



## MINUTES

Board of Directors Meeting  
**Development Authority Conference Room  
and via Zoom Meeting**  
July 14, 2021, at 9:30 a.m.

Helen Harris, President  
Abe Ashton, Vice President  
Tony Lewis, Secretary  
Montie Hicks, Treasurer  
Brad Close  
Doug Copenhaver

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

ABSENT: Carey Gano; and staff, Jennifer Smith, Economic Development Coordinator  
OTHER ATTENDEES: Mike Bush, Property Management, Real Property Solutions;  
Ken Barton, Legal Counsel, Steptoe & Johnson; Patrick Darlington, Associate  
Executive Director, Sandy Hamilton, Executive Director; and Tara Price,  
Administrative Services Coordinator  
GUESTS: via Zoom—Jim Linsenmeyer, WV Development Office

- 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, July 9, 2021.  
  
*President Harris requested the Board join her in holding a moment of silence for the Mayor of City of Martinsburg and Board Member Harriet Johnson, who passed on July 8, 2021.*
- IV. Reading and Disposal of Prior Month's Minutes of the Board —The Board reviewed the minutes of the last Board Meeting of June 9, 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 began her report welcoming Patrick Darlington to the Development Authority staff, as the Associate Executive Director. She also reported the Executive Committee met and reviewed highlights from FY2021. She commended the board and staff on all that has been accomplished. Ms. Hamilton will be forwarding a list that was distributed at the committee meeting to board and staff.

VII. Finance/Audit Committee Report—Chairman Hicks reviewed the financial statements from May 2021 and that the committee will meet on Friday, July 16, 2021, for planning and strategic allocation of funds for future projects and property sales proceeds.

Mr. Wilson asked a question of the process of monitoring investment fund portfolio. Chairman Hicks confirmed the funds are being managed by the WV Investment Management Board

*Mr. Dulyea made a motion to approve the Financial Report as presented, subject to audit. Seconded by Mr. O'Brien. Motion approved.*

Chairman Hicks also reported the need to add new members to the committee.

VIII. Report of Chairperson of Standing Committees—

- A. Executive Committee—President Harris deferred to her earlier President's Report.
- B. Business Development Committee—Chairman Orsini reported a meeting was held to review the FY2021 highlights. He spotlighted sale closing on property in June 2021, purchase of 256 acres known as Project Westside, and the continued progress on the Harold Drive Extension and Foxcroft Avenue Project.
- C. Marketing Committee—Chairman Smith reported the committee did not meet. The marketing video project and survey for the Strategic Plan Ad-Hoc Committee continues. A link to the video was sent to the board in the read aheads. The committee is scheduled to meet August 6, 2021.

IX. Government Affairs and Infrastructure Committee—Chairman Lewis reported there was no meeting and focus continues in FY2022 on Broadband and Fiber.

*Mr. Copenhaver asked on the status of the RFP for Fiber Infrastructure. Chairman Lewis confirmed they received two proposal and will have the subcommittee meet to discuss and proceed with next steps.*

X. Property Management Committee—Chairman Wilson gave the property manager's monthly report; review the distributed read ahead document on the LED lighting upgrades to 400 Foxcroft and the recommended quote provided. No board approved action required. An additional item to be discussed under the agenda as 'Other Business'.

- XI. Report of By-Laws Ad-Hoc Committee—Chairman Lewis reported the Board has received a copy of the By-Laws Draft in the read ahead packet with markups to review and provide feedback before submission to the Berkeley County Council.

Mr. Hicks made a motion to approve the draft of the By-Laws to be forwarded to the Berkeley County Council for review and approval. Seconded by Mr. O'Brien. Mr. Copenhaver abstained. Motion carried.

- XII. Strategic Plan Ad-Hoc Committee—Chairwoman Orndorff had exited the meeting briefly and in her absence, Ms. Hamilton reported the committee had not met since the last board meeting, but the committee continues to work with the Marketing Committee on the survey.

*Development Authority legal counsel Mr. Barton entered the meeting at 10:25 a.m.*

- XIII. Report of Staff
- a. Executive Director—Ms. Hamilton reviewed her monthly report. There were no questions. She reported that guests from the WV Development Office visited Berkeley County including a tour of the Procter & Gamble and Macy's facilities.
  - b. Economic Development Coordinator—In Ms. Smith's absence, President Harris noted her report was included in the read ahead documents for board review.
  - c. Administrative Services Coordinator—Ms. Price reviewed her monthly report. There were no questions.

*President Harris invited Mr. Darlington to give a report on how he is settling into the office. He reported he is looking forward to working with the staff and Board.*

- XIV. New Business—Project Bluebird Assistance (Action Required)

*Ms. Hamilton requested to revisit the new business item after details will be given in Executive Session.*

- XV. Other Business—400 Foxcroft Avenue Lease (Action Required)

*Mr. Wilson discussed the Edward Jones lease that was distributed to the Board for review in the read ahead documents. A discussion of some of the needs in the lease requested by Edward Jones included signage and a key fob security system for the building.*

*Mr. Close made a motion to approve the lease, pursuant of the Financial Policy; seconded by Mr. Hicks. Motion approved.*

*Mr. Close made a motion to authorize the Property Manager with the Property*



*Management Committee to secure necessary bids for signage and security system, up to \$20,000 in expenditures, pursuant to the Financial Policy. Seconded by Mr. O'Brien. Motion approved.*

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

*Mr. Close made a motion to go into Executive Session at 10:30 a.m. to discuss real estate matters. Action may be taken. Mr. Wilson seconded the motion. Mr. O'Brien exited executive session and the meeting at 10:40 a.m. Mr. Bush exited executive session and the meeting at 10:41 a.m. The Board returned to open session at 11:24 a.m.*

*Mr. Orsini made a motion to approve a maximum of \$15,000 for a traffic study for Project Bluebird. Mr. Dulyea seconded the motion. Motion approved.*

*Mr. Dulyea made a motion for Ms. Hamilton to continue to negotiate on behalf of the Development Authority for Project Westside and President Harris to sign the Letter of Intent (LOI). Mr. Hicks seconded the motion. Motion approved.*

*Mr. Hicks made a motion for the Development Authority to accept the assignment for Project Northside; for President Harris to sign the contract; and the Development Authority to reimburse Mr. Ashton a \$5,000 deposit. Mr. Lewis seconded the motion. Mr. Ashton abstained. Motion approved.*

- XVII. Member Informational Reports and Announcements—no announcements made.
- XVIII. Adjournment—There being no further business, the meeting was adjourned at 11:28 a.m.

Respectfully submitted,



Anthony Lewis  
Secretary



Helen Harris  
President