



## MINUTES

Board of Directors Meeting  
Development Authority Conference Room  
May 8, 2019 at 9:30 a.m.

PRESENT:      Nan Stevens, President                      Amanda Giangola  
                  Helen Harris, Vice President                      Montie Hicks  
                  Tony Lewis, Secretary                                  P.J. Orsini  
                  Jim Welton, Treasurer                                  Jim Seibert  
                  Jim Barnes                                                  Kevin Starliper  
                  Dan Dulyea                                                 Hunter Wilson

ABSENT: Bob Butler, Steve Cox, George Karos, and Megan Michael

OTHERS PRESENT: Ken Barton, Steptoe & Johnson, Legal Counsel; Sandy Hamilton, Executive Director; and Tara Price, Administrative Services Coordinator.

GUESTS: Josh Householder, CNB Bank, Steven Shaffer, CNB Bank, Chris Strovel, Senator Capito's office; and Matthew Umstead, The Herald Mail

- I.      Call to order—President Stevens called the meeting to order at 9:31 a.m. in the Authority Board Room
  
- II.     Determination of Members Present and Existence of a Quorum— President Stevens reported that a quorum was present.
  
- III.    Proof and Filing by Secretary of Notice of Meeting— Secretary Lewis confirmed the meeting agenda was posted to the public Friday, May 3, 2019.
  
- IV.    Reading and Disposal of Prior Unapproved Minutes of the Board and Executive Committee— The Board reviewed the minutes of the last Board Meeting on April 10, 2019.  
*Mr. Seibert made a motion to approve the minutes. Seconded by Mr. Wilson. Motion carried.*
  
- V.     Public Comments—President Stevens welcomed guests from the public and asked them to introduce themselves. Josh Householder, CNB Bank; Kevin Shaffer, CNB Bank; Chris Strovel, Senator Capito's office; and Matthew Umstead, The Herald Mail were in attendance.

- VI. Finance/Audit Committee Reports—Mr. Welton reported the Finance/Audit Committee met on May 1, 2019 and following agenda items were discussed and recommendations to the Board were made:
1. Request for Proposal (RFP) for Accounting Services—Mr. Welton reported the Committee met to review the RFPs submitted for Accounting Services and recommends the proposal by Cox Hollida Young.  
*Motion made by Mr. Welton to award accounting services to Cox Hollida Young; seconded by Mr. Barnes. Mr. Seibert called for question. Motion carried.*
  2. Request for Proposal (RFP) for Banking Services —Mr. Welton reported the Committee met to review the RFPs submitted for Banking Services and recommends the proposal by CNB Bank.  
*Motion made by Mr. Welton to award banking services to CNB Bank; seconded by Mr. Barnes. Mr. Starliper recused himself. Motion carried.*
  3. Financial Statements for March 2019—Mr. Welton reviewed the Financial Statements distributed to the Board. The April 2019 Financial Statements will be distributed as soon as they are received from Cox Hollida Young.  
*Motion made by Mr. Welton to approve the financial statements, subject to audit. Seconded by Mr. Seibert. Motion carried.*
- VII. Report of President —President Stevens had no report to present.
- VIII. Report of Chairperson of Standing Committees—
- A. Executive Committee— President Stevens reported the Executive Committee had met on May 1, 2019 and discussed the following items on the agenda:
    1. Request for Proposal and Qualifications (RFP/Q) for Legal Services— Ms. Stevens reported the Committee met to review the RFP/Qs submitted for Legal Services and recommends the proposal by Steptoe & Johnson. Mr. Dulyea brought to question if all proposals are qualified that the award should go to the lowest bidder.  
*A motion was made by Mr. Starliper for the award of Legal Services to Steptoe & Johnson; seconded by Mr. Seibert. Motion carried; 6-5.*
    2. Economic Development Coordinator Position—the committee reviewed a draft of the job description and provided feedback to Ms. Hamilton prior to her posting it publicly.
  - B. Business Development Committee —Mr. Orsini met in a joint committee meeting with Government Affairs and Infrastructure on April 8, 2019. The committee brought forth the following recommendations.
    1. Fulton Property Closing— Mr. Orsini reported the Fulton Property closed the end of April and a spreadsheet to break down costs associated with Development Authority property will be discussed at the next meeting scheduled on May 15, 2019.
  - C. Marketing Committee – Mr. Starliper reported the committee did not

meet and invited the Board to the Business Leaders Mixer at Brix 27, on May 17, 2019 from 3:00 to 5:00 p.m. The next meeting will be on May 22, 2019, at 9:30 a.m.

- D. Government Affairs and Infrastructure Committee – Mr. Lewis reported the committee had not met since the last board meeting and is planning to schedule a committee meeting in the next two weeks.
- E. Property Management Committee – Mr. Wilson reported the committee met on May 7, 2019 and the following agenda items were discussed:
  - 1. Request for Proposal for Property Management Services—Mr. Wilson reported the committee met to open proposals for property management services and will review those and present a recommendation at the June board meeting.
  - 2. Request for Bids on Property Projects—Mr. Wilson reported the committee reviewed submitted bids for landscaping, dumpster pad replacement, signage, and painting received. Due to lack of submissions, the committee will determine their next steps.
  - 3. Property Management Report—Mr. Wilson distributed the Property Management Report from Mike Bush. The roof work has been completed on 400 Foxcroft Avenue and 300 Foxcroft Avenue is soon to begin. Mr. Bush also reported the insurance claim has been approved.

IX. Report of Ad-Hoc Committees—

- A. Funding Ad Hoc Committee—Ms. Harris reported the committee will meet May 15, 2019 at 9:15 a.m. and Michael Whalton of the Eastern West Virginia Community Foundation is scheduled for a presentation.
- B. Nominating Committee—Mr. Starliper reported the nominating committee met and will present the committee’s nominations at June’s meeting. The slate is as follows:
  - President, Nan Stevens
  - Vice-President, Helen Harris
  - Secretary, Tony Lewis
  - Treasurer, Jim Welton

X. Executive Session—

*Mr. Wilson made a motion to go into Executive Session to discuss real estate matters; seconded by Mr. Hicks.* No action is expected to be taken. The board entered into executive session at 10:06 a.m. The board returned to open session at 10:44 a.m. with no action taken.

XI. Unfinished Business—No unfinished business reported.

XII. New Business—No new business presented.

XIII. Other Business— No other business presented.

XIV. Report of Staff

- a. Executive Director—Ms. Hamilton reviewed her distributed monthly report. There were no questions.
- b. Administrative Services Coordinator—Ms. Price reviewed her distributed monthly report. There were no questions.

XV. Member Informational Reports and Announcements—

- A. Ms. Giangola - Martinsburg Rotary raised \$20,000 at this year's Taste of the Panhandle fundraiser.
- B. Mr. Orsini - Traeger Day Takeover at Orsini's Appliances, May 18, 2019 from 9:00 a.m. to 3:00 p.m.
- C. Mr. Dulyea - Main Street Martinsburg Mixer tonight at the McFarland House, 5:00 p.m. to 6:30 p.m.
- D. Ms. Harris- Sunrise Rotary announced Read Berkeley will be packing and distributing books to second graders at nine Berkeley County area schools.
- E. Ms. Hamilton - Martinsburg Rotary, Pancakes for Polo fundraiser at War Memorial Park, May 27, 2019 8:00 a.m. She will be presenting an Economic Development update to the Berkeley County Council on May 16, 2019, at 11:30 a.m.
- F. Ms. Stevens- Habitat for Humanity Celebrity Attorney Event, June 20, 2019, 5:30 p.m. at Heritage Hall, Bunker Hill.

XVI. Adjournment—There being no further business, the meeting was adjourned at 10:53 a.m.

Respectfully submitted,

Anthony Lewis  
Secretary

Nanette Stevens  
President