



MINUTES

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

Helen Harris, President

Abe Ashton, Vice President

Doug Long-left at 9:54 a.m.

Steve O'Brien

Doug Copenhaver-entered at 10:04 a.m. and
left at 10:23 a.m.

Dan Dulyea

Amy Orndoff

P.J. Orsini

Brad Close

ABSENT: Tony Lewis, Secretary, Carey Gano, Montie Hicks, Treasurer, Kevin Knowles, Hunter Wilson, Brandon Smith

OTHER ATTENDEES: Sandy Hamilton, Executive Director; Patrick Darlington, Associate Executive Director; Jennifer Smith, Economic Development Coordinator; Leslie Gantt, Office Administrator

GUESTS: Jim Linsenmeyer, WV Development Office; Mike Bush, Property Management, First Management Group; Ken Barton, Legal Counsel, Steptoe & Johnson; Emily Keefer-Catlett, Martinsburg Journal; Keith McIntosh, Office of Senator Joe Manchin.

- I. Call to Order - President Harris called the meeting to order at 9:34 a.m.
- II. Determination of Members Present and Existence of a Quorum - President Harris reported that a quorum was present.
- III. Proof and Filing by Secretary of Notice of Meeting – President Harris confirmed the meeting agenda was posted to the public on Friday, November 5, 2021.
- IV. Reading and Disposal of Prior Month Meeting Minutes - The Board reviewed the minutes of the last Board Meeting of October 13, 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. Leslie Gantt, the Office Administrator for Berkeley County Development Authority was introduced.
- VI. President's Report – President Harris mentioned the Interwoven Mills and Perfection Garment Company site project and expressed her excitement to see how this project will help with the revitalization of the city and county. Discussion was made on the great collaboration between the City of Martinsburg, County Council, Berkeley County Development Authority, and Monument Companies.
- VII. Finance/ Audit Committee Report-In the absence of Chairmen Hicks, Ms. Orndoff reviewed the financial report through the end of September.

Mr. Close made a motion to accept the Financial Report as presented, subject to audit. Seconded by Mr. Dulyea. Motion approved.

- VIII. Reports of Chairpersons of Standing Committees
 - A. Executive- Chairman Harris reported the committee met November 4, 2021, to discuss personnel matters and there is nothing to report.
 - B. Business Development
 - 1. Project North Side (Action Required) – Chairman Orsini deferred to Executive Session.
 - 2. Station Square Lot 12 (Action Required)

Chairman Orsini made a motion to give President Harris authorization to sign closing documents needed to execute the sale of Station Square Lot 12. Seconded by Mr. O'Brien. Motion approved.

- 3. Project Ferrari (Action Required)

Chairman Orsini made a motion that the Berkeley County Development Authority obtain a non-recourse loan from or on behalf of the West Virginia Economic Development Authority, the State of West Virginia Development office, the West Virginia Water Development Authority and/or the West Virginia Infrastructure & Jobs Development Council in the amount of one million five hundred thousand dollars (\$1,500,000) to be used in the ownership, operation or use of equipment for Project Ferrari; Chairmen Orsini further moved that the Berkeley County Development Authority obtain and lease any and all equipment as requested to be used in the ownership, operation or use of Project Ferrari;

Chairmen Orsini further moved that the President of the Berkeley County Development Authority be authorized to sign any and all documents as she deems necessary or advisable to fulfill the intents and purposes of the motions herein. Seconded by Mr. Long. Motion approved.

- C. Marketing – Chairman Smith was not present. The status of the marketing video was discussed.

- D. Government Affairs and Infrastructure
 - 1. Pack Horse Ford Road (Action Required)
Ms. Hamilton requested approval for Berkeley County Development Authority to serve as a conduit to receive and oversee the disbursement of funds from the State of West Virginia to help with dust problems on Pack Horse Ford Road.

Mr. Dulyea made a motion to allow the Berkeley County Development Authority to serve as a conduit to oversee funding from the State to be used to apply calcium chloride to Pack Horse Ford Road. Seconded by Mr. Orsini. Motion approved.

 - 2. Fiber/Broadband RFQ/RFP (Action Required)-Discussion deferred to Executive Session.

- E. Property Management – Mr. Bush discussed the property management report. President Harris questioned the elevator issues at 300 Foxcroft Avenue. Mr. Bush responded that there have been five maintenance issues over the past month, with three of them being separate issues. He feels it is becoming an age issue. The elevator door sensor is scheduled to be replaced November 15, 2021. Mr. Bush has requested a proposal from the elevator company on the cost of upgrading the elevator.

- IX. Report of Chairperson of Ad-Hoc Bylaws Committee – President Harris reported that Chairman Lewis went before Berkeley County Council on October 21, 2021 to review the proposed revisions to the Berkeley County Development Authority by-laws. The motion was carried that the term limits be set for four (4) consecutive three (3) year terms at the end of the fourth term the board member must set out for a full three (3) year term before being reappointed for one (1) more three (3) year term, which will be retroactive to the board members current appointment state. The final result will be presented to the board, upon receipt from the County Council.

- X. Report of Chairperson of Ad-Hoc Strategic Plan Committee – Chairman Orndoff reported that the final copy of the survey is back and a meeting will be scheduled soon.

XI. Report of Staff

- a. Executive Director – Ms. Hamilton reviewed her monthly report. She reported that an update meeting regarding the Harold Drive Extension is scheduled for Wednesday, November 17, 2021. She will send an updated report.
The Request for Bids for a comprehensive traffic impact study (TIS) on behalf of Project Blue Bird has been posted and the deadline for all bids to be submitted is December 1, 2021 at 1:00 p.m. EST.
The request for the Berkeley County Development Authority to apply for Industrial Access Road funds on behalf of Project Razor was approved by County Council at the October 21, 2021 Berkeley County Council Meeting.
- b. Associate Executive Director - Mr. Darlington reviewed his monthly report. There were no questions.
- c. Economic Development Coordinator - Ms. Smith reviewed her monthly report. The events and collaboration between the City of Martinsburg and Berkeley County were discussed for the celebration of Berkeley County's 250th Anniversary in 2022.

XII. New Business – Local Economical Development Grant Resolution (LED)

Mr. Long made a motion for the Berkeley County Development Authority to apply for the LED grant. Seconded by Ms. Orndoff. Motion approved.

XIII. Other Business –No other business was discussed.

XIV. Executive Session – *Ms. Orndoff made a motion to go into Executive Session at 10:10 a.m. to confer with council on matters that could require litigation. Mr. Dulyea seconded the motion. Motion approved. The Board returned to open session at 10:21 a.m.*

Mr. Dulyea made a motion to rescind the motion from last month's Board of Directors Meeting to move forward with Design Nine as a result of the RFQ for Fiber Optics Infrastructure Master Plan. Seconded by Ms. Orndoff. Motion approved.

Mr. Orsini made a motion to terminate the LOI on Project North Side. Mr. Close seconded the motion. Motion approved.

XV. Member Informational Reports and Announcements – Mr. McIntosh mentioned that more details are to come about the House Bill that will bring 6 billion

dollars for Infrastructure and Highways. Numerous community events for the holiday season were discussed. Main Street Martinsburg is holding a Mixer this evening at Engage. Orsini's is holding a Chef Turkey Cookoff on November 18, 2021 from 5:00 p.m. to 7:00 p.m. A Christmas Tea is scheduled for December 4, 2021 at the Berkeley County Senior Center. The WV Manufacturers Association annual Winter Convention is the first week of December. Executive Director Hamilton will be in attendance as a presenter.

- XVI. Adjournment - There being no further business, the meeting was adjourned at 10:52 a.m.

Respectfully submitted,

Anthony Lewis
Secretary

Helen Harris
President