

Berkeley County Commission Meeting

October 30, 2025

400 W. Stephen Street, Suite 205

9:30 A.M.

Martinsburg, WV 25401

Present:

G. Edgar Gochenour, President

R. Stephen Catlett, Vice President

James P. Whitacre, Commissioner

H.D Boyd, Commissioner

Gary A. Wine, County Administrator

Kiersten Emerick, Administrative Assistant

John Hardy, Commissioner was not present

Also Present: Anthony Deligatti, Legal Director; Anthony J. Petrucci, County Clerk; Tracie McCormick, Procurement Coordinator; Jeffery Mauzy, Deputy Legal Director; Tim Czaja, Director of Community Corrections; Matthew Umstead, Director of Strategic Planning and Communications; Eryn Mills, Clinical Supervisor; Amanda Gavin, Grants Administrator.

Re: Call to Order

President Gochenour called the October 30, 2025, Berkeley County Commission meeting to Order at 9:35 A.M.

Re: Items from the Public

Dean Keller appeared before the Commission regarding his concerns with an auto shop. He stated that his home is adjacent to this property and expressed concerns about the condition of the neighboring lot. He stated it is an eyesore and potential environmental concern. He referenced previous citations issued by Berkeley County, correspondence with the state, and ongoing issues with junk vehicles and property maintenance. Mr. Keller noted the potential impact on nearby wells, neighboring properties, and local aesthetics.

Re: Approval of Agenda

Vice President Catlett made a motion to approve the Agenda for the October 30, 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 received for review

3. Changes in Status

President Gochenour stated a hiring recommendation was received from Tim Czaja, Director of Community Corrections for Tara Farley as a DRC Peer Recovery Coach with an annual salary of \$43,135 effective 11/3/2025.

President Gochenour stated a hiring recommendation was received from Tim Czaja, Director of Community Corrections for Geneva Moats as a Drug Screening Technician with an annual salary of \$39,812 effective 11/3/2025.

President Gochenour stated a hiring recommendation was received from The Honorable Joseph Kinser, Prosecuting Attorney for Ashton Meyers as an Assistant Prosecuting Attorney with an annual salary of \$80,000 effective 11/3/2025.

President Gochenour stated a change in status was received from Mike Laing, Chief Court Marshal for Shayne Newton, Deputy Court Marshal for a grade increase for years of service with a salary change from \$40,968 to \$42,712 effective retroactive 9/1/2025.

President Gochenour stated a letter of resignation was received from Tim Czaja, Director of Community Corrections for Erin Rivers, DRC Therapist II effective 11/14/2025.

4. Approval of Minutes

There were no changes to the October 23, 2025, County Commission Meeting Minutes

Re: Consent Agenda Approval

Commissioner Boyd made a motion to approve the Consent Agenda for the October 30, 2025, Berkeley County Commission meeting. Commissioner Whitacre 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 for review.

Re: Board Meeting Reports

Commissioner Boyd reported that he attended a Museum Board Meeting and stated that they met with architects and discussed designs for buildings. He stated they had great ideas for the Annex building and the old courthouse. Commissioner Boyd also reported that he attended a CVB meeting. He stated that they were approved for a \$3,000 grant to support the Veterans Parade which will be held on November 8th. He also stated that Airbnb occupancy has increased to 39%, reflecting a 12% rise from September, while hotel occupancy was reported at 63.3%, approximately 7% higher than the same period last year. He also mentioned that travel writers will be visiting local breweries and distilleries to promote Berkeley County's tourism opportunities. Commissioner Boyd provided an update regarding storm conditions in Jamaica, noting that he had received word from his family members confirming their safety following record-breaking hurricane activity in the area.

Commissioner Whitacre reported that he did not attend any meetings, but he did attend a reception for WVU President Gordon Benson. He stated that the event included productive discussions about ways to improve student retention across West Virginia institutions.

Vice President Catlett reported that he attended an Ambulance Authority meeting. He stated that they are currently staffed at 105%, nearing the 110% goal needed to minimize overtime and reduce employee burnout. He also stated that him and President Gochenour sit on the CEFPA Advisory Committee and discussed the progress made and their continuous collaborations with the Board of Education regarding long-term school facility planning and potential bond proposals. Additionally, Vice President Catlett provided an update from the School Safety Committee, stating that over 2,600 school staff are now using the Raptor alert badge system and the efforts are underway to ensure every school in the county, including private schools, have a designated resource officer.

President Gochenour reported on the CEFPA Advisory board meeting as well, commending the progress and the Sheriff's Office for its active engagement with other agencies. He also shared updates from the Landmarks Commission, including a discussion on the possible disturbance of the cemetery located in McCoy's Ferry. The County is working with the landowner to ensure the graves remain protected and properly maintained.

Re: Board and Commission Vacancies

President Gochenour stated a new application was received from Martin Roberts, Fire Chief for the Local Emergency Planning Committee.

President Gochenour stated a letter of resignation was received from Jack Spencer with the Berkeley County Fire Service Board effective 12/31/2025.

Re: Honorary County Commissioner

President Gochenour introduced Maya Nguyen, a student at St. Joseph School. President Gochenour swore in Ms. Nguyen as Honorary County Commissioner and presented her with a certificate. Ms. Nguyen stated that she plays volleyball and is the Vice President of Student Council. She also stated that she wants to go into the medical field as a CRNA when she gets older.

Re: Bid Opening-RFP Law Enforcement Mobile Gun Mounts

Gary Wine, County Administrator, reviewed the RFP for the Law Enforcement Mobile Gun Mounts 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 10:00 AM President Gochenour opened the sealed bids as follows:

Bid #	Vendor	Bid Total
#1	Botach Inc.	\$71,257
#2	Hall Public Safety Co.	\$45,297.53

Re: Deborah Hammond, William Henshaw Chapter, NSDAR National American Indian Heritage Month Proclamation Veteran's Day Proclamation

Deborah Hammond with the William Henshaw Chapter, NSDAR appeared before the Commission and presented a Proclamation for National American Indian Heritage Month. She stated that in August of 1990, President George Bush is when the month of November was designated as National American Heritage Month.

Commissioner Whitacre made a motion to adopt the Proclamation for National American Indian Heritage Month. Commissioner Boyd seconded the motion. The motion carried unanimously.

Deborah Hammond also presented a Proclamation for Veteran's Day. She stated that in 1954, after lobbying efforts by veterans' service organizations, the 83rd U.S. Congress amended the 1938 act that made Veteran's Day a holiday. President Dwight D. Eisenhower signed the legislation on June 1, 1954. From then on November 11th became a day to honor American veterans of all wars.

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

**Re: Cassandra Custer, EMS Lead Fee Specialist
BCEAA Vacation Home Exonerations**

Cassandra Custer, EMS Lead Fee Specialist appeared before the Commission to present the BCEAA annual property exonerations.

Ms. Custer presented 5 exonerations totaling \$550.00 that the Ambulance Authority recommended for denial due to not meeting the eligibility requirements, including properties that have been sold or where the applicant was not the current property owner.

Commissioner Whitacre made a motion to approve the 5 exonerations totaling \$550.00 as presented. Vice President Catlett seconded the motion. The motion failed with a vote of zero to four.

Ms. Custer presented 108 exonerations totaling \$11,880.00 that the Ambulance Authority recommended for approval due to meeting qualification requirements.

Commissioner Whitacre made a motion to approve the 108 exonerations totaling \$11,880.00 as presented. Vice President Catlett seconded the motion. The motion carried unanimously.

**Re: Tim Czaja, Director of Community Corrections
Request to Apply for OJJDP FY25 Youth Affected by Substance Abuse Mentoring Grant**

Tim Czaja, Director of Community Corrections appeared before the Commission along with staff members Eryn Mills, Clinical Supervisor, and Amanda Gavin, Grants Administrator, to discuss the CATALIST Youth Connect Mentoring Program. Tim Czaja reported that the juvenile program, operating out of the DRC, serves youth ages 12-17 referred primarily through school counselors and juvenile probation. The program provides therapy, case management, and peer recovery services for youth impacted by substance abuse or trauma. The program has grown substantially and is currently at capacity. Eryn Mills detailed that the Catalyst Program, launched in October 2021, has served over 300 youths. Many participants have been exposed to substance abuse, domestic instability, and trauma. The program aims to provide comprehensive support, including therapy and mentoring. Ms. Mills emphasized the need

to expand services to include trauma-informed mentors who can guide youth beyond treatment, focusing on life stability, education, and recovery. Amanda Gavin presented a federal funding opportunity through the Office of Juvenile Justice and Delinquency Prevention (OJJDP) for a three-year, \$650,000 grant requiring no local match. The grant would fund a full-time and part-time mentor between the DRC and Boys and Girls Club. The program would begin in Berkeley County, with potential expansion to Jefferson and Morgan Counties.

Vice President Catlett made a motion to approve the request to apply for the OJJDP Grant. Commissioner Boyd seconded the motion. The motion carried unanimously.

Re: Gary Wine, County Administrator
State Budget Revision #03 Fund 001
Review of the FY26-27 Budget Timeline
Legislative Summit Discussion
MRB Funding Request for Independence Celebration
Bid Award Recommendation—Comprehensive HVAC & Utility Management Services
Agreement
Law Enforcement Vehicle Purchase
Bid Award Recommendation—Emergency Communication Computers

Gary Wine, County Administrator reviewed State Budget Revision #03 for Fund 001.

Commissioner Whitacre made a motion to approve State Budget Revision #03 for Fund 001. Vice President Catlett seconded the motion. The motion carried unanimously.

Mr. Wine reviewed the FY26-27 Budget Timeline, outlining key dates and statutory deadlines for submission to the State by the end of March. He reviewed deadlines for internal and external budget packets, board of equalization hearings, and the adoption of the budget. The Commission agreed to proceed with the proposed schedule.

Mr. Wine opened up the discussion regarding a Legislative Summit. President Gochenour stated that he would prefer to meet in smaller, more focused groups with legislators. He stated that it may be more productive than hosting a large group session. The Commissioners also discussed coordinating with the City of Martinsburg and neighboring counties to align regional legislative priorities.

Mr. Wine reviewed a funding request from the Eastern WV Regional Airport Foundation for the annual Fourth of July celebration in the amount of \$100,000, to be funded through Quality-of-Life funds from CMC.

Commissioner Boyd made a motion to approve the funding request from Eastern WV Regional Airport Foundation for the annual Fourth of July celebration in the amount of \$100,000. Vice President Catlett seconded the motion. The motion carried unanimously.

Mr. Wine reviewed the RFP for Comprehensive HVAC & Utility Management Services Agreement recommending that the bid be awarded to Hobbs & Associates in the amount of \$129,360. He stated that their bid was the lowest and met all the necessary specifications.

Vice President Catlett made a motion to award the bid for HVAC & Utility Management Services Agreement to Hobbs & Associates in the amount of \$129,360. Commissioner Boyd seconded the motion. The motion carried unanimously.

Mr. Wine requested authorization to modify the prior purchase with Parsons Ford from five cruisers to ten total units at the previously approved price of \$46,893 per vehicle. He stated that the additional vehicles will support the recently approved new officers under the COPS grant.

Commissioner Boyd made a motion to modify the prior purchase with Parsons Ford from five cruisers to ten as presented. Vice President Catlett seconded the motion. The motion carried unanimously.

Mr. Wine reviewed the bids for the Emergency Communication Computers related to the ongoing Motorola system upgrade. He stated that a total of seven bids were received and after reviewing, recommending the bid be awarded to Berry Solutions Group in the amount of \$36,714. He noted that although Berry Solutions Group was not the lowest bid, other bidders did not meet all of the necessary specifications.

Vice President Catlett made a motion to award the bid for Emergency Communication Computers to Berry Solutions Group in the amount of \$36,714. Commissioner Boyd seconded the motion. The motion carried unanimously.

Re: Executive Session – Personnel and Legal Matters

Commissioner Whitacre made a motion to go into executive session for personnel and legal matters at 11:03 A.M. Commissioner Boyd seconded the motion. The motion carried unanimously.

President Gochenour declared the Commission out of executive session at 12:22 P.M. He stated there were no motions made.

Re: Items from the Public

There were no items from the public

Re: Recess

Commissioner Boyd made a motion to Recess the October 30, 2025, 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