

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

August 21, 2025
9:30 A.M.

Present:

G. Edgar Gochenour, President

R. Stephen Catlett, Vice President

James P. Whitacre, Commissioner

H.D Boyd, Commissioner

Gary A. Wine, County Administrator

Penny Shewell, Office Administrator

Kiersten Emerick, Administrative Assistant

Commissioner Hardy was not present for the meeting.

Also Present: Anthony Delligatti, Legal Director; Tracie McCormick, Procurement Coordinator; The Honorable Larry Hess, Assessor; The Honorable Anthony J. Petrucci, County Clerk; Chad Winebrenner, Deputy County Administrator

Re: Call to Order

President Gochenour called the August 21, 2025, Berkeley County Commission meeting to Order at 9:35 A.M.

Re: Items from the Public

Cindy Pickren appeared before the Commission requesting an exoneration for a Taxpayer Error.

Joseph Price from Cedar Hill Construction appeared before the Commission speaking on behalf of manufactured homes regarding impact fees.

Re: Approval of Agenda

Vice President Catlett made a motion to approve the Agenda for the August 21, 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 two (2) Internal Budget Revisions received.

3. Changes in Status

President Gochenour stated a hiring recommendation was received from Tim Czaja, Director of Community Corrections for Destiny Boone as a Peer Recovery Coach with an annual salary of \$43,135 effective 9/2/2025.

President Gochenour stated a hiring recommendation was received from Mike Laing, Chief Court Marshal for Daniel Wright as a Deputy Court Marshal with an annual salary of \$40,968 effective 9/2/2025.

President Gochenour stated a hiring recommendation was received from Tim Czaja, Director of Community Corrections for Garrett Darling as a Case Manager with an annual salary of \$50,676 effective 9/2/2025.

President Gochenour stated a hiring recommendation was received from Tim Czaja, Director of Community Corrections for Cadence Lance as a Case Manager with an annual salary of \$50,676 effective 9/22/2025.

President Gochenour stated a hiring recommendation was received from Chase Winebrenner, IT Manager for Kenser Germain as an IT Specialist II with an annual salary of \$54,943 effective 9/22/2025.

President Gochenour stated a change in status was received from The Honorable Rob Blair, Sheriff for Kali Gardner to move from Part Time Process Server to Full Time Process Server with a compensation rate change from \$17.83 per hour to \$39,017 annually effective 8/18/2025.

President Gochenour stated a change in status was received from Mike Laing, Chief Court Marshal for Jason Owens to change from Transportation Marshal to Deputy Court Marshal with a compensation rate change from \$46,956 to \$42,711 effective 9/1/2025

President Gochenour stated a change in status was received from Mike Laing, Chief Court Marshal for Cliff Pennington to change from Deputy Court Marshal to Transportation Marshal with a compensation rate change from \$40,968 to \$45,150 effective 9/1/2025.

4. Approval of Minutes

President Gochenour stated that a change needed to be made to the July 10th minutes to read as follows:

“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”

Vice President Catlett made a motion to approve the change to the July 10, 2025 Commission meeting minutes. Commissioner Whitacre seconded the motion, the motion carried unanimously.

There were no changes to the August 14, 2025 Commission meeting minutes

5. Cancelled Check Request- County Clerk's Finance Office

Re: Consent Agenda Approval

Vice President Catlett made a motion to approve the Consent Agenda for the August 21, 2025, Berkeley County Commission meeting. Commissioner Whitacre seconded the motion. The motion carried unanimously.

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

The Honorable Larry Hess appeared before the Commission and presented three (3) Personal Tax exonerations due to taxpayer error totaling \$1,071.44.

Commissioner Whitacre made a motion to table these exonerations until next week. Vice President Catlett seconded the motion. The motion carried unanimously.

Mr. Hess presented fourteen (14) personal tax exonerations due to office error totaling \$5,114.98.

Vice President Catlett made a motion to approve the fourteen personal tax exonerations due to office error totaling \$5,114.98. Commissioner Boyd seconded the motion. The motion carried unanimously.

Mr. Hess presented eleven (11) real estate tax exonerations due to office error totaling \$12,074.28.

Vice President Catlett made a motion to approve the eleven real estate tax exonerations due to office error totaling \$12,074.28. Commissioner Boyd seconded the motion. The motion carried unanimously.

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

Commissioner Boyd made a motion to approve the one (1) Consolidation of Properties. Vice President Catlett seconded the motion. The motion carried unanimously.

Re: Board Meeting Reports

Commissioner Boyd stated that he had a Main Street Martinsburg Meeting, and they went over a few things going on within the county. They had a clean-up day, where they collected an estimated 25 trash bags from downtown Martinsburg. He stated that the Economic Vitality Survey is now out for the community to fill out if there is interest. He also stated that Seeds Juice Bar had their ribbon cutting ceremony, and the fall food fest will be hosted on October 4, 2025.

Commissioner Whitacre stated that he had an Airport Authority meeting via Zoom. Commissioner Whitacre stated during this meeting they went over a lease that was signed with Columbia Aircraft. He stated an incident occurred with the people that cleaned the grease traps and this has been resolved. He also stated the lease for the property on the Southside is still being worked on.

Vice President Catlett stated that he had a School Safety meeting and is very pleased with the progress being made in the school system. He stated the Raptor Program started this week with the school system where if there is an incident in a classroom that needs attention from administrative staff, the teacher pushes their device three times, and it will report the issue as occurring for the teacher to get help. If there is a serious safety threat the teacher pushes their device seven times, and it will be reported to first responders, so they arrive on scene. He also stated that he had a Sewer District meeting where private citizens from Union Gap Subdivision were asking for help as they had no public water or sewer system.

He further stated they are hoping DEP will cooperate in helping this subdivision. He also reported that he attended the Stormwater meeting this week where they discussed the Route 11 flooding issues and they are seeking funding to help address the issues and spoke with representatives from Region 9 regarding assistance with funding. Vice President Catlett also reported he attended the MPO meeting and stated that while Brian Carr from DOH usually attends via zoom, representatives from Charleston appeared in person for this meeting and he was able to speak with them.

President Gochenour stated that he had a Parks and Rec meeting where he reviewed the number of students that attended summer activities as follows: 1,117 summer day campers, 2,035 gymnastics, 735 swim lessons, and 1,786 playing basketball. He also stated that rentals and pool parties were up but concessions were down. He stated rental income is up due to being able to rent for half of the day instead of full days and the brick house is available to rent at the Poor House Farm Park. He also stated that he had a meeting with CMC Steel to look at the road damage to the entrance of CMC Steel and the plant itself and discussed options to correct in addition to the necessity of a traffic signal.

Re: Board and Commission Vacancies

Vice President Catlett made the motion to appoint Gary Wine, County Administrator to the Martinsburg- Berkeley County Parks and Rec board. Commissioner Whitacre seconded the motion. The motion was carried unanimously.

Re: Summer Barrett- Access Strategies Annual Presentation

Daniel Hall with Access Strategies along with Summer Barrett came before the Commission to present a Legislative update. Amber Perry with Access Strategies distributed a handout of Legislative successes with Omega WV/Access Strategies. Mrs. Barrett reviewed legislative successes from 2021 through 2025, highlighting 2025 legislative successes of one-time funding allocation for Martinsburg-Berkeley County Public Library construction; one time funding allocation for Shenandoah Battlefields Foundation; School Safety Officers; and Data Centers-HB 2014.

The Commission acknowledged the amount of monies Access Strategies has saved not only in Berkeley County but all West Virginia counties. Gary Wine, County Administrator spoke of the importance of the Access Strategies firm and the importance of having this amazing lobbyist team present in Charleston

Re: Board and Commission Interview- Bradley Wright- 911 Advisory Board

Bradley Wright appeared before the Commission and was interviewed as a candidate for the 911 Advisory board.

Re: Chad Winebrenner, Deputy County Administrator- Multi-Purpose Room Use Policy

Chad Winebrenner, Deputy County Administrator appeared before the County Commission and presented the policy for Use of the Multi-Purpose Room in the Dunn Building. Mr. Winebrenner mentioned the interest by the public and outside agencies in the multi-purpose room and reviewed the policy. Mr. Winebrenner stated that the room exists to provide a professional meeting space for activities associated with local government that directly benefit Berkeley County. He also mentioned the prohibited uses for this space which includes religious organizations and activities, political organizations, profit or commercial activities, activities involving illegal or unsafe conduct, and private social events. Mr. Winebrenner went on to highlight alternative meeting space options and the reservation procedures.

Commissioner Boyd made a motion to adopt The Multi-Purpose Room Use Policy. Commissioner Whitacre seconded the motion. The motion was carried unanimously.

Re: Gary Wine, County Administrator- Dunn Building Parking Discussion

Gary Wine, County Administrator discussed the Dunn Building parking lot with the Commission. Mr. Wine stated that parking has been an ongoing issue and has been brought before the Commission in previous years. Mr. Wine stated that he has dealt with frustrated citizens with the renovations that have been made to make sure everything within the building is easily accessible, but citizens are unable to find accessible parking. Mr. Wine stated the current parking lot is ADA compliant but does not meet the needs of the community due to it always being full.

Commissioner Whitacre agreed with the map designations presented. President Gochenour stated he agreed with the proposed parking map and suggested removing the Commission designated parking signs and make those parking spots open to the public as well. Mr. Wine mentioned meeting with the architect that designed the parking lot and marking the spaces as "Customer Parking" in effort to add more handicap spots.

President Gochenour stated that employees have until September 1st to digest and have knowledge of this policy.

Commissioner Boyd made a motion to approve the parking policy effective September 1, 2025. Commissioner Catlett seconded this motion. The motion carried unanimously

Re: Items from the Public

There were no items from the public

Re: Recess

Commissioner Boyd made a motion to Recess the August 21, 2025, Berkeley County Commission meeting.

Submitted by:

A handwritten signature in blue ink, appearing to read "K. E.", with a long horizontal stroke extending to the right.

Kiersten Emerick, Administrative Assistant