



MINUTES

Board of Directors Meeting
Development Authority Conference Room
and via Zoom Meeting
March 10, 2021 at 9:30 a.m.

Helen Harris, President
Abe Ashton, Vice President
Tony Lewis, Secretary
Bob Butler
Dan Dulyea
Harriet Johnson

Steve O'Brien
Amy Orndorff
P.J. Orsini
Brandon Smith
Hunter Wilson

ABSENT: Brad Close, Carey Gano, and Montie Hicks

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

GUESTS: In person—Doug Long, OmniTRAX and Chris Strovel, Senator Capito's office; and via Zoom— Tracey Cannon; Aileen Curfman, Christine Marshall, John Christensen, and Tim Ross.

- I. Call to order—President Harris called the meeting to order at 9:33 a.m. The meeting was temporarily suspended, due to a Zoom link discrepancy, while interested parties and board members received the correct link via email and Facebook.
- 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, March 5, 2021.
- IV. Reading and Disposal of Prior Month's Minutes of the Board –The Board reviewed the minutes of the last Board Meeting of February 10, 2021. No corrections to the minutes were requested.
- V. Public Comments— President Harris welcomed the guests to the meeting and invited them to introduce themselves.

- VI. Report of the President—deferred to Executive Committee Report.
- VII. Financial/Audit Committee Report—In Chairman Hicks' absence from today's meeting, Committee member Ms. Orndorff, who entered the meeting at 9:59 a.m. reported the committee had not met since the last meeting. She reported that the finances for the previous month were normal and customary expenses. There were no questions.
- Mr. O'Brien made a motion to approve the Financial Report, subject to audit. Seconded by Mr. Wilson. Motion approved.*
- VIII. Report of Chairperson of Standing Committees—
- A. Executive Committee—President Harris announced that the committee will meet on March 31, 2021, with a time to be determined.
 - B. Business Development Committee—Chairman Orsini reported on the update meeting with HRG on the Harold Drive Extension Project. He requested to defer another item to Executive Session. There were no questions.
 - C. Marketing Committee—Chairman Smith reported the committee did not meet last month and the video marketing project with Social Connection will be upcoming in April. There were no questions.
 - D. Government Affairs and Infrastructure Committee—Chairman Lewis discussed the committee meeting with Comcast to discuss broadband services currently available. There were no questions.
 - E. Property Management Committee—Chairman Wilson reported on the property manager's monthly report. There were no questions.
- IX. Report of By-Laws Ad-Hoc Committee—Chairman Lewis reported the committee and staff met to continue review of the current By-Laws document. He is compiling the notes and preparing a final version of the rough draft to be distributed to the committee for review. After the review, the By-Laws will be presented to the board. There were no questions.
- X. Report of Staff
- a. Executive Director—Ms. Hamilton addressed questions from the public regarding Project Westside. She also reviewed her monthly report. There were no questions.
 - b. Economic Development Coordinator—Ms. Smith reviewed her report. There were no questions.
 - c. Administrative Services Coordinator—Ms. Price reviewed her report. There were no questions.
- XI. New Business—There was no new business addressed at the meeting.

- XII. Other Business—President Harris reported that an Ad-Hoc Strategic Planning Committee needs to be formed and requested volunteers.

Mr. Orsini, Mr. O'Brien, Ms. Orndorff, and Mr. Butler volunteered to serve.

- XIII. Executive Session—President Harris entertained a motion to enter Executive Session to discuss real estate matters.

Mr. Wilson made a motion to go into Executive Session at 10:04 a.m. to discuss real estate matters. Action may be taken. Mr. Butler seconded the motion. The Board returned to open session at 10:40 a.m.

Mr. Wilson made a motion for the Board to accept the short-term leases of Petti Pest Control, the Thrasher Group, and Synergy Massage and Therapy, at standard leasing rates, and authorized President Harris to sign the leases. Mr. Ashton seconded the motion. Motion approved.

Mr. Orsini made a motion to authorize the addendum presented in Executive Session for Project Maple. Mr. O'Brien seconded. Motion approved.

- XIV. Member Informational Reports and Announcements—

Ms. Orndorff confirmed that the Berkeley Senior Center has not planned to open to the public at this time, contrary to misinformation being shared.


Mr. Dulyea announced that the Berkeley County Council will hold six town-hall meetings to cover such topics as parks and recreation, stormwater management, and emergency services. Dates and times will be announced on their website, www.berkeleywv.org.

*Mr. Butler shared that he is really impressed with the remodeling completed at the Eastern West Virginia Regional Airport and enjoys dining at the café there with his family.
On behalf of the Board of Directors and staff, we wish Bob a Happy Birthday!*

- XV. Adjournment—There being no further business, the meeting was adjourned at 10:50 a.m.

Respectfully submitted,


Anthony Lewis
Secretary


Helen Harris
President