

MINUTES

Board of Directors Meeting

**Development Authority Conference Room**

**and via Zoom Meeting**

August 11, 2021, at 9:30 a.m.

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| Helen Harris, President  Kevin Knowles | Dan Dulyea  Doug Long |
| Abe Ashton, Vice President | Hunter Wilson |
| Tony Lewis, Secretary | Amy Orndoff |
| Montie Hicks, Treasurer | P.J. Orsini |
| Brad Close |  |
| Doug Copenhaver |  |

ABSENT: Carey Gano, Steve O’Brien, and Brandon Smith

OTHER ATTENDEES: Mike Bush, Property Management, Real Property Solutions; Ken Barton, Legal Counsel, Steptoe & Johnson; Shane Farthing, City of Martinsburg; Chris Strovel, Senator Capito’s Office; Jim Linsenmeyer, WVDO; Patrick Darlington, Associate Executive Director, Sandy Hamilton, Executive Director; and Tara Price, Administrative Services Coordinator

GUESTS: via Zoom––Jim Linsenmeyer, WV Development Office

1. Call to order––President Harris called the meeting to order at 9:30 a.m.
2. Determination of Members Present and the Existence of a Quorum––President Harris reported that a quorum was present.
3. 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.
4. Reading and Disposal of Prior Month’s Minutes of the Board ––The Board reviewed the minutes of the last Board Meeting of July 14, 2021. No corrections to the minutes were requested.
5. Public Comments–– President Harris welcomed the guests to the meeting and invited them to introduce themselves.
6. Report of the President––

President Harris began her report welcoming new board members Kevin Knowles and Doug Long.

1. Finance/Audit Committee Report––Chairman Hicks reviewed the financial statements from June 2021 and that the committee will meet for planning.

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

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

1. Report of Chairperson of Standing Committees––
2. Executive Committee–President Harris deferred to her earlier President’s Report and said the committee will meet on September 29, 2021.
3. Business Development Committee­­­­–Chairman Orsini reported a meeting was held to review the Foxcroft Avenue property options and deferred further comments to executive session.
4. Marketing Committee–In the absence of Chairman Smith, Ms. Orndoff and Ms. Price reported the committee is working on a community survey and will have more to report next month.

D. Government Affairs and Infrastructure Committee–Chairman Lewis reported there is a meeting on August 18, 2021 to discuss Fiber and Broadband.

E. Property Management Committee- Chairman Wilson discussed the property management reports and deferred further comments to executive session.

1. Report of By-Laws Ad-Hoc Committee–Chairman Lewis reported that he will contact Alan Davis, County Administrator to schedule a joint meeting to discuss the Bylaws.
2. Strategic Plan Ad-Hoc Committee–Chairwoman Orndoff reported that her committee will meet after the Marketing committee has met to coordinate their efforts.

1. Report of Staff
2. Executive Director––Ms. Hamilton reviewed her monthly report. There were no questions.
3. Economic Development Coordinator–– Ms. Smith reviewed her monthly report. There were no questions.
4. Administrative Services Coordinator––Ms. Price reviewed her monthly report. There were no questions.
5. Associate Executive Director- Mr. Darlington reviewed his monthly report. There were no questions.

1. New Business––President Harris requested discussion and assistance with erecting a Flag Pole at Poor House Farm Park.

*Mr. Wilson made a motion to provide a flag pole at Poor House Farm Park. The motion was seconded by Mr. Dulyea. Motion passed. President Harris requested that Mr. Darlington contact Steve Catlett, Facilities Manager at Parks and Rec to obtain pricing and meet the request.*

1. Other Business––Stormwater Management Bid Award

*Mr. Wilson made a motion to accept the bid from W-L Construction and Paving, Inc. at a cost of $675,000. Mr. Dulyea seconded the motion. Motion passed.*

*Mayor Knowles exited the meeting at 10:28 a.m.*

1. Executive Session––President Harris entertained a motion to enter into Executive Session to discuss real estate matters.

*Mr. Wilson made a motion to go into Executive Session at 10:30 a.m. to discuss real estate matters. Action may be taken. Mr. Lewis seconded the motion. session and The Board returned to open session at 10:53 a.m.*

*Mr. Wilson made a motion to continue a lease agreement with Apple Valley for the vacant lot behind 400 Foxcroft Avenue. Mr. Ashton seconded the motion. Motion passed.*

1. Member Informational Reports and Announcements- numerous community events and announcements were communicated.
2. Adjournment––There being no further business, the meeting was adjourned at 11:02 a.m.

Respectfully submitted,

Anthony Lewis Helen Harris

Secretary President