

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

June 12, 2025
9:30 A.M.

Present:

G. Edgar Gochenour, President

R. Stephen Catlett, Vice President

James P. Whitacre, Commissioner

John Hardy, Commissioner

Gary A. Wine, County Administrator

Penny Shewell, Office Administrator

Commissioner Boyd was not present for the meeting.

Also Present: Jeff Mauzy, Deputy Legal Director; Chad Winebrenner, Deputy County Administrator; Tracie McCormick, Procurement Coordinator; Tim Czaja, Community Corrections Director; The Honorable Anthony Petrucci, County Clerk

Re: Call to Order

President Gochenour called the June 12, 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 June 12, 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

Gary Wine, County Administrator reviewed the thirteen (13) internal budget revisions received.

3. Changes in Status

President Gochenour stated that a new hire recommendation was received from Jennifer Swisher, Emergency Communications Director for Michael DeLoof as a Telecommunicator I effective July 1, 2025 with an annual salary of \$50,341.

President Gochenour stated that a letter of resignation was received from Tim Czaja, Community Corrections Director for Christal Tobin, Drug Screening Technician effective June 4, 2025.

President Gochenour stated that a letter of resignation was received from Chad Winebrenner, Deputy County Administrator for Christopher Owens, Custodian effective June 6, 2025.

4. Approval of Minutes

There were no changes to the June 5, 2025 Berkeley County Commission meeting minutes.

5. Award Acceptance FY24 HSGP Sheriff Specialized Training Grant

President Gochenour stated that this was a three (3) year grant for the Sheriff's Department to combat domestic violent extremism through training programs with a total award of \$122,000 with a 0% grant match.

6. Bond Reduction – Red Hill Phase 13236-237, 311-332, 373-392 (Final) BCP File #2505-146 tied to #2505-145, 2112-447, 24016-177 & 2009-0237, LOC 719 – Engineering Department

Re: Consent Agenda Approval

Commissioner Whitacre made a motion to approve the Consent Agenda for the June 12, 2025 Berkeley County Commission meeting. Vice President Catlett 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

The Assessor's Office had nothing to present this week.

Re: Board Meeting Reports

Commissioner Hardy reported that he attended the Public Service Water District board meeting where they reviewed the Executive Director's report, and received a request to move one of the water towers and also reviewed the pre-bid for the 43" water main stating they had ten (10) contractor attend the pre-bid meeting. Commissioner Hardy stated that he and President Gochenour met with Region 9 and the President of WVU where they reviewed their \$260 million expansions to Berkeley and Jefferson Medical Centers. He also reported that he met with constituents and tax payers regarding the levy for Parks & Rec and the impact fees.

Commissioner Whitacre stated that he had no meetings this week.

Vice President Catlett reported that he, President Gochenour and Gary Wine, County Administrator attended the CCAWV annual conference and congratulated President Gochenour for winning the "Rising Star" award for all his hard work. He also stated that Gary Wine was nominated for

the “Shining Star” award and was disappointed that he didn’t win after all the work that Berkeley County has done for the other counties. Vice President Catlett stated that Governor Morrissey was at the conference and spoke about the data centers and the State Finance Officer was there and spoke and answered questions. Vice President Catlett stated that they held Election of Officers and he was elected as the Legislative Chair for our region.

President Gochenour reported that he was invited to tour the Blue Ridge Tech Center and stated that there was an opportunity to offer tuition assistance for our employees. He reported that he and Gary Wine met with representatives from Shepherd University on tuition assistance. President Gochenour reported that he attended the Development Authority meeting and reported that new businesses continue to look at Berkeley County. He reported that he and Commissioner Hardy met with representatives from the Bethany House trying to assist them in getting resources to keep the doors open. President Gochenour stated that he would be participating in a meeting with Putnam county today to discuss their fire service and would be attending the Berkeley County Fire board meeting tonight.

Re: Board and Commission Vacancies

President Gochenour requested to have Mark Thompson scheduled for an interview as a candidate for the Berkely County Roundhouse Authority.

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

Deborah Hammond from the William Henshaw Chapter, NSDAR appeared before the Commission and reviewed the history of Flag Day. Mrs. Hammond read the Flag Day Proclamation.

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

**Re: Tim Czaja, Community Corrections Director
Presentation on Camp Ezri**

Tim Czaja, Community Corrections Director appeared before the Commission and updated the Commission on Camp Ezri. Mr. Czaja stated that he was made aware of this camp and recently toured the camp and reviewed the history of the camp, stating that it was a faith-based prospective and was for children whose parents have neglected them or exposed them to all sorts of trauma. Mr. Czaja stated that he had reached out to the Steely Foundation for assistance and he is going to assist with writing a grant with the WV First Foundation to help assist this program. Mr. Czaja stated that the Hub in Inwood is doing a fund raiser through the month of June and the Steely Foundation is matching that donation.

**Re: Jeff Mauzy, Deputy County Administrator
Towing Policy**

Jeff Mauzy, Deputy Legal Director appeared before the Commission and reviewed the revised Towing Policy. He stated that he has revised the old policy working with Chief Tom Young from the Sheriff’s Department and Jennifer Swisher, Emergency Communications Director. Mr. Wine stated that the Sheriff’s Department administers the policy.

Vice President Catlett made a motion to adopt the Towing Policy effective immediately. Commissioner Hardy seconded the motion. The motion carried unanimously.

Re: Chad Winebrenner, Deputy County Administrator
FY26 Updates to Step and Grade Pay Scales
Request to Apply for FY26 COPS Grant for Law Enforcement Staffing
Request to Apply for FY26 SAFER Grant for Firefighter Staffing

Chad Winebrenner, Deputy County Administrator appeared before the Commission and reviewed the request for updates to the FY26 Step and Grade Pay Scales stating that to execute the recent salary adjustments which were approved, these scales must be modified for all employees in those scales as follows effective July 1, 2025:

- Deputy Sheriff's Scales - \$5,000 adjustment across the entire scale
- Court Security Scale – 5% adjustment across the entire scale
- Firefighter Scale – 5% adjustment across the entire scale
- Emergency Communications – 5% adjustment across the entire scale

Commissioner Hardy made a motion to approve the FY26 Upgrades to Step and Grade Pay as presented. Commissioner Whitacre seconded the motion. The motion carried unanimously.

Mr. Winebrenner reviewed the request to apply for the FY26 COPS Grant for Law Enforcement staffing. He stated that this grant was from the US Department of Justice for the Berkeley County Sheriff's Department. Mr. Winebrenner stated that this was a 36-month grant and funding under this program would support three years of officer or deputy salaries within a five-year period of performance to accommodate time needed for recruitment and hiring. He further stated that agencies must retain each DHP-funding position for a minimum of 12 months following the three years of funding that position which begins October 1, 2025. Mr. Winebrenner stated that \$674,466 would be the grant match with a total grant request of \$1,299,466 for five deputies which does not include outfitting or cruisers.

Vice President Catlett made a motion to approve the request to apply for the COPS grant with a grant match of \$674,466. Commissioner Hardy seconded the motion. The motion carried unanimously.

Mr. Winebrenner reviewed the request for the FY26 SAFER Grant for Berkeley County Fire Department. He stated that the grant was from the U.S. Department of Homeland Security and was a 36-month grant and funding under this grant would support the goal to strengthen National Preparedness and Resilience and focuses on enhancing the safety of firefighters with respect to fire and fire-related hazards. Mr. Winebrenner stated that the SAFER program provides funding directly to fire departments and volunteer firefighters interest organizations to assist in increasing the number of firefighters to help communities meet industry minimum standards and attain 24-hour staffing to provide adequate fire protection from fire and fire-related hazards, and to fulfill traditional missions of fire departments. He stated that the grant match would be \$1,153,564 with the total grant request of \$1,855,724 which would fund 12 firefighters for three years.

Commissioner Hardy made a motion to approve the request to apply for the SAFER grant with a grant match of \$1,153,564. Commissioner Whitacre seconded the motion. The motion carried unanimously.

**Re: Gary Wine, County Administrator
MOU VFD's Full Time Firefighter Coverage
State Budget Revision # 09 Fund 001**

Gary Wine, County Administrator reviewed the MOUs for the VFD's which would provide full-time firefighter coverage for all five VFD's.

Vice President Catlett made a motion to approve the MOUs for the five VFD's and authorize the President to sign. Commissioner Whitacre seconded the motion. The motion carried unanimously.

Mr. Wine reviewed State Budget Revision # 09 for Fund 001.

Vice President Catlett made a motion to approve State Budget Revision # 09 for Fund 001. Commissioner Hardy seconded the motion. The motion carried unanimously.

Re: Recess

Commissioner Hardy made a motion to Recess the June 12, 2025 Berkeley County Commission meeting.



Submitted by: _____

Penny Shewell, Office Administrator