



## MINUTES

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

Helen Harris, President	Amanda Giangola
Abe Ashton, Vice President	George Karos
Tony Lewis, Secretary	Amy Orndoff
Montie Hicks, Treasurer	P.J. Orsini
Bob Butler	Brandon Smith
Brad Close	Hunter Wilson
Dan Dulyea	

ABSENT: Montie Hicks and Steve O'Brien

OTHERS PRESENT: Ken Barton, Steptoe & Johnson, Legal Counsel; Mike Bush, Real Property Solutions; Sandy Hamilton, Executive Director; Tara Price, Administrative Services Coordinator; and Jennifer Smith, Economic Development Coordinator.

GUESTS: Breanna Francis, The Journal; Jim Linsenmeyer, WV Development Office; Chris Strovel, Senator Capito's Office; and Matthew Umstead, The Herald-Mail.

- I. Call to order—President Harris called the meeting to order at 9:32 a.m. in the Authority Board Room.
- II. Determination of Members Present and the Existence of a Quorum—President Harris reported that a quorum was present.
- III. Proof and Filing by Secretary the Notice of Meeting— Secretary Lewis confirmed the meeting agenda was posted to the public on Friday, October 4, 2019.
- IV. Reading and Disposal of Prior Month's Minutes of the Board –The Board reviewed the minutes of the last Board Meeting on September 11, 2019. No corrections to the minutes were requested.

Public Comments— President Harris welcomed guests from the public and asked them to introduce themselves. Attending today's meeting was Breanna Francis, The Journal; Jim Linsenmeyer, WV Development Office; Chris Strovel, Senator Capito's Office; Matthew Umstead, The Herald-Mail, and Mike Bush, Real Property Solutions.

- V. Report of President —President Harris reported on the receptions for BANDI Laboratories and OmniTRAX, held since last meeting, both at the Martinsburg Roundhouse.
- VI. Levy Resolution—Ms. Hamilton reported that the School Levy is before the voters for renewal on November 16, with early voting beginning October 31st. This will be the 71<sup>st</sup> renewal of the Levy that supports educational programs and services. She invited discussion and formal board support of the Levy.  
*Mr. Close made a motion to for the Board to support the renewal of the School Levy; seconded by Mr. Wilson. Motion approved.*
- VII. Financial/Audit Committee Report—In the absence of Finance/Audit Chair Mr. Hicks, committee member Mr. Close reported on the financials for August 2019.  
*Ms. Giangola made a motion to approve the August 2019 financials, subject to audit. Mr. Wilson seconded. Motion approved.*
- VIII. Report of Chairperson of Standing Committees—
- A. Executive Committee— President Harris reported the Executive Committee met in September to brainstorm ideas for the direction of the board.
  - B. Business Development Committee –Mr. Orsini reported the committee met and discussed the following:
    1. Site Selection Projects—Mr. Orsini reported on the status of progress on Projects Ferrari, Sage, Panther, and Bethlehem.
    2. Co-Meetings—the committee plans to meet with the Government Affairs & Infrastructure and Marketing Committee for collaboration of shared projects and ideas.
    3. Request for Qualifications (RFQ) for Real Estate Services– it was published in The Journal on 10/05/19 as well as numerous media outlets. The board of directors were encouraged to share it with interested parties.
  - C. Marketing Committee – Ms. Giangola reported the committee will meet with both the chairs of Government Affairs and Infrastructure and Business Development then reconvene the committee.
  - D. Government Affairs and Infrastructure Committee – Mr. Lewis reported the committee has not met since the last board meeting and would like to extend an invitation as an adhoc committee member to Thomas Butcher of First Energy.  
*Motion made by Mr. Orsini to invite Thomas Butcher to join as an adhoc committee member to the Government Affairs and Infrastructure Committee. Seconded by Mr. Wilson. Motion approved.*
  - E. Property Management Committee – Mr. Wilson reviewed the property manager’s report and continued capital improvement being made on the Foxcroft buildings. Mr. Bush reported on vendor partnership and a recent bid that went out for cleaning services.

- IX. Report of Staff
- a. Executive Director—Ms. Hamilton reviewed her distributed monthly report with the Board. There were no questions.
  - b. Economic Development Coordinator—Ms. Smith reviewed her monthly report. There were no questions.
  - c. Administrative Services Coordinator—Ms. Price reviewed her distributed monthly report. There were no questions.
- X. Executive Session—There was no Executive Session called at today’s meeting.
- XI. Member Informational Reports and Announcements—Ms. Hamilton reported a SAVE-THE-DATE November 19, 2019 for our annual Connection Breakfast, at the Holiday Inn and an invitation will be sent to the Board.
- XII. Adjournment—There being no further business, the meeting was adjourned at 10:34 a.m.

Respectfully submitted,

Anthony Lewis  
Secretary

Helen Harris  
President