

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

July 31, 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, Tracie McCormick, Procurement Coordinator

Re: Call to Order

President Gochenour called the July 31, 2025 Berkeley County Commission meeting to Order at 9:35 A.M.

Re: Items from the Public

John Sullivan, 321 Greenbriar Road, Martinsburg, WV appeared before the Commission and stated that he serves on the CVB board and wanted to introduce film makers from Texas who were in town and stated they had brought \$20 to a small county in Kentucky last year and could potentially bring up to \$30 million for future films in Berkeley County. He introduced Barker White and Jamie Thompson. Mr. White and Mr. Thompson spoke about their future plans for Berkeley County.

Re: Agenda

Commissioner Whitacre made a motion to approve the Agenda for the July 31, 2025 Berkeley County Commission meeting. Vice President Catlett seconded the motion. The motion carried unanimously.

Re: Consent Agenda

1. Purchase Order Log

President Gochenour stated that he needed clarification on if we are managing a grant for the State Police. Gary Wine, County Administrator advised that the monies that came from the WV First Foundation had a piece of that dedicated to the WV State Police. Commissioner Hardy stated that he had a question about the large Reserve Postage invoice and questioned if it was due to all the end of the year bills that had gone out to which Mr. Wine advised it was.

2. Internal Budget Revisions

There were no internal budget revisions to be addressed.

3. Changes in Status

President Gochenour stated that a change in status was received from Mike Laing, Chief Court Marshal for Paul Kline, Deputy Court Marshal for a step increase due to years of service effective July 16, 2025 with an annual salary change from \$40,968 to \$42,712.

President Gochenour stated that a letter of resignation was received from Chase Winebrenner, IT Manager for Tyler Jones, IT Specialist II effective July 30, 2025.

4. Approval of Minutes

Commissioner Hardy made a motion to approve the minutes for the July 24, 2025 Berkeley County Commission meeting. Vice President Catlett seconded the motion. Commissioner Whitacre abstained due to absence. The motion carried unanimously.

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

6. Bond Release – Faith Christian Academy, Greensburg Road, Portable Classroom Unit (Grading) BCP #2203-0321 – Engineering Department

7. Order to Open New Account with United Bank Fund # 249 “ Impact Fees”

Re: Consent Agenda Approval

Commissioner Hardy made a motion to approve the Consent Agenda for the July 31, 2025 Berkeley County Commission meeting. Vice President Catlett seconded the motion. The motion carried unanimously.

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

The Honorable Larry Hess, Assessor appeared before the Commission and presented two (2) personal tax exonerations for reason of taxpayer error totaling \$266.63.

Commissioner Hardy made a motion to approve the two (2) personal property tax exonerations for reason of taxpayer error totaling \$266.63. Vice President Catlett seconded the motion. The motion failed with a vote of zero to four.

Mr. Hess presented three (3) personal tax exonerations for reason of office error totaling \$2,317.02.

Commissioner Hardy made a motion to approve the three (3) personal tax exonerations for reason of office error totaling \$2,317.02. Commissioner Whitacre seconded the motion. The motion carried unanimously.

Mr. Hess presented fifty-eight (58) personal tax exonerations for reason of office error totaling \$11,465.85.

Vice President Catlett made a motion to approve the fifty-eight (58) personal tax exonerations for reason of office error totaling \$11,465.85. Commissioner Hardy seconded the motion. The motion carried unanimously.

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

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

Re: Board Meeting Reports

Commissioner Hardy reported that he attended the Public Service Water District board meeting and stated that he was unable to attend the last meeting so he was able to get some more information on the big dig to move the large 43" water line in North Berkeley that was awarded to Snyder Environmental. He also stated that a presentation given by Jim Ouelette, Executive Director, on the new water facility for South Berkeley and a great presentation of the river plant facility.

Commissioner Whitacre reported that he had no meetings this week.

Vice President Catlett reported that he, President Gochenour along with Gary Wine, County Administrator participated in a meeting regarding a YMCA for Berkeley County. He also reported that he and President Gochenour appeared on the WRNR radio program and spoke about county business. Vice President Catlett stated that the Ambulance Authority cancelled their July meeting, however he received updates and stated that they have begun staffing the Baker Heights VFD 24 hours a day and have already seen response times drop and further stated that the BCEAA and the Bedington VFD are working together on a few projects and stated that the BCEAA would begin staffing the Bedington VFD (Station 40) 24/7 tomorrow, August 1 and an RFP would be going out of the street for expansion for Bedington (Station 49) which would allow for the current 12 hour staffing to go 24/7 staffing with a target date of January 1, 2026. Vice President Catlett stated that the Ambulance Authority was due to receive two new ambulances in August and 3 more in the winter of 2025.

President Gochenour reported that he appeared on WRNR along with Commissioner Catlett and participated in a meeting regarding a YMCA for Berkeley County along with Vice President Catlett and Gary Wine, County Administrator.

Re: Board and Commission Vacancies

Commissioner Whitacre made a motion to reappoint Nic Diehl to the Transit Authority for a full term. Vice President Catlett seconded the motion. The motion carried unanimously.

Re: Bid Opening – RFQ Real Estate, Auction and Home Clean Out Services

Gary Wine, County Administrator reviewed the RFQ for the Real Estate, Auction and Home Clean Out Services. He stated that the RFQ had been published on the county web site, social media and in the Martinsburg Journal with the Certification of Publication present in the read ahead and also distributed to vendors of interest.

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

Bid #	Vendor
Bid # 1	Edwards Auction & Realty Hedgesville, WV
Bid # 2	Hurley Real Estate & Auctions Greencastle, PA

**Re: Gary Wine, County Administrator
Declaration of Surplus Property**

Gary Wine, County Administrator reviewed the Declaration of Surplus Property.

Commissioner Whitacre made a motion to adopt the Declaration of Surplus Property as presented. Commissioner Hardy seconded the motion. The motion carried unanimously.

Re: Items from the Public

There were no items from the public.

Re: Executive Session – Legal Matters and Economic Development

Commissioner Hardy made a motion to go into executive session for legal matters and economic development at 10:15 A.M. Vice President Catlett seconded the motion. The motion carried unanimously.

President Gochenour declared the Commission out of executive session at 10:46 A.M.

Commissioner Hardy made a motion to participate in the Perdu National Opioid direct settlement and authorize Stephen Skinner to sign any documents on the Commission's behalf. Vice President Catlett seconded the motion. The motion carried unanimously.

Re: Recess

Commissioner Hardy made a motion to Recess the July 31, 2025 Berkeley County Commission meeting.



Submitted by: _____

Penny Shewell, Office Administrator