



## MINUTES

Board of Directors Meeting  
**Development Authority Conference Room  
and via Zoom Meeting**

April 14, 2021 at 9:30 a.m.

Helen Harris, President	Harriet Johnson
Abe Ashton, Vice President	Steve O'Brien
Tony Lewis, Secretary	Amy Orndorff
Monte Hicks, Treasurer	P.J. Orsini
Bob Butler	Brandon Smith
Dan Dulyea	Hunter Wilson

ABSENT: Doug Copenhaver, Brad Close and Carey Gano

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—Schuyler Stover and Chris Strovel, Senator Capito's office; and via Zoom—Tracey Cannon, resident; Shane Farthing, City of Martinsburg; Paul Ruppert, Region 9; and Brian Ward, Winchester and Western Railroad

- I. Call to order—President Harris called the meeting to order at 9:30 a.m.
- 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, April 9, 2021.
- IV. Reading and Disposal of Prior Month's Minutes of the Board –The Board reviewed the minutes of the last Board Meeting of March 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—President Harris thanked Ms. Orndorff in chairing the Ad-Hoc Strategic Planning Committee and the Board volunteers from last year's Ad-Hoc Nominating Committee: Mr. O'Brien, Mr. Smith, and Mr. Butler, who agreed to serve again this year.
- VII. Financial/Audit Committee Report—Chairman Hicks reviewed the financial statements from February 2021, and to schedule a strategic planning meeting. Chair Orsini of the Business Development Committee and Chairman Wilson of the Property Management Committee requested to be included in the meeting.

*Mr. Wilson made a motion to approve the Financial Report as presented, subject to audit. Seconded by Mr. Butler. Motion approved.*

- VIII. Report of Chairperson of Standing Committees—
- A. Executive Committee—President Harris reported the committee met on March 31, 2021 and discussion on vetting the applications for the Associate Director position. Ms. Hamilton reported that of the 57 applications that were submitted, the committee is expected interview top candidates from May to June with a start date July 1<sup>st</sup>.
  - B. Business Development Committee—Chairman Orsini deferred an item for Executive Session. There were no questions.
  - C. Marketing Committee—Chairman Smith reported the committee will meet next month to review a draft of the video project with Social Connection. There were no questions.
  - D. Government Affairs and Infrastructure Committee—Chairman Lewis reported the Broadband Master Plan proposals and will set a meeting for the committee to meet. 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. Strategic Plan Ad-Hoc Committee—President Harris thanked Ms. Orndorff for agreeing to serve as chair, along with Mr. Orsini, Mr. O'Brien, and Mr. Butler.
- XI. Report of Staff
- a. Executive Director—Ms. Hamilton reviewed her monthly report. 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 monthly report. There were no questions.

- XII. New Business—There was no new business at today's meeting.
- XIII. Other Business: Martinsburg-Berkeley County Parks and Recreation Strategic Plan Request—Ms. Hamilton provided and update the previously Board approved motion for the matching grant to the Martinsburg-Berkeley County Parks and Recreation of up to \$25,000 toward a strategic plan for a sports complex is no longer being pursued.

*President Harris entertained a motion to rescind the prior motion of the matching grant up to \$25,000 to Martinsburg-Berkeley County Parks and Recreation for a completing a Strategic Plan with the motion made by Mr. Dulyea; seconded by Mr. Wilson. Motion approved.*

*Mr. Dulyea made a motion for the Development Authority to contribute the \$25,000 matching funds project, along with funding by the Berkeley County Council, City of Martinsburg, Berkeley County Schools, and Martinsburg-Berkeley County Parks and Rec to the strategic plan. Seconded by Mr. Lewis. Motion approved.*

- XIV. 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 10:11 a.m. to discuss real estate matters. Action may be taken. Mr. Ashton seconded the motion. Ms. Johnson exited the session and meeting at 10:14 a.m. The Board returned to open session at 10:45 a.m.*

*Mr. Orsini made a motion that the property being sold to the Procter and Gamble Company be removed from the obligations and terms of the Tabler Station Business Park. Mr. Wilson seconded the motion. Motion approved.*

*Mr. O'Brien exited during the session and returned after the motion was made at 10:48 a.m.*

*Mr. Orsini made a motion the Development Authority take all actions necessary to extend the Due Diligence Period for the Project Westside project. Mr. Ashton seconded. Motion approved.*

- XV. Member Informational Reports and Announcements—  
XVI.

*Mr. Wilson praised the newly donated firehouse in Berkeley County to be built at site of the former Kmart building property.*

*Ms. Hamilton announced the Shenandoah Hotel Ribbon Cutting will take place on Friday, April 30, 2021, at 11:00 a.m. and invites the Board to RSVP Randy Lewis at Main Street Martinsburg if able to attend.*

*President Harris announced that the Leadership Academy through Berkeley-County Schools Business Education Partnership have awarded \$1,000 to the Sumner Ramer Heritage Center.*

*Mr. Orsini discussed current legislative bill amendment to address the current ABC laws.*

*Ms. Hamilton also reported on current WV HB2823 that exempts buildings or structures utilized exclusively for agricultural purposes from the provisions of the State Building Code. This will provide an exception for sprinkler systems to Ag-based Businesses.*

XVII. Adjournment—There being no further business, the meeting was adjourned at 11:03 a.m.

Respectfully submitted,



Anthony Lewis  
Secretary



Helen Harris  
President