

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

September 25, 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; Tracie McCormick, Procurement Coordinator; Anthony Deligatti, Legal Director; The Honorable Anthony Petrucci, County Clerk; Matthew Umstead, Director of Strategic Planning and Communications; Chad Winebrenner, Deputy County Administrator; Jeffery Mauzy, Deputy Legal Director; Tim Czaja, Director of Community Corrections; Martin Roberts, Fire Chief; Julie Wright, Administrative Assistant II; Lori Mason, Accounts Payable Coordinator; Lori Graham, Payroll Coordinator

Re: Call to Order

President Gochenour called the September 25, 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

Vice President Catlett made a motion to approve the Agenda for the September 25, 2025, Berkeley County Commission meeting. Commissioner Hardy 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 received for review

3. Changes in Status

President Gochenour stated a hiring recommendation was received from The Honorable Anthony Petrucci, County Clerk for Lacey Duerr as a Deputy Clerk with an annual salary of \$40,000 effective 10/1/2025.

President Gochenour stated a change in status was received from Jennifer Swisher, Director of Emergency Communications for Samantha Noll, Telecommunicator 1 for a grade increase to Telecommunicator 2 with a salary change from \$52,858 to \$55,501 effective 10/1/2025.

President Gochenour stated a change in status was received from The Honorable Rob Blair, Sheriff for Shawn Robinson, Deputy 3 for a step increase for years of service with a salary change from \$67,668 to \$70,801 effective 10/1/2025.

President Gochenour stated a change in status was received from The Honorable Rob Blair, Sheriff for Benjamin Ezell, Deputy 3 for a step increase for years of service with a salary change from \$67,668 to \$70,801 effective 10/1/2025.

President Gochenour stated a change in status was received from The Honorable Rob Blair, Sheriff for Lawrence Meeks, Corporal for a step increase for years of service with a salary change from \$70,756 to \$74,043 effective 10/1/2025.

President Gochenour stated a change in status was received from The Honorable Rob Blair, Sheriff for Bryce Reinhardt, Deputy 2 for a step increase for years of service with a salary change from \$61,615 to \$64,446 effective 10/1/2025

President Gochenour stated a letter of resignation was received from Tim Czaja, Director of Community Corrections for Jessica Lundblad, Peer Recovery Coach Coordinator effective 9/23/2025.

4. Approval of Minutes

There were no changes to the September 18, 2025, County Commission Meeting Minutes

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

6. Bond Reduction—Archers Rock Phase 3A (Final Plat) BCP #2305-170 tied to 2305-177, 2108-290, & 2101-018 Bond Number: AL103033

7. Bond Reduction—Caliber Collision (Grading & SWM); BCP #2411-343 tied to 2409-269, 2307-251, & 2401-0077 LOC Number: 1002977

Re: Consent Agenda Approval

Commissioner Boyd made a motion to approve the Consent Agenda for the September 25, 2025, Berkeley County Commission meeting. Commissioner Hardy 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's Office

Re: Board Meeting Reports

Commissioner Boyd reported that he and Vice President Catlett attended the CCAWV meetings in Canaan, WV, noting strong communication and engagement with representatives from counties across the state. He also shared that the Roundhouse is one step closer to opening, with only HVAC finalization and some cleaning remaining. Additionally, Commissioner Boyd attended a CVB meeting, where it was reported that key occupancy percentages were up in various areas this month. He noted that the CVB voted to once again use the Fright Maps and Prism Maps apps this year which are interactive tools that highlight homes decorated for Halloween and Christmas. These apps allow users to view decorated homes on a digital map, vote for their favorites, and help determine winners who will receive cash prizes.

Commissioner Hardy reported that he did not attend any board meetings but that he did have a meeting with state and local representatives to talk about priorities with the upcoming Legislative session.

Commissioner Whitacre reported that he did not have any board meetings.

Vice President Catlett stated that he unfortunately had to miss his Senior Services meeting due to being in Charleston, WV. He did report on the Heros Dinner that was at the Senior Center last week stating that an award was given to Monty Conner for his time as a DJ and the joy that he brings to the center. He also stated that they expect that they have raised more than \$10,000. Vice President Catlett also stated that he has an Ambulance Authority meeting this evening. He also stated that him and Commissioner Boyd went to Canaan, WV for the CCAWV meeting and everyone is committed, and their top priorities are the same as ours in Berkeley County. Lastly, Vice President Catlett stated that he, President Gochenour, and Gary Wine, County Administrator left Tuesday for Charleston, WV. He stated that the first meeting was Wednesday morning with Mr. Rumbaugh, Secretary of Transportation and while he was frustrated with the lack of money and the matching funds needed for projects; he was glad that they did call to meet and have that conversation. Vice President Catlett also stated that later in the afternoon they had another meeting WVDEP staff including Secretary Harold Ward to discuss our MS4 permit renewal. The statewide general permit the WVDEP has been working on for the past two years will soon be in effect, but we would have a choice to either keep our own individual permit or become a member of the statewide general permit.

President Gochenour reported that he met with Secretary Buffington with Military Affairs and Senator Barrett to go over the concerns with the rotation of 911 calls to the Sheriff's Office and State Police and figure out what is best for our public from a rotation standpoint and that the meeting was very productive. He also stated that him and Vice President Catlett appeared on WRNR and they always have good conversations.

Gary Wine, County Administrator also reported on the trip to Charleston. Mr. Wine stated that he was also a bit frustrated with the position of DOH on how to get priority in areas of upgrade in the county. He also stated that the meetings were productive, and it is good for our Commissioners to be there and show their faces.

Commissioner Hardy stated that he agrees with the frustrations towards DOH.

Re: Board and Commission Vacancies

President Gochenour stated that a new application was received from Gail Moxley for the Berkeley County Senior Services Board.

**Re: Board and Commission Interview
Bradley Crowell- Candidate—Fire Service Board**

Bradley Crowell appeared and was interviewed for the Fire Service board.

**Re: Anthony Deligatti, Legal Director
Resolution Berkeley/Jefferson County Boundary Petition**

Anthony Deligatti, Legal Director, appeared before the Commission to present a resolution regarding a boundary petition between Berkeley and Jefferson Counties. Mr. Deligatti explained that several subdivisions are currently situated within both counties due to surveyors inaccurately placing the county line on recorded plats. He further noted that the Secretary of State identified a discrepancy in a precinct and delegate district along the county line as a result of this issue. Mr. Deligatti stated that he is seeking approval of the resolution in order to initiate a joint process with Jefferson County to address and correct the boundary alignment

Commissioner Whitacre made a motion to approve the resolution and authorize the President to sign the Berkeley/Jefferson County boundary petition. Commissioner Hardy seconded the motion. The motion carried unanimously.

**Re: Gary Wine, County Administrator
Proclamation for Penny Shewell**

Gary Wine, County Administrator, presented a Proclamation of Recognition for Penny L. Shewell to the Commission in honor of her retirement. Vice President Catlett read the proclamation aloud, recognizing Penny's years of dedicated service to Berkeley County.

Several County staff members and old colleagues appeared before the Commission to express their appreciation and well wishes to Penny including: Tim Czaja, Director of Community Corrections; Anthony Deligatti, Legal Director; Tracie McCormick, Procurement Coordinator; Alan Davis, Jim Barnhart, Gary Wine, County Administrator. Norwood Bentley submitted a congratulatory statement for Penny since he could not be in attendance. The statement was read by president Gochenour.

Each extended their gratitude for Penny's contributions and congratulated her on her retirement. The Commission joined in thanking Penny Shewell for her dedicated service to Berkeley County and wished her all the best in her retirement.

Commissioner Whitacre made a motion to adopt the Proclamation honoring Penny L. Shewell. Commissioner Boyd seconded the motion. The motion carried unanimously.

Re: Executive Session – Real Estate Matters

Commissioner Hardy made a motion to go into executive session for real estate matters at 10:43 A.M. Commissioner Whitacre seconded the motion. The motion carried unanimously.

President Gochenour declared the Commission out of executive session at 10:47 A.M.

Re: Items from the Public

There were no items from the public

Re: Recess

Commissioner Hardy made a motion to Recess the September 25, 2025, Berkeley County Commission meeting.

Submitted by:

A handwritten signature in blue ink, appearing to read "K. E.", with a horizontal line extending from the end.

Kiersten Emerick, Administrative Assistant