

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

September 4, 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; The Honorable Larry Hess, Assessor; Will Lorensen, Fiduciary Supervisor; The Honorable Anthony Petrucci, County Clerk; Matthew Umstead, Director of Policy and Strategic Planning

Re: Call to Order

President Gochenour called the September 4, 2025, Berkeley County Commission meeting to Order at 9:35 A.M.

Re: Items from the Public

Robert Mahaffey, President of the Museum Board, appeared before the Commission thanking the Commissioners for their support towards the Museum Commission. He also extended an invitation for a ceremonial signing with the Mills Group LLC, September 9, 2025, at 2:00 PM at the old courthouse. He stated the Mills Group has been hired to help with the initial rendering and designs for the old courthouse and Annex building. He also stated there is a biography about the life of Senator Charles Sumner that he would like to get signed and donated to the Sumner School.

President Gochenour stated how productive the Museum Commission is within our community. Vice President Catlett stated that we are lucky to have Robert Mahaffey as the President of the Museum Commission.

Vice President Catlett introduced Melanie Pagliaro, Executive Director, CCAWV.

Re: Approval of Agenda

Vice President Catlett made a motion to approve the agenda with the amendment to remove the board interview for Bradley Crowell. 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 reviewed

3. Changes in Status

President Gochenour stated a hiring recommendation was received from Jennifer Swisher, Director of Emergency Communications for Tyler Francesnoni as a Telecommunicator Trainee with an annual salary of \$48,674 effective 10/25/2025.

President Gochenour stated a hiring recommendation was received from Jennifer Swisher, Director of Emergency Communications for Hadley Skalkeas as a Telecommunicator Trainee with an annual salary of \$48,674 effective 10/25/2025.

President Gochenour stated a letter of resignation was received from Tim Czaja, Director of Community Corrections for Dan Johnson, DRC Driver effective 8/1/2025.

President Gochenour stated a letter of retirement was received from Chad Winebrenner, Deputy County Administrator for Kimberly Turner, Custodian effective 9/30/2025.

4. Approval of Minutes

There were no changes to the August 28, 2025, County Commission Meeting Minutes.

Re: Consent Agenda Approval

Commissioner Whitacre made a motion to approve the Consent Agenda for the September 4, 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

The Honorable Larry Hess, Assessor appeared before the Commission and presented one (1) personal tax exoneration for reason of taxpayer error totaling \$177.26

Commissioner Hardy made a motion to approve the one (1) personal tax exoneration for reason of taxpayer error totaling \$177.26. Vice President Catlett seconded the motion. The motion carried unanimously.

Mr. Hess presented twelve (12) personal tax exonerations for reason of office error totaling \$3,444.55.

Vice President Catlett made a motion to approve the twelve (12) personal tax exonerations for reason of office error totaling \$3,444.55. Commissioner Boyd seconded the motion. The motion carried unanimously.

Mr. Hess presented two (2) real estate tax exonerations for reason of office error totaling \$2,243.15.

Commissioner Boyd made a motion to approve the two (2) real estate tax exonerations for reason office error totaling \$2,243.15. Commissioner Hardy seconded the motion. The motion carried unanimously.

Mr. Hess presented one (1) application for consolidation of properties.

Commissioner Hardy made a motion to approve the one (1) consolidation of properties. Commissioner Boyd seconded the motion. The motion carried unanimously.

Re: Board Meeting Reports

Commissioner Boyd stated that he attended the Museum board meeting and did not have anything new to report due to Robert Mahaffey covering the Museum board's progress during items from the public.

Commissioner Hardy stated that he attended the Planning Commission meeting and that current projects are moving forward. He also stated that he participated in the Labor Day Breakfast at War Memorial Park. He stated that he appreciated everyone who makes the Labor Day Breakfast possible each year.

Commissioner Whitacre stated that he did not have any board meetings this week. He thanked Jen Stanley with Faith Christian Academy for their participation in the Labor Day Breakfast each year.

Vice President Catlett stated that he attended the Ambulance Authority meeting and reported with the changes with shifts, response times have dropped from 8.5 minutes to 7.5 minutes within the first month. Vice President Catlett also thanked everyone who helped with the Labor Day breakfast. He stated that this year they raised approximately \$15,000, which will go towards a handicap accessible playground within War Memorial Park. Vice President Catlett also reported that he attended an Educational Future Conference that was held by Berkeley County Board of Education to go over their 10-year growth plan. He stated that the theme of the night was concentrating on an addition to James Rumsey or making another Career Tech school within Berkeley County due to how beneficial it has been for students to get into careers even when they have no interest in attending college. Vice President Catlett reported that he and Greg Rhoe attended the Hedgesville Town Council meeting to speak with them about impact fees, and stated this meeting was perceived well, and the Council did not have any concerns.

President Gochenour stated that while he did not have any board meetings, he did speak with the Governor about the county's highways and roads during the Labor Day Breakfast.

Re: Board and Commission Vacancies

President Gochenour stated that a letter of resignation was received from Cindy Thurston resigning from the Berkeley County Senior Services Board effective immediately.

Re: Bid Opening—RFP DRC Transportation Mini Van

Gary Wine, County Administrator, reviewed the RFP for the DRC Transportation Mini Van and stated the bid was posted on the county website, social media, and advertised in the Journal with the Certification of Publication present in the Read Ahead.

At 9:55 AM President Gochenour opened the sealed bid as follows:

Bid #	Vendor	Bid Total
#1	One Nation Auto Sale, LLC	\$45,989 2025 Chrysler Voyager LX

President Gochenour left the meeting at 10:01 AM and President Pro Tem Catlett took over the meeting.

Re: Will Lorensen, Fiduciary Supervisor
Estate Accounts Month of September
Estate Hearings to be Scheduled

Will Lorensen, Fiduciary Supervisor, presented thirty-five (35) estate accounts for the month of September.

Commissioner Hardy made a motion to approve the thirty-five estate accounts as presented. Commissioner Boyd seconded the motion. The motion carried unanimously.

Re: Jonathan Hartiens, Mountaineer Recovery Village
Letter of Support for WV First Foundation Grant

Jonathan Hartiens, Director, Mountaineer Recovery Village along with Theresa Jenkins, Operations Manager, appeared before the Commission to ask for letters of support for the WV First Foundation Grant. Dr. Hartiens stated that the Mountaineer Recovery Center is aimed at providing inpatient and outpatient addiction treatment, stating that with the growth in their program, the grant award would help fund more transportation to continue to make sure everyone within the program has a ride to and from work and help get more support within their operations department. He also stated that construction on Phase 2 would create twenty-four (24) apartments for residents to move into and would meet affordable housing requirements. He requested letters of support and endorsement for the grants needed to continue this program. Theresa Jenkins stated that this program is also a “highway” to veterans. She stated they are currently serving eight (8) veterans and is grateful to be able to serve the ones that have served our country.

Commissioner Whitacre made a motion to approve the letters of support and authorize the President to sign. Commissioner Hardy seconded the motion. The motion carried unanimously.

Re: Board and Commission Interview
Matthew Stotler—Candidate—Fire Service Board

Matthew Stotler appeared before the Commission and was interviewed as a candidate for the Fire Service board

Re: Board and Commission Interview
Joseph Kidwell—Candidate—Fire Service Board

Joseph Kidwell appeared before the Commission and was interviewed as a candidate for the Fire Service board.

Re: Items from the Public

Melanie Pagliaro, Executive Director, CCAWV appeared before the Commission thanking them for being members of the association and for their support and the efforts of Access Strategies. She stated that what benefits one county, may also benefit another and appreciated Access Strategies legislative support.

President Pro Tem Catlett stated that Access Strategies works great with CCAWV in helping the whole state of WV, not just our county. Commissioner Hardy thanked Ms. Pagliaro for everything she does in legislature.

Re: Executive Session

Commissioner Hardy made a motion to go into Executive Session for Real Estate matters at 10:50 AM. Commissioner Boyd seconded the motion. The motion carried unanimously.

President Pro Tem Catlett declared the Commission out of Executive Session at 10:56 AM

Re: Recess

Commissioner Hardy made a motion to Recess the September 4, 2025, Berkeley County Commission meeting.

Submitted by:



Kiersten Emerick, Administrative Assistant