

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

August 28, 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

Kiersten Emerick, Administrative Assistant

Also Present: Anthony Delligatti, Legal Director; Tracie McCormick, Procurement Coordinator; Chad Winebrenner, Deputy County Administrator; Martin Roberts, Fire Chief; Tim Czaja, Director of Community Corrections; Brian Ross, Director of Community Development

Re: Call to Order

President Gochenour called the August 28, 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: Approval of Agenda

Commissioner Whitacre made a motion to approve the Agenda for the August 28, 2025, Berkeley County Commission meeting. Vice President Catlett 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 one (1) Internal Budget Revision received.

3. Changes in Status

President Gochenour stated a hiring recommendation was received from The Honorable Larry Hess, Assessor for Niki Renee Martinez as a Personal Property Clerk with an annual salary of \$36,500 with an effective start date to be determined.

President Gochenour stated a change in status was received from Martin Roberts, Fire Chief for Jalen Hessen, Firefighter 2 for a grade increase to Firefighter 3 for years of service with a salary change from \$64,602 to \$67,496 effective 9/1/2025.

President Gochenour stated a change in status was received from Martin Roberts, Fire Chief for Adam Mauck, Firefighter 3 for a step increase for years of service with a salary change from \$67,496 to \$69,521 effective 9/1/2025.

President Gochenour stated a change in status was received from Tim Czaja, Director of Community Corrections for Danielle Cooper, Case Manager to be promoted to Case Management Coordinator with a salary change from \$53,210 to \$60,000 effective 9/1/2025.

President Gochenour stated a change in status was received from The Honorable Rob Blair, Sheriff for Logan McCulley, Deputy 1 for a grade increase to Deputy 2 for years of service with a salary change from \$59,187 to \$61,615 effective 9/1/2025.

President Gochenour stated a change in status was received from The Honorable Rob Blair, Sheriff for William Henderson, Deputy 3 for a step increase for years of service with a salary change from \$70,801 to \$72,775 effective 9/1/2025.

President Gochenour stated a change in status was received from The Honorable Rob Blair, Sheriff for Elijah Hooper, Deputy 2 for a grade increase to Deputy 3 for years of service with a salary change from \$64,446 to \$67,668 effective 9/1/2025.

President Gochenour stated a letter of resignation was received from Jennifer Swisher, Emergency Communications Director for Robin Baker effective 8/11/2025

4. Approval of Minutes

There were no changes to the August 21, 2025, County Commission meeting minutes

Re: Consent Agenda Approval

Vice President Catlett made a motion to approve the Consent Agenda for the August 28, 2025 Berkeley County Commission meeting. Commissioner Boyd seconded the motion. The motion carried unanimously.

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

There was nothing received from the Assessor.

Re: Board Meeting Reports

Commissioner Whitacre stated that he had no board meetings.

Vice President Catlett stated that he had a Senior Services board meeting, and it went well. He stated that the Senior Services will be holding their Heros Dinner on September 18th which will be a fundraising event strictly for Senior Services. Vice President Catlett also stated that he has an Ambulance Authority meeting this evening and is looking forward to a meeting next week with Hedgesville Town Council to discuss impact fees. Vice President Catlett stated that he and President Gochenour appeared on the WRNR radio program.

Commissioner Boyd stated that he appeared on the WRNR radio station on Tuesday where he discussed impact fees. Commissioner Boyd also stated that he attended the meeting regarding the Public Safety Complex building. Commissioner Boyd stated that he attended the CVB meeting and reported the hotel/motel tax was up for the first time in 12 months and they gave a support grant for the WVU Extension Barn Crawl. He also stated the Shenandoah Battlefield Association is going to be touring the Civil War sites in Berkeley County in April 2026. Commissioner Boyd stated he will be attending the Museum board meeting tonight.

President Gochenour stated that he had a Landmarks Commission meeting. He stated that DOH has reached out to Landmarks Commission to see if there was any history on the roundabouts. He also stated that he and Vice President Catlett appeared on the WRNR radio program. President Gochenour stated that he, Commissioner Boyd, Gary Wine, County Administrator, and Jack Laing, Facilities Director participated in a Public Safety building meeting to determine everyone's needs for the building

Commissioner Hardy stated that he did not attend any board meetings last week, but he wanted to take a moment to thank the Commission for approving Brandon Franklin to the Planning Commission. He also took a moment to recognize the loss of former long time West Virginia Majority Leader, Delegate, and Speaker of the House; Tim Armstead due to a long battle with cancer. He mentioned his time getting to know him and the upstanding person he was.

Re: Board and Commission Vacancies

Vice President Catlett made a motion to appoint Jeff Boehm to the Berkeley County Building Commission board. Commissioner Hardy seconded the motion. The motion carried unanimously.

Three board applications were received for the Fire Service Board: Bradley Crowell, Matthew Stotler, and Joseph Kidwell. President Gochenour asked for them to be scheduled for interviews.

Re: Erin Gaertner, Transition Agent, Job & Hope WV

Richard Dennis, Field Representative, Office of Governor Patrick Morrissey Proclamation International Overdose Memorial Day and National Recovery Month

Erin Gaertner with Job & Hope WV along with Richard Dennis from the Office of Governor Patrick Morrissey appeared before the Commission to present a Proclamation for International Overdose Memorial Day and National Recovery Month. Erin Gaertner recognized employees staffed by Tim Czaja, Director of Community Corrections, for their great job. Tim Czaja, Director of Community Corrections appeared before the Commission and thanked them for their efforts and resources in recognizing that people in our community are worth it and seeing them as human beings. Erin Gaertner and Richard Dennis each read half of the Proclamation.

Commissioner Hardy made a motion to adopt the Proclamation. Commissioner Boyd seconded the motion. The motion carried unanimously.

**Re: Jennifer Smith, Executive Director, Berkeley County Development Authority
Resolution for FY2026 IAR Grant**

Jennifer Smith, Executive Director, Berkeley County Development Authority appeared before the Commission and reviewed the IAR Grant Resolution. She stated that the IAR Grant serves as a means to assist with the CMC access road. The amount of this grant is \$400,000 for unmatched IAR funding and \$300,000 matched IAR funding for FY2026. She also stated that this grant was applied for and received last year.

Commissioner Hardy made a motion to adopt the Resolution. Commissioner Whitacre seconded the motion. The motion carried unanimously.

**Re: Deborah Hammond, William Henshaw Chapter, NSDAR
Proclamation Constitution Week**

Deborah Hammond with the William Henshaw Chapter, NSDAR appeared before the Commission and presented a Proclamation for Constitution Week. She stated that September 17, 2025, marks the two hundred and thirty-eighth (238) anniversary of the drafting of the Constitution of the United States of America.

Vice President Catlett made a motion to adopt the Proclamation. Commissioner Whitacre seconded the motion. The motion carried unanimously.

**Re: Chad Winebrenner, Deputy County Administrator
Martin Roberts, Fire Chief
Fire Department Holiday Schedule Updates**

Chad Winebrenner, Deputy County Administrator and Martin Roberts, Fire Chief appeared before the Commission to address concerns regarding the Fire Department's current holiday pay policy. Mr. Winebrenner explained that, under the department's 24-hour shift schedule, the existing holiday pay structure does not adequately compensate firefighters who are on duty during holidays. He stated that currently, holiday pay is based on a schedule that runs from 12:00 AM to 11:59 PM on the designated holiday, however, because Firefighters work 24-hour shifts that often begin or end outside of that time frame, the individual working the majority or entirety of the holiday may not receive appropriate holiday compensation. Mr. Winebrenner and Chief Roberts proposed a revision to the policy: redefining the holiday pay period to begin at 6:00 AM on the day of the holiday and end at 6:00 AM the following day. This change would ensure that the Firefighter working the full shift on the holiday receives proper holiday pay.

Commissioner Hardy made a motion to approve the new holiday schedule. Commissioner Whitacre seconded the motion. The motion carried unanimously.

Re: Gary Wine, County Administrator
Order Regarding Correction of Assessments Due to Taxpayer Errors
Bid Recommendation RFP EPTA Network Equipment
Bid Recommendation RFP EPTA Security Cameras
Bid Recommendation RFP EPTA Access Control Equipment
Salvage Yard Complaints

Gary Wine, County Administrator, presented the Order for Correction of Assessments due to Taxpayer Error. Mr. Wine stated this Order gives taxpayers an opportunity for one-time errors to be exonerated if they fail to turn in an up-to-dated or correct assessment form. Mr. Wine also stated that the Assessor will keep record of taxpayer errors to ensure the Commission does not approve repeated occurrences.

Vice President Catlett made a motion to adopt the Order for Correction on Assessments due to Taxpayer Error. Commissioner Boyd seconded the motion. The motion carried unanimously.

Mr. Wine reviewed the RFP for EPTA Network Equipment. Mr. Wine recommended the RFP be awarded to Berry Solutions Group in the amount of \$27,530.23 due to meeting all the specifications in the request.

Commissioner Boyd made a motion to award the bid to Berry Solutions Group in the amount of \$27,530.23. Vice President Catlett seconded the motion. The motion carried unanimously.

Mr. Wine reviewed the RFP for EPTA Security Cameras. Mr. Wine recommended the bid be awarded to Advantage Tech in the amount of \$97,459.54 due to meeting all the specifications in the request.

Vice President Catlett made a motion to award the bid to Advantage Tech in the amount of \$97,459.54. Commissioner Boyd seconded the motion. The motion carried unanimously.

Mr. Wine reviewed the RFP for EPTA Access Control Equipment. Mr. Wine recommended the bid be awarded to Berry Solutions Group in the amount of \$67,760.35 due to meeting all the specifications in the request.

Commissioner Boyd made a motion to award the bid to Berry Solutions Group in the amount of \$67,760.345. Commissioner Whitacre seconded the motion. The motion carried unanimously.

Mr. Wine presented Salvage Yard Code references due to salvage yard complaints being received. Anthony Deligatti, Legal Director, appeared before the Commission and spoke regarding salvage yards referencing state code. Brian Ross, Community Development Director, also appeared before the Commission and reviewed efforts and issues regarding salvage yard complaints. A discussion followed by the Commission with Mr. Wine stating staff would draft an Ordinance to be presented to the Commission.

Re: Items from the Public

Shawn Wilt appeared before the Commission and spoke about Access Strategies stating that the presentation they provided to the Commission was an estimate not an actuary. Mr. Wilt stated he felt this was a conflict of interest because Summer Barrett works for Access Strategies and her husband Jason Barrett is a WV Senator.

President Gochenour recognized Labor Day and thanked all of the employees and everyone out there who is working every day.

Commissioner Catlett reminded everyone of the Labor Day Breakfast on Monday and stated that all of the money raised will go back into Parks and Recreation.

Re: Recess

Commissioner Boyd made a motion to Recess the August 28, 2025, Berkeley County Commission meeting.

Submitted by:



Kiersten Emerick, Administrative Assistant