



**Development Authority Conference Room
and via Zoom Meeting**

November 9, 2022, at 9:30 a.m.

Abe Ashton, President – Left 10:13	Dan Dulyea
Amy Orndoff, Vice President	Helen Harris
Montie Hicks, Secretary	Montie Hicks
Brad Close, Treasurer	Doug Long
Jason Barrett	P.J. Orsini
Margie Bartles	Brandon Smith
Mary Sue Catlett	

ABSENT: Eddie Gochenour, Kevin Knowles, Hunter Wilson.

OTHER ATTENDEES: Jennifer Smith, Executive Director; Leslie Gantt, Economic Development Coordinator; Candace Dalton, Office Administrator.

GUESTS: Mike Bush, Property Management, First Management Group; Ken Barton, Legal Counsel, Steptoe & Johnson; Dan Neff, Congressman Mooney’s office; Keith McIntosh, Senator Manchin’s office; Chris Strovel, Senator Shelly Moore Capito’s office; Moises Mendoza, Social Connection Marketing.

- I. Call to Order - President Ashton called the meeting to order at 9:30 a.m.
- II. Determination of Members Present and Existence of a Quorum - President Ashton reported that a quorum was present.
- III. Proof and Filing by Secretary of Notice of Meeting – President Ashton confirmed the meeting agenda was posted to the public on Thursday, November 1, 2022.
- IV. Reading and Disposal of Prior Month Meeting Minutes - The Board reviewed the minutes of the last Board Meeting of October 12, 2022, and the Special Board Meeting on October 31, 2022. No corrections to the minutes were requested and the minutes were accepted.
- V. Public Comments – President Ashton welcomed guests to the meeting.
- VI. President’s Report – President Ashton shared that there is a list of current projects in the Board meeting packet. This list will be updated monthly and will be included in every Board Meeting packet. He stated that Project Caperton’s extension of 60 days for Due Diligence has been signed. Project Panhandle’s contract was signed and is scheduled for closing on November 30th. President Ashton signed the Resolution supporting Amendment 2 and a press

release was put out. Ms. Smith went in front of the Berkeley County Council for approval to apply for the LED grant, and she did receive approval to apply for the grant. President Ashton stated that he personally delivered the check for the American Legion Baseball League. He congratulated Mr. Barrett on his win for WV State Senate and Ms. Smith on her promotion as BCDA Executive Director. He deferred to executive session to discuss real estate matters.

- VII. Finance/ Audit Committee Report-Chairman Close reviewed the financial report through September 30, 2022. He said the Finance/Audit Committee has been very busy and came up with the Resolution that was approved at the Special Board Meeting on October 31, 2022. The committee agreed to create an RFP for an investment advisor that would house a portion of the funds locally. He spoke with Craig Slaughter from the WVIMB and asked him to leave our investments as they are until he hears more from us. Chairman Close stated that we received proposals for audits for both FY 2022 and 2023.

Ms. Orndorff made a motion to accept the Financial Report as presented, subject to audit. Seconded by Mr. Long. Motion approved.

VIII. Reports of Chairpersons of Standing Committees

- A. Executive – President Ashton reported that the Executive Committee held meetings and a Meet and Greet for the hiring of an Executive Director. Ms. Smith was hired for the position as announced at the Special Board Meeting on October 31, 2022.
- B. Business Development- Chairman Orsini deferred to Executive Session.
- C. Marketing –Chairman Smith deferred to Mr. Mendoza. Mr. Mendoza reported the top priority was the Quality-of-Life Survey. He said the survey launched about 3 weeks ago. So far about 578 people have submitted the survey; they would like to collect 1,000 surveys. Mr. Mendoza said conditional logic was added for those who did not know what the BCDA was to help brand the Authority. He also said that he had sent a press release that morning congratulating Ms. Smith on being named Executive Director. There were no questions.
- D. Government Affairs and Infrastructure – Chairman Dulyea reported that the committee met jointly with the Business Development Committee. He hopes to have a meeting with the council and water department.

- IX. Property Management – In absence of Chairman Wilson, Mr. Bush reviewed the property management report. Mr. Wilson is planning a property management meeting this month to discuss elevator bids and capital improvements. There were no questions.

X. Report of Staff

- A. Executive Director – Ms. Smith reviewed her report. She reported that the Finance and Audit Committee selected AAL to do the audit reports for FY 2022 and FY 2023. The contract has been signed by AAL and has been sent to the state auditor’s

office for approval. The next Business Spotlight will be with P&G on November 18th. Ms. Smith attended a WV Manufacturing Forum at Blue Ridge Community College. She also attended the Eastern Panhandle WV Student Recruitment Trip for engineering students at WVU. Students were able to tour P&G and Clorox and attend a reception with other manufacturers. Ms. Smith said she is also active with the Eastern West Virginia Economic Alliance which includes four counties: Berkeley, Jefferson, Morgan, and Hampshire. The purpose is to help provide resources and other information for business locating to the Eastern Panhandle. Ms. Smith continues to meet with Macy's. There was a \$375,000 Quality of Life Payment that was made to Macy's, and they would like something done with those funds. Parks and Rec would like to put up three pavilions with Macy's name on them. Mr. Barton stated that this money is paid to the county and not controlled by the Authority. Ms. Smith mentioned that the podcast with Blue Ridge Community College is on our website and has been shared with Mainstreet Martinsburg and the Chamber.

B. Economic Development Coordinator - Ms. Gantt reported that she has met with several businesses. She attended the WVU recruitment event and the Workforce WV Job Fair. She attended the Clorox ribbon cutting. She attended several Chamber and Mainstreet Martinsburg events. She continues to do some administrative tasks to train Ms. Dalton. There were no questions.

- XI. New Business – No new business to report. Ms. Smith introduced Ms. Dalton as the new Office Administrator.
- XII. Other Business – No other business to report.
- XIII. Executive Session – *Mr. Long made a motion to enter Executive Session at 9:56 a.m. to confer with council on real estate matters and personnel matters. Ms. Bartles seconded the motion. Motion approved. The Board returned to open session at 10:16 a.m.*
- XIV. Member Informational Reports and Announcements – Ms. Gantt reminded everyone that there is a Mainstreet Mixer at Serenity Day Spa this evening. Ms. Gantt also mentioned that the 96th Annual Chamber Dinner would be held at the Holiday Inn on Thursday, November 10th. Mr. Smith spoke of the Freedom Day Event at his practice to provide free care for veterans. Ms. Harris mention that on Friday, November 11th at 11:00 a.m. there would be a dedication of the new Doughboy at War Memorial Park. Mr. Barton thanked Mr. Dulyea for his service on the County Council.
- XV. Adjournment - There being no further business, the meeting was adjourned at 10:23 a.m.

Respectfully submitted,

Montie Hicks
Secretary

Abraham Ashton
President