

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

August 14, 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: Anthony Delligatti, Legal Director; Tracie McCormick, Procurement Coordinator; Doug Smith, County Engineer; Chief Eric Burnett, Brandy Sullivan, LE Specialist; Chief Tom Young; The Honorable Anthony Petrucci, County Clerk; The Honorable Larry Hess, Assessor; Shelly Brock, Sheriff's Department

Re: Call to Order

President Gochenour called the August 14, 2025 Berkeley County Commission meeting to Order at 9:35 A.M.

Re: Items from the Public

Cory Rodriguez appeared before the Commission and spoke regarding TIF Districts, Impact Fees and Ambulance Authority fees.

Re: Agenda

Vice President Catlett made a motion to approve the Agenda for the August 14, 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 revisions to be addressed.

3. Changes in Status

President Gochenour stated that a new hire recommendation was received from the Honorable Rob Blair, Sheriff for Sarah Cressman as a Deputy effective September 2, 2025 with an annual salary of \$67,668.

President Gochenour stated that a change in status was received from Tim Czaja, Community Corrections Director, for Jeff Judd, Case Manager Coordinator to be reclassified to Case Manager effective August 18, 2025 with an annual salary change from \$59,601 to \$54,222.

President Gochenour stated that a status change was received from Chase Winebrenner, IT Manager for Alexander Nguyen, IT Analyst to be promoted to Senior IT Analyst effective September 1, 2025 with an annual salary change from \$62,561 to \$70,061.

President Gochenour stated that a change in status was received from Chase Winebrenner, IT Manager for Chase Greenwalt, GIS Coordinator to receive an increase in salary for taking on additional responsibilities with an annual salary change from \$57,689 to \$60,574 effective September 1, 2025.

President Gochenour stated that a change in status was received from Chase Winebrenner, IT Manager for Taylor Butts, IT Coordinator for a salary change for taking on additional responsibilities with an annual salary change from \$45,292 to \$47,557 effective September 1, 2025.

President Gochenour stated that a letter of resignation was received from Mike Laing, Chief Court Marshal for Jeff Tuer, Deputy Court Marshal effective August 8, 2025.

President Gochenour stated that a letter of retirement was received from Gary A. Wine, County Administrator for Penny Shewell, Office Administrator effective September 30, 2025.

4. Approval of Minutes

There were no changes to the August 7, 2025 Berkeley County Commission meeting minutes.

Vice President Catlett made a motion to approve the minutes for the August 7, 2025 Berkeley County Commission meeting. Commissioner Whitacre seconded the motion. Commissioner Boyd and Commissioner Hardy abstained due to absence. The motion carried unanimously.

- 5. Bond Release – South Brook, Section 1, Phase 2 (Final Plat) File #2306-213 tied to #2210-311 & #2110-387 – Engineering Department**
- 6. Bond Release – South Brook, Section 1 Phase 1, BCP File #2202-063 tied to BCP File #2107-246 & 2105-176 - Engineering Department**
- 7. Bond Release – South Brook, Section 1 Grading, BCP File #2112-439 tied to BCP #2105-176 & 2105-0301- Engineering Department**
- 8. Letter of Endorsement to Sell Alcohol –Magnolia Fields Venue for Private Wedding**

Re: Consent Agenda Approval

Commissioner Whitacre made a motion to approve the Consent Agenda for the August 14, 2025 Berkeley County Commission meeting. Vice President Catlett seconded the motion. The motion carried unanimously.

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

The Honorable Larry Hess, Assessor appeared before the Commission and presented four (4) personal tax exonerations for reason of taxpayer error totaling \$1,172.55.

Commissioner Whitacre made a motion to approve the four (4) personal tax exonerations for reason of taxpayer error totaling \$1,172.55. Commissioner Boyd seconded the motion. The motion failed with a vote of five to zero.

Mr. Hess presented twenty-three (23) personal tax exonerations for reason of office error totaling \$36,507.16.

Commissioner Whitacre made a motion to approve the twenty-three (23) personal tax exonerations for reason of office error totaling \$36,507.16. Commissioner Boyd seconded the motion. The motion carried unanimously.

Mr. Hess presented seven (7) real estate exonerations for reason of office error totaling \$3,667.71.

Commissioner Whitacre made a motion to approve the seven (7) real estate exonerations for reason of office error totaling \$3,667.71. Commissioner Boyd seconded the motion. The motion carried unanimously.

Mr. Hess presented one (1) application for Consolidation of Properties.

Commissioner Whitacre made a motion to approve the one (1) application for Consolidation of Properties. Commissioner Boyd seconded the motion. The motion carried unanimously.

Mr. Hess presented one (1) Apportionment of Assessment per Final Divorce Order.

Vice President Catlett made a motion to approve the one (1) Apportionment of Assessment per Final Divorce Order. Commissioner Whitacre seconded the motion. The motion carried unanimously.

Re: Board Meeting Reports

Commissioner Boyd reported that he attended the Roundhouse Authority where they are working on completing the elevators. He also reported that they had a meeting with the design firm architects. Commissioner Boyd stated that they received grant funding for the windows to be completed as well. He stated that they would be renting out the Bridge and Machine Shop to a film company for approximately sixty days.

Commissioner Hardy stated that he was ill last week and unable to attend any of his board meetings.

Commissioner Whitacre reported that he attended the Auditor's conference in Canaan Valley and he was educated on taxable benefits.

Vice President Catlett reported that he attended the Auditor's conference with the other Commissioners and found it to be very informative. He also reported that he appeared on WRNR with President Gochenour.

President Gochenour reported that he attended the Auditor's conference and stated that it was good to listen to the concerns of what other counties were going through. He also reported that he appeared on the WRNR radio program with Vice President Catlett. President Gochenour reported that he attended the Development Authority meeting and stated with the tariffs put into place by the Federal government, companies are looking into coming to Berkeley County.

Re: Board and Commission Vacancies

There were no Board and Commission vacancies addressed this week.

Re: Bid Opening – Patrol Rifles

Gary Wine, County Administrator reviewed the RFP for the Patrol Rifles stating that the RFP had been posted on the county web site, social media, distributed to vendors of interested and published 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	Bid Total
Bid # 1	Atlantic Tactical	\$172,771.80
Bid # 2	Lance Industrial Partners	\$190,687.00

Re: Bid Opening – RFP EPTA Network Equipment

Gary Wine, County Administrator reviewed the RFP for the EPTA Network Equipment stating that the RFP had been posted on the county web site, social media, distributed to vendors of interest and published in the Martinsburg Journal with the Certification of Publication present in the read ahead.

At 10:00 President Gochenour opened the sealed bids as follows:

Bid #	Vendor	Bid Total
Bid #1	Tele Plus	\$23,676.36
Bid # 2	Berry Solutions	\$27,530.23

Re: Bid Opening – RFP EPTA Security Cameras

Gary Wine, County Administrator reviewed the RFP for the EPTA Security Cameras stating that the RFP had been posted on the county web site, social media, distributed to vendors of interest and published in the Martinsburg Journal with the Certification of Publication present in the read ahead.

At 10:-05 President Gochenour opened the sealed bids as follows:

Bid #	Vendor	Bid Total
Bid # 1	Total Control	\$114,206.45
Bid # 2	Alpha Tech	\$131,221.90
Bid # 3	Riverside Tech	\$124,666.19
Bid # 4	Tate Communications	\$146,238.59
Bid # 5	Securitas Tech	\$235,048.90
Bid # 6	Tele Plus	\$261,355.72
Bid # 7	Get Wired	\$100,656.00
Bid # 8	Bearcom	\$123,322.37
Bid # 9	Berry Solutions	\$214,077.15
Bid # 10	Berry Solution	\$184,078.53
Bid # 11	Advantage Tech	\$96,459.54

Re: Bid Opening – RFP EPTA Access Control

Gary Wine, County Administrator reviewed the RFP for the EPTA Access Control stating that the RFP had been posted on the county web site, social media, distributed to vendors of interest and published in the Martinsburg Journal with the Certification of Publication present in the read ahead.

At 10:10 President Gochenour opened the sealed bids as follows:

Bid #	Vendor	Bid Total
Bid # 1	Tele Plus	\$72,208.64
Bid # 2	Get Wired	\$68,944.80
Bid # 3	Berry Solutions	\$67,760.35

Re: Chief Eric Burnett Request for Full Time Process Server Out of State Tags Update

Chief Eric Burnett appeared before the Commission and stated that the Sheriff's Department currently only employed one (1) part time Civil Process Server, Kali Garnder. He stated that they had a part time front office position become vacant and would like to combine these part time positions into one (1) full time position to create a full time Civil Process Server position and move Kali Gardner from this part time position to a full-time position. He stated that the proposed salary for this position would be \$39,017 which the Sheriff's department budget could absorb but requested that the county cover the associated benefit costs for the year of \$8,942.

Vice President Catlett made a motion to approve combining the two part time positions into one (1) full time Civil Process Server position and fund the Sheriff's budget the difference for the benefits costs of \$8,942 for this year. Commissioner Whitacre seconded the motion. The motion carried unanimously.

Brandy Sullivan, LE Specialist appeared before the Commission and reviewed the history of the Out of State Tags and reviewed the statistics since the conception of the program stating that Shelly Brock had done a great job at tracking the statistics.

Re: Recess

Commissioner Hardy made a motion to Recess the August 14, 2025 Berkeley County Commission meeting.

Penny Shewell

Submitted by: _____

Penny Shewell, Office Administrator