

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

September 18, 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: Brian Ross, Community Development Director; The Honorable Larry Hess, Assessor; Tracie McCormick, Procurement Coordinator; Anthony Deligatti, Legal Director; Will Lorensen, Fiduciary Supervisor; The Honorable Anthony Petrucci, County Clerk; Matthew Umstead, Director of Strategic Planning and Communications; Chad Winebrenner, Deputy County Administrator; Jeffery Mauzy, Deputy Legal Director

Re: Call to Order

President Gochenour called the September 18, 2025, Berkeley County Commission meeting to Order at 9:35 A.M.

Re: Items from the Public

No items from the public

Re: Approval of Agenda

Vice President Catlett made a motion to approve the Agenda for the September 18, 2025, Berkeley County Commission meeting. 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

Gary Wine, County Administrator, reviewed the 1 Internal Budget Revision received.

3. Changes in Status

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

President Gochenour stated a notice was received from The Honorable Anthony Petrucci, County Clerk to remove Emily Schelin, Deputy Clerk from payroll effective 9/15/2025.

4. Approval of Minutes

There were no changes to the September 11, 2025, Berkeley County Commission Meeting minutes.

5. Bond Reduction—Opal Meadows (Grading & Final) BCP File #2503-067 tied to BCP File #2311-367 (Final), and 2407-0336 (Grading), LOC Number 364 – Engineering Department

Re: Consent Agenda Approval

Commissioner Boyd made a motion to approve the Consent Agenda for the September 18, 2025, Berkeley County Commission meeting. Vice President Catlett 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 two Personal Tax Exonerations due to Taxpayer Error (1st Offense) totaling \$755.52.

Commissioner Hardy made a motion to approve the two Personal Tax Exonerations due to Taxpayer Error (1st Offense) totaling \$755.52. Commissioner Boyd seconded the motion. The motion carried unanimously.

Mr. Hess presented one Real Estate Tax Exonerations due to taxpayer error (1st Offense) totaling \$846.20.

Commissioner Hardy made a motion to approve the one Real Estate Tax Exonerations due to taxpayer error (1st Offense) totaling \$846.20. Commissioner Whitacre seconded the motion. The motion carried unanimously.

Mr. Hess presented five Personal Tax Exonerations due to office error totaling \$15,915.94.

Commissioner Whitacre made a motion to approve the five Personal Tax Exonerations due to office error totaling \$15,915.94. Commissioner Hardy seconded the motion. The motion carried unanimously.

Mr. Hess presented two Real Estate Tax Exonerations due to office error totaling \$71,030.48.

Commissioner Whitacre made a motion to approve the two Real Estate Tax Exonerations due to office error totaling \$71,030.48. Commissioner Boyd seconded the motion. The motion carried unanimously.

Mr. Hess presented one Application for the Consolidation of Properties.

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

Re: Board Meeting Reports

Commissioner Boyd reported that he attended a Main Street Martinsburg meeting. He noted that a session is scheduled for October to discuss transformation strategies, and a budget vote will take place in November. He also announced that Martinsburg was awarded the Economic Development Award. Commissioner Boyd also stated that it looked like the groundbreaking ceremony at WVU Medicine had a strong turnout and was a successful event.

Commissioner Hardy reported that he attended a Planning Commission meeting, and they are moving forward with some projects. He also apologized for not being able to attend the groundbreaking ceremony at WVU Medicine.

Commissioner Whitacre reported that he attended an EPTA meeting on Monday, noting that the stormwater management release issue has been resolved and the project is approximately 30% complete and progressing well. He also attended an Airport Authority board meeting, where he reported that the budget remains on track with minimal changes. Additionally, he shared that the "Planes and Pancakes" event held over the weekend drew approximately 1,500 attendees, and the Authority is planning to host its annual Trunk or Treat event at the end of October.

Vice President Catlett reported that he recently visited the Horses with Hearts facility and was impressed by how remarkable the facility is and the work being done there. He also attended a virtual meeting with the Board of Education regarding the CEFPP, their 10-year Comprehensive Educational Facilities Plan. During the meeting, it was shared that the Board is exploring the possibility of building a new middle school in Hedgesville. Instead of constructing a new high school, they are considering the development of a career-tech school. Vice President Catlett noted that he was unable to attend the recent meetings of the Public Service Stormwater District and the Public Service Sewer District. He concluded by stating that he and Commissioner Boyd will be attending the CCAWV meetings in Canaan this weekend.

President Gochenour reported that he attended the Morgan Cabin fundraiser this past weekend, where he participated in the hog calling contest. While he did not win, his granddaughter did. He also attended a recent Fire Board meeting and shared that Baker Heights experienced a mechanical issue with one of their engine tankers. The Fire Board has agreed to split the cost of the repairs with them. President Gochenour also noted that South Berkeley is currently using outdated hydraulics that you can no longer purchase parts for. With the combined support of Senator Barrett and the Fire Board, they will be able to replace this equipment. On Friday, he attended a small ceremony where the State Fire Marshal presented Lt. Jeremy Taylor's family with a Line of Duty Death recognition. President Gochenour expressed how proud he was of the Chief of Berkeley County Fire for fighting to secure this honor for Lt. Taylor's family. He acknowledged the strong support received from both the State Fire Marshal and Governor Patrick Morrisey in this effort. Lastly, President Gochenour reported that he attended the WVU Medicine

groundbreaking ceremony, where he was given the opportunity to speak. He shared his excitement about the project, stating that it will be a valuable and exciting addition to the community.

Re: Board and Commission Vacancies

Vice President Catlett made a motion to appoint Bradley Wright to the 911 Advisory Board. Commissioner Whitacre seconded the motion. The motion was carried unanimously.

**Re: Will Lorensen, Fiduciary Supervisor
Estate Hearing—Estate of Dorothy L. McDaniel**

Will Lorensen, Fiduciary Supervisor, appeared before the Commission and reviewed the history of the estate of Dorothy L. McDaniel. He recommended the Commission probate the will in solemn form.

Commissioner Whitacre made a motion to probate the will in solemn form for the estate of Dorothy L. McDaniel. Commissioner Hardy seconded the motion. The motion carried unanimously.

**Re: Will Lorensen, Fiduciary Supervisor
Estate Hearing—Estate of Jacqueline Clayton**

Will Lorensen, Fiduciary Supervisor, appeared before the Commission and reviewed the history of the estate of Jacqueline Clayton. He recommended the Commission probate the will in solemn form.

Vice President Catlett made a motion to probate the will in solemn form for the estate of Jacqueline Clayton. Commissioner Whitacre seconded the motion. The motion carried unanimously.

**Re: Will Lorensen, Fiduciary Supervisor
Estate Hearing—Estate of Jay Boycan**

Will Lorensen, Fiduciary Supervisor, appeared before the Commission and reviewed the history of the estate of Jay Boycan. He recommended the Commission probate the will in solemn form. Ronald Andrew Boycan, the son of the decedent appeared before the Commission stating that he had no objections to Mr. Lorensen's recommendation.

Vice President Catlett made a motion to probate the will in solemn form for the estate of Jay Boycan. Commissioner Boyd seconded the motion. The motion carried unanimously.

**Re: Jo Elliot, Executive Director, Community Alternatives of Violence
Proclamation Domestic Violence Awareness Month**

Jo Elliot, Executive Director, Community Alternatives of Violence along with Claudia Bentley, and Nicole Rome from EPEC, appeared before the Commission to request the adoption of a Proclamation for Domestic Violence Awareness Month. President Gochenour read the Proclamation.

Commissioner Whitacre made a motion to adopt the Proclamation for Domestic Violence Awareness. Commissioner Boyd seconded the motion. The motion carried unanimously.

Re: Will Lorensen, Fiduciary Supervisor
Estate Hearing—Estate of Jesse Edward Schissler III

Will Lorensen, Fiduciary Supervisor appeared before the commission and reviewed the history of the estate of Jesse Edward Schissler III. He recommended the removal of the Sheriff's Tax Office as the current administrator for the estate and another 3rd party administrator be appointed.

Commissioner Whitacre made a motion to approve the removal of the Sheriff's Tax Office as the current administrator of the estate of Jesse Edward Schissler III and appoint another 3rd party administrator as long as they are bonded. Commissioner Boyd seconded the motion. The motion carried unanimously.

Re: Chad Winebrenner, Deputy County Administrator
Order Setting the Start Date for Collection of Impact Fees

Chad Winebrenner, Deputy County Administrator, appeared before the commission to present the Order for setting the start date for collection of impact fees. He stated that the impact fees were adopted July 29th and the 45-day period has passed with no petitions. Mr. Winebrenner further stated that November 1, 2025, will be the start date of collecting the impact fees. President Gochenour stated that impact fees collected in the city will be used in the city which will be a good benefit for them.

Commissioner Hardy made a motion to adopt the Order setting the start date for collection of impact fees. Commissioner Boyd seconded the motion. The motion carried unanimously.

Re: Gary Wine, County Administrator
State Budget Revision #02 Fund 001
Water District Bond Waiver Request
Bid Award Recommendation RFP Police Interceptors
Bid Award Recommendation RFQ Estate and Auction Services
Bid Award Recommendation RFP DRC Transportation Mini Van
Request to Apply for WV Courthouse Facilities Improvement Grant
Parks and Recreation Oktoberfest Event (Poorhouse Farm)

Gary Wine, County Administrator, reviewed the State Budget Revision #02 for Fund 001.

Vice President Catlett made a motion to approve State Budget Revision #02 for Fund 001. Commissioner Whitacre seconded the motion. The motion carried unanimously.

Mr. Wine reviewed the bond waiver with the Berkeley County Public Service Water District, waving the need to post a bond to comply with stormwater requirements for the Ridge Road water tank project. Mr. Wine stated the district has every intention of making sure the site is repaired as required upon completion of the project. Mr. Wine noted the waiver of this bond will also save the taxpayers money.

Commissioner Whitacre made a motion to approve the bond waiver request. Vice President Catlett seconded the motion. The motion carried unanimously.

Mr. Wine reviewed the bids for the Police Interceptors recommending the bid be awarded to Parson's Ford in the amount of \$234,465.

Commissioner Hardy made a motion to award the bid for the police interceptors to Parson's Ford in the amount of \$234,465. Commissioner Boyd seconded the motion. The motion carried unanimously.

Mr. Wine reviewed the bids for the real estate and auction services. He stated that the two companies who had put in for this bid were interviewed by himself, Sheriff Blair, and Lt. Christian. Mr. Wine stated that they both delivered exceptionally during the interviews. Mr. Wine stated that he is recommending the bid being awarded to Edward's Auction & Realty with a 5-year contract with an annual renewal date of October 1st for years 2-5.

Vice President Catlett made a motion to award the bid for real estate and auction services to Edward's Auction & Realty with a 5-year contract with an annual renewal date of October 1st for years 2-5. Commissioner Hardy seconded the motion. The motion carried unanimously.

Mr. Wine reviewed the bid for the DRC transportation mini van recommending the bid be awarded to Cadetco, LLC on the amount of \$45,989.

Commissioner Hardy made a motion to award the bid for the DRC transportation mini van to Cadetco, LLC in the amount of \$45,989. Commissioner Boyd seconded the motion. The motion carried unanimously.

Mr. Wine stated that this was West Virginia Courthouse Facilities Improvement Authority one (1) year grant for a total request of \$125,000 with a 20% grant match which would cover the roof replacement on the old jail now used as Magistrate Court offices.

Vice President Catlett made a motion to approve the West Virginia Courthouse Facilities Improvement Authority one (1) year grant for a total request of \$125,000 with a 20% grant match. Commissioner Whitacre seconded the motion. The motion carried unanimously.

Mr. Wine stated that Parks and Recreation would like to host an Oktoberfest event and would be the first time event on September 27, 2025. Mr. Wine also stated that Parks and Recreation have insurance to cover the sale of alcohol and are requesting the Commissions approval to host this event.

Commissioner Boyd made a motion to approve the Parks and Recreation to host the Oktoberfest event on September 27, 2025. Commissioner Whitacre seconded the motion. The motion carried unanimously.

Re: Executive Session – Real Estate Matters

Commissioner Boyd made a motion to go into executive session for real estate matters at 10:46 A.M. Commissioner Hardy seconded the motion. The motion carried unanimously.

President Gochenour declared the Commission out of executive session at 10:56 A.M.

Re: Items from the Public

There were no items from the public

Re: Recess

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

Submitted by:

A handwritten signature in blue ink, appearing to read "K. Emerick", with a horizontal line extending to the right.

Kiersten Emerick, Administrative Assistant