

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

July 17, 2025
9:30 A.M.

Present:

G. Edgar Gochenour, President

R. Stephen Catlett, Vice President

James P. Whitacre, Commissioner

H. D. Boyd, Commissioner

John Hardy, Commissioner

Gary A. Wine, County Administrator

Penny Shewell, Office Administrator

Also Present: Chad Winebrenner, Deputy County Administrator; Anthony Delligatti, Legal Director; Will Lorensen, Fiduciary Supervisor; Doug Smith, County Engineer; The Honorable Larry Hess, Assessor

Re: Call to Order

President Gochenour called the July 17, 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 17, 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 Gary Wine, County Administrator for Hailey Monro as a part time Scanner Tech effective July 18, 2025 with a compensation rate of \$17.83 per hour.

President Gochenour stated that a change in status was received from Gary Wine, County Administrator for Eli Quenzel, Premise Security Specialist for an increase in duties and responsibilities effective July 1, 2025 with a salary change from \$71,925 to \$76,925.

President Gochenour stated that a change in status was received from Tim Czaja, Community Corrections Director for Steven Grant to move from a part time Driver to a full time Driver effective August 4, 2025 with a compensation change from \$17.82 per hour to \$36,840.

President Gochenour stated that a letter of resignation was received from Tim Czaja, Community Corrections Director for Summer Nails, Community Service Coordinator effective July 28, 2025.

President Gochenour stated that a letter of resignation was received from Tim Czaja, Community Corrections Director for Jason Marren, Peer Recovery Coach effective July 15, 2025.

4. Approval of Minutes

There were no changes to the July 10, 2025 Berkeley County Commission meeting minutes.

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

6. Bond Release – Summerwind Recreational Community BCP File #2410-307 tied to #2410-306, #2304-121, 051-18 & R01144-29 (Grading), Bond #1005045869 – Engineering

Re: Consent Agenda Approval

Commissioner Boyd made a motion to approve the Consent Agenda for the July 17, 2025 Commission meeting. Commissioner Hardy seconded the motion. The motion carried unanimously.

Re: Corrections of Assessment Logs, Apportionment of Assessment Logs, Deconsolidation and Consolidation of Properties Applications – Assessor’s Office

The Honorable Larry Hess, Assessor appeared before the Commission and presented eighteen (18) personal tax exonerations for reason of office error totaling \$5,210.20.

Commissioner Whitacre made a motion to approve the eighteen (18) personal tax exonerations due to office error totaling \$5,210.20. Vice President Catlett seconded the motion. The motion carried unanimously.

Mr. Hess presented two Apportionments of Assessment per Final Divorce Order.

Vice President Catlett made a motion to approve the Apportionment of Assessment per Final Divorce Order for Dawn and Nathan Blackburn. Commissioner Boyd seconded the motion. The motion carried unanimously.

Commissioner Hardy made a motion to approve the Apportionment of Assessment per Final Divorce Order for Russell and Heather Stewart. Commissioner Boyd seconded the motion. The motion carried unanimously.

Re: Board Meeting Reports

Commissioner Boyd reported that he had no board meetings this week.

Commissioner Hardy reported that he attended a meeting along with President Gochenour with the Health Department regarding procedures. He also reported that he and President Gochenour met with Senator Capito and her staff regarding stormwater and MS4 permits. Commissioner Hardy stated that due to the flooding issues he was unable to attend the Public Service Water District board meeting.

Commissioner Whitacre stated that he attended the Solid Waste Authority meeting where they reviewed complaints received from the Sheriff's Department. He also stated the Solid Waste Authority complimented the DRC over their roadside litter cleanup and reported that the stream clean up was going well. Commissioner Whitacre reported that a brief discussion was held regarding Enstorga and the deduction in the drop off of materials for mulch.

Vice President Catlett reported that he participated in a meeting with the solar energy company. He also reported that he attended a meeting with the Civil War Falling Waters Battlefield and stated there is a monument there that needs to be moved, and the Battlefield is going to pay for half and the DOH is going to pay for the other half so the monument can remain on the plat on the battlefield property. Vice President Catlett stated that there would be no Ambulance Authority meeting this month, but he forwarded an email to all the Commissioners of the annual report that Brandon Truman sent out. He also reported that he attended the Farmland Protection board meeting and the time was now open until September 30 for applications to be accepted to be placed in the Farmland program.

President Gochenour reported that he along with Commissioner Hardy attended a meeting with the solar energy representatives. He also reported that he attended the Fireboard meeting and stated that they were currently understaffed, but the staff was keeping on top of things coming in early and working late. He reported that Michael Williams is the new chairperson. President Gochenour stated that he, Commissioner Hardy and Gary Wine, County Administrator met with Senator Capito and her staff and discussed MS4. He also reported that he attended the Parks & Recreation board meeting and reported that the summer concerts were going well. President Gochenour reported that he attended the Development Authority meeting in executive session and reported that new businesses continue to want to come to Berkeley County. He also reported that he attended the Building Commission bond closing for the Inwood Park and thanked the Building Commission for all their efforts. President Gochenour reported that he attended the LEPC meeting and stated that they would having a national night out at the War Memorial Park and also reminded everyone of the "Berkeley Alert" app especially with all the flooding issues. He stated that he also attended the Criminal Justice Board meeting and reviewed the statistics for the DRC, Recovery Services and Home Confinement. President Gochenour also thanked Gary Wine, Jack Laing, Facilities Director and the Facilities staff for addressing the flooding issues in the Judicial Center.

Re: Board and Commission Vacancies

Commissioner Hardy requested to have Barndon Franklin scheduled for an interview for the Planning Commission.

**Re: Will Lorensen, Fiduciary Supervisor
Estate Hearing – Estate of Wyla Franklin Reedy**

Will Lorensen, Fiduciary Supervisor appeared before the Commission and reviewed the history of the Estate of Wyla Franklin Reedy.

Patrick Henry, Esquire representing Ann Marie Chambers appeared before the Commission and stated that his client wished to resign as the personal representative for the Estate of Wyla Franklin Reedy.

Vice President Catlett made a motion to approve the petition to remove Ann Marie Chambers as the personal representative for the Estate of Wyla Franklin Reedy. Commissioner Boyd seconded the motion. The motion carried unanimously.

**Re: Chad Winebrenner, Deputy County Administrator
Request to Apply for WVDOT Tap Grant – Inwood Bike Trails**

Chad Winebrenner, Deputy County Administrator appeared before the Commission to request permission to apply for the WVDOT Tap Grant for Inwood Bike Trails. He stated that Region 9 has been working with Inwood Park has identified another opportunity for the Tap Grant for mountain bike trails with a grant project request of \$320,250 which requires 20% of \$64,000.

Vice President Catlett made a motion to approve the request to apply for the WVDOT Tap Grant with a 20% match. Commissioner Boyd seconded the motion. The motion carried unanimously.

Mr. Winebrenner reviewed the grant acceptance of a 0% grant for the Chesapeake Bay Trust grant for Green Streets, Green Job and Green Towns, and stated this is a grant that was awarded to the county in the amount of \$144,425 which will pay for drainage at the Inwood Park. He stated that Region 9 will remain the Administrator of this grant.

Vice President Catlett made a motion to accept the grant in the amount of \$144,000 with a 0% match. Commissioner Whitacre seconded the motion. The motion carried unanimously.

**Re: Gary Wine, County Administrator
Inwood Park Bid Recommendation
Bid Recommendation Pick-Up Truck**

Gary Wine, County Administrator reviewed the bids for the Inwood Park at 8274 Winchester Avenue. He stated that the bids had been reviewed by CEC and Lantz Construction is recommended as the lowest responsible bidder in the amount of \$7,228,852.01. Mr. Wine stated that there were deductive alternates placed in the bid specifications to ensure the Commission would see the entire project costs and have opportunities to remove items if the submission was outside the projected budget of \$6,000,000 and reviewed the items to be deducted for a cost savings of \$1,725,926.01 with the contract award to Lantz Construction for \$5,778,072.30 with \$219,150.00 for Construction/Administrator/Inspections (CEC).

Vice President Catlett made a motion to award the bid recommendation for Inwood Park to Lantz Construction in the amount of \$5,778,072.30. Commissioner Whitacre seconded the motion. The motion carried unanimously.

Mr. Wine reviewed the RFP for the pickup truck for Animal Control recommending the bid be awarded to Keyston Ford in the amount of \$46,000.

Vice President Catlett made a motion to award the bid for the pickup truck to Keyston Ford in the amount of \$46,000. Commissioner Hardy seconded the motion. The motion carried unanimously.

Re: Public Hearing Proposed Amendment Boundaries of the North TIF District

Commissioner Whitacre made a motion to open the public hearing at 11:00 A.M. for the proposed amendment boundaries of the North TIF District. Commissioner Boyd seconded the motion. The motion carried unanimously.

Matthew Cole, resident of Falling Waters, WV appeared before the Commission and stated that he was opposed to the amendment to the TIF due to the lack of public information and details provided. He stated that the boundaries are not provided nor is the financing included for review and objects to no public information on what projects will be included.

Jennifer Smith, Executive Director, Berkeley County Development Authority appeared before the Commission and apologized for not getting the information to the County Clerk's Office, but stated that it was available in their office. She further stated that all projects would be approved by the County Commission and the only project currently was the public safety complex.

John Stump, Steptoe & Johnson appeared before the Commission and stated that the proposed amendment was broad, however this was just the first step and will have additional public hearings for financing.

With no additional public comments Commissioner Hardy made a motion to close the public hearing at 11:09 A.M. Vice President Catlett seconded the motion. The motion carried unanimously.

**Re: Jennifer Smith, Executive Director, Berkeley County Development Authority
Resolution Approving Submission of TIF Application to WV Development Authority
Resolution for BC Development Authority District No. 1 North Berkeley County**

Jennifer Smith, Executive Director, Berkeley County Development Authority appeared before the Commission and presented a Resolution Approving Submission of the TIF Application to the WV Development Authority.

Commissioner Boyd made a motion to adopt the Resolution for the Berkeley County Development Authority TIF Application to the WV Development Authority. Commissioner Whitacre seconded the motion. The motion carried unanimously.

John Stump, Johnson & Johnson presented a Resolution for the Berkeley County Development Authority District No. 1 North Berkeley.

Commissioner Hardy made a motion to adopt the Resolution for the Berkeley County Development Authority for District No. 1 North Berkeley. Vice President Catlett seconded the motion. The motion carried unanimously.

Re: Items from the Public

Mr. Noll, a resident of KD Court appeared before the Commission and stated that he would like to see what could be done regarding the building he lives in. He stated that the elevators don't work properly and he is too old to walk several flights of stairs, the building is dirty, and the smoke detectors in the bedrooms don't work. He stated they are only allowed to have meal delivery from Meals on Wheels because they are housed in the building.

Re: Recess

Commissioner Hardy made a motion to Recess the July 17, 2025 Berkeley County Commission meeting.



Submitted by: _____

Penny Shewell, Office Administrator