

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

October 16, 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 Wine, County Administrator

Kiersten Emerick, Administrative Assistant

Also Present: Jeffrey Mauzy, Deputy Legal Director; Anthony Delligatti, Legal Director; Tracie McCormick, Procurement Coordinator; Elizabeth Lapchak, Grants Administrator

Re: Call to Order

President Gochenour called the October 16, 2025, Berkeley County Commission meeting to Order at 9:30 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 October 16, 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

There were no Internal Budget Revisions for review

3. Changes in Status

President Gochenour stated a hiring recommendation was received from Chad Winebrenner, Deputy County Administrator for Mandy Bonnell as a Custodian with an annual salary of \$32,250 effective 10/20/2025.

President Gochenour stated a hiring recommendation was received from Tim Czaja, Director of Community Corrections for Philip Garvey as an RRC Peer Recovery Coach with an annual salary of \$43,135 effective 10/20/2025.

President Gochenour stated a hiring recommendation was received from Tim Czaja, Director of Community Corrections for Jeff Wood as a Part Time Driver with a compensation rate of \$17.83 per hour effective 10/22/2025.

President Gochenour stated a hiring recommendation was received from Tim Czaja, Director of Community Corrections for Brett Hitchcock as a DRC Peer Recovery Coach with an annual salary of \$43,135 effective 10/27/2025.

President Gochenour stated there was a letter of retirement received from Brian Ross, Director of Community Development for Kendra Unnone, Permits Technician effective 12/31/2025.

President Gochenour stated there was a letter of retirement received from The Honorable Rob Blair, Sheriff for Theresa Murphy, Assistant Chief for Animal Control effective 10/31/2025.

4. Approval of Minutes

There were no changes to the October 9, 2025, County Commission Meeting minutes.

5. Hedgesville Little League—Fee Waiver

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

Re: Consent Agenda Approval

Commissioner Hardy made a motion to approve the Consent Agenda for the October 16, 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 Honorable Larry Hess, Assessor to review.

Re: Board Meeting Reports

Commissioner Boyd stated that he did not have any meetings to report on.

Commissioner Hardy reported that he attended a water board meeting where several projects and updates were discussed. Mr. Hardy stated that Project Camel is a project for a future water tank that will provide 40,000 gallons of water per day for domestic use. He also reported that in September, 90 new water meters were installed, bringing the total for the year to 258. Mr. Hardy also discussed the installation of upgraded meter-reading technology on the North Mountain Tower, which will advance remote readings. Commissioner Hardy reported that the CMC water main project is nearing completion and that construction has also begun on two new 2.2-million-gallon water tanks on Ridge Road. He also stated that there was a discussion regarding the Tabler Station exit and proposed Welcome Center, focusing on bringing water and sewer to the west side of the interstate to support potential future development. Lastly, Commissioner Hardy stated a few upcoming meetings, including those with the Health Department, Economic Development, and a legislative discussion with commissioners and lawmakers from across the state regarding funding.

Commissioner Whitacre reported that he did not attend any meetings.

Vice President Catlett reported that he and President Gochenour attended the Recovery Dinner Fundraiser at the Holiday Inn and noted that it was a successful and enjoyable event. He and President Gochenour also attended the Stonewall Jackson Monument rededication ceremony and thanked those who played a part in the relocation project. Vice President Catlett also stated that the Farmland Protection Board received a record number of 28 applications by the September 30th deadline, which is significantly more than in previous years. He stated that the board will review the applications and select the top three or four for funding. Vice President Catlett also attended an MPO meeting where Maryland's plan to widen I-81 was discussed and is moving forward

President Gochenour reported that he attended a Fire Board meeting where discussions focused on insurance issues, apparatus values, and strategies to keep up with rising costs. He stated that an apparatus committee was created to explore new equipment needs due to the significant increase in costs and build times. President Gochenour gave an example of this, stating that recent savings were achieved by using an existing truck body for a new apparatus build. He reported on his attendance at the rededication of the Stonewall Jackson Monument and thanked the Department of Highways, Julia Gates, and the Shenandoah Battlefield Group for their roles in the project. President Gochenour attended a Community Engagement meeting with Berkeley County Schools at Hedgesville High School, where discussions continued regarding long-term community needs. He also stated that during the Criminal Justice Board meeting, it was discussed that 76 participants are currently in the community service program, contributing over 13,000 hours of service since July 2024. He reported that there are currently 133 individuals on home confinement, with 34 pending, which has resulted in jail cost savings of \$276,614.88. Lastly, President Gochenour reported that he attended a 911 Advisory Board meeting, noting that there are three new rehires in process and that our very own Danielle Ray is being recognized as West Virginia Telecommunicator of the Year.

Re: Board and Commission Vacancies

There was nothing to be reviewed.

Re: Honorary County Commissioner

Vice President Gochenour introduced Reid Pezzanite, a student at St. Joseph School. Commissioner Hardy swore in Mr. Pezzanite as Honorary County Commissioner and presented him with a certificate. Mr. Pezzanite stated that he likes to listen to music and watch movies with his family. He also stated that he wants to be a Lawyer when he grows up.

Re: Board and Commission Interview

Gail Moxley- Candidate—Senior Services Board

Gail Moxley appeared and was interviewed for the Senior Services Board.

Vice President Catlett made a motion to appoint Gail Moxley to the Senior Services Board. Commissioner Hardy seconded the motion. The motion carried unanimously.

**Re: Gary Wine, County Administrator
Bid Award Recommendation—Audit Services
Resolution—Approval and Payment Authorization for Inwood Park**

Gary Wine, County Administrator reviewed the bids for the audit services recommending that the bid be awarded to BHM CPA Group in the amount of \$29,175.

Vice President Catlett made a motion to award the bid for audit services to BHM CPA Group in the amount of \$29,175. Commissioner Whitacre seconded the motion. The motion carried unanimously.

Mr. Wine reviewed the resolution regarding the approval and payment authorization for Inwood Park. He explained that the first application for payment has been received from Lantz Construction and in order to comply with grant procedures, Region 9 had prepared a resolution for the commissioner's approval. This resolution authorizes the disbursement of funds.

Commissioner Boyd made a motion to approve the resolution and to give the President the authority to sign. Vice President Catlett seconded the motion. The motion carried unanimously.

Re: Executive Session—Legal Matters

Commissioner Hardy made a motion to go into executive session for legal matters at 10:01 A.M. Commissioner Boyd seconded the motion. The motion carried unanimously.

President Gochenour declared the Commission out of executive session at 10:20 A.M stating that there were no motions made.

Re: Items from the Public

There were no items from the public.

Re: Recess

Commissioner Hardy made a motion to Recess the October 16, Berkeley County Commission meeting.

Submitted by:

A handwritten signature in blue ink, appearing to read "K. E.", is written on the page.

Kiersten Emerick, Administrative Assistant