month of July. Commissioner Hardy seconded the motion. The motion carried unanimously.

**Re: Will Lorensen, Fiduciary Supervisor
Estate Hearing – Anna Marie Jeffords**

Will Lorensen, Fiduciary Supervisor appeared before the Commission and reviewed the history of the Estate of Anna Marie Jeffords. He stated that Steven Jeffords, husband of the descendant, has petitioned the courts to remove Donna Steiner and Kevin Steiner as executors of the estate and appoint himself as the executor.

Steven Jeffords appeared before the Commission and was sworn in by Penny Shewell. Mr. Jeffords testified that he was requesting to remove Donna Steiner and Kevin Steiner as executors of the estate of his late wife, Anna Marie Jeffords as they were removing items from the house they shouldn't be.

Patrick Henry, Esquire appeared before the Commission representing Donna Steiner and stated that Donna Steiner had filed a petition to withdrawal as the executor and had only removed items of sentimental value from the home.

Vice President Catlett made a motion to accept the resignation of Donna Steiner as executor of the estate of Anna Marie Jeffords. Commissioner Whitacre seconded the motion, The motion carried unanimously.

**Re: Chad Winebrenner, Deputy County Administrator
State Budget Revision #01 Fund 002**

Chad Winebrenner, Deputy County Administrator reviewed State Budget Revision #01 for Fund 002.

Commissioner Whitacre made a motion to approve State Budget Revision # 01 for Fund 002. Vice President Catlett seconded the motion. The motion carried unanimously.

Re: Executive Session – Legal Matters

Commissioner Whitacre made a motion to go into executive session for legal matters at 10:44 A.M. Commissioner Hardy seconded the motion. The motion carried unanimously.

President Gochenour declared the Commission out of executive session at 11:06 A.M.

Commissioner Whitacre made a motion to enter into a settlement agreement with Stanley A. Martin in the amount of \$46,332.42. Vice President Catlett seconded the motion. The motion carried unanimously.

Commissioner Whitacre made a motion to enter into a settlement agreement with Brian Mostero in the amount of \$121,722.76. Vice President Catlett seconded the motion. The motion carried unanimously.

Commissioner Whitacre made a motion to settle the estate of Gregory Emerick, Sr. in the amount of \$13,371.47. Vice President Catlett seconded the motion. The motion carried unanimously.

Re: Recess

Commissioner Hardy made a motion to Recess the July 10, 2025 Berkeley County Commission meeting.

Penny Shewell

Submitted by: _____

Penny Shewell, Office Administrator