

MINUTES

Board of Directors Meeting

**Development Authority Conference Room**

**and via Zoom Meeting**

April 13, 2022, at 9:30 a.m.

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| Helen Harris, President | Doug Long |
| Abe Ashton, Vice President  Tony Lewis, Secretary | Amy Orndoff-left 9:38 a.m., returned 9:39 a.m.  Hunter Wilson |
| Montie Hicks, Treasurer  Kevin Knowles  Brandon Smith | Dan Dulyea-entered 9:48 a.m.  Doug Copenhaver |
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**ABSENT**: Carey Gano, Steve O’Brien, Brad Close, P.J. Orsini.

**OTHER ATTENDEES**: Sandy Hamilton, Executive Director; Jennifer Smith, Associate Executive Director; Steven Cohen, Economic Development Coordinator, Leslie Gantt, Office Administrator.

**GUESTS**: Mike Bush, Property Management, First Management Group; Ken Barton, Legal Counsel, Steptoe & Johnson.

1. Call to Order - President Harris called the meeting to order at 9:30 a.m.
2. Determination of Members Present and Existence of a Quorum - President Harris reported that a quorum was present.
3. Proof and Filing by Secretary of Notice of Meeting – President Harris confirmed the meeting agenda was posted to the public on Wednesday, April 6, 2022.
4. Reading and Disposal of Prior Month Meeting Minutes - The Board reviewed the minutes of the last Board Meeting of March 9, 2022. No corrections to the minutes were requested and the minutes were accepted.
5. Public Comments – Guest were not present.
6. President’s Report – President Harris announced that a Nominating Committee has been appointed. Members of the committee are Steve O’Brien, Chairman; Doug Long, and Kevin Knowles.
7. Finance/ Audit Committee Report-RFP for Financing of Real Estate Recommendation for Real Estate Extension.

Chairman Hicks reviewed the financial report through the end of February 2022. A meeting will be scheduled to review the Finance Audits for recommendation(s) at next month’s Board meeting.

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

1. Reports of Chairpersons of Standing Committees
2. Executive- President Harris announced that there will be a meeting scheduled for May 4, 2022, to review proposals received for professional services. There will be a meeting scheduled in June to finalize the fiscal year.
3. Business Development- In the absence of Chairman Orsini, Ms. Hamilton reported that the Business Development Committee Meeting is scheduled for Tuesday, April 26, 2022, at 1:00 p.m. The Committee will be reviewing a Letter of Intent, the Harold Drive extension, and project updates.
4. Marketing – Chairman Smith reported that the marketing video is progressing. Ms. Smith explained that the video will be used for branding and that it features Berkeley County education, parks, and downtown businesses. She presented the Board with the education portion of the video. Chairman Smith stated that there will be a library of videos to share on social media once the project is complete. Moises Cardenas (Social Connection Marketing) is working on finalizing the video and it should be complete within two months. Ms. Hamilton added that the Eastern Community Foundation Grant that BCDA received was used to cover the cost of the project.

Request for Proposals for Marketing and Social Media Services has been posted.

Ms. Hamilton announced that a Site Selectors Event is scheduled for June 1, 2022, from 10:00 a.m.-2:00 p.m. at the Holiday Inn in Martinsburg.

1. Government Affairs and Infrastructure-Chairman Lewis had nothing to report. The committee meeting will be scheduled soon.
2. Property Management – Chairman Wilson reviewed the property management report and deferred two items to Executive Session.
3. Report of Chairperson of Ad-Hoc Strategic Plan Committee – In the absence of Chairman Orndoff, Ms. Smith reported that the quality-of-life surveys are back and need to be reviewed/revised by the committee before they are sent to the WV Division Office.
4. Report of Staff
5. Executive Director –Ms. Hamilton reviewed her monthly report. She announced that she has been appointed to the West Virginia Workforce Development Board. There were no questions. In addition to her report, she reported on a new group for small businesses in Berkeley County, of which she is a moderator, that formed through social media. The Berkeley County Social Collective has over 1,000 members within the first month of launching. The first meet and greet was held this month and will be held at 10:00 a.m., every second Monday of the month at the Holiday Inn. Mr. Dulyea thanked Ms. Hamilton and agreed that the group is beneficial in connecting small businesses in Berkeley County.
6. Associate Executive Director - Ms. Smith reviewed her monthly report. She reported on various projects, events, and meetings that she has attended and added that she has included Mr. Cohen in meetings. She announced that the Eastern Panhandle Entrepreneurs Forum is scheduled for May 5th, via zoom, featuring the first of a three-part series of “Business Planning” through Blue Ridge CTC and attendees will receive college credit for attending. There were no questions.
7. Economic Development Coordinator- Mr. Cohen reviewed his monthly report. He reported on events and meetings he has attended, and training. There were no questions.
8. New Business – No new business to report.
9. Other Business –Ms. Hamilton announced that Requests for Proposals for professional services have been posted. Proposals are due by noon on May 2, 2022. She suggested having corresponding committee meetings on May 4, 2022, to review the proposals for recommendations to the board at the May meeting. The new professional service contracts will begin on July 1, 2022 and end on June 30, 2025.
10. Executive Session – *Mr. Hicks made a motion to enter Executive Session at 10:10 a.m. to confer with council on property management real estate matters. Mr. Ashton seconded the motion. Motion approved. The Board returned to open session at 10:25 a.m.*

*Mayor Knowles made a motion to approve the 300 Foxcroft Avenue HVAC ductwork repairs, not to exceed $73,000. This was necessitated due to unexpected findings during installation of a new HVAC system. Two contractors were contacted for bids. One bid was received, and the other contractor was not interested in submitting a bid. Seconded by Mr. Ashton. Motion approved.*

1. Member Informational Reports and Announcements – Ms. Smith announced that the Martinsburg Main Street Mixer will be held at Brix 27 this evening from 5:00 p.m.-6:30 p.m.
2. Adjournment - There being no further business, the meeting was adjourned at 10:29 a.m.

Respectfully submitted,

Anthony Lewis Helen Harris

Secretary President