



**Development Authority Conference Room
and via Zoom Meeting
April 12, 2023, at 9:30 a.m.**

Abe Ashton, President	Dan Dulyea
Amy Orndoff, Vice President	Eddie Gochenour
Brad Close, Treasurer – left at 10:01	Helen Harris
Jason Barrett	PJ Orsini
Margie Bartles	Brandon Smith
Mary Sue Catlett	Hunter Wilson

ABSENT: Montie Hicks, Secretary; Kevin Knowles; Doug Long

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

GUESTS: Ken Barton, Legal Counsel, Steptoe & Johnson; Mike Bush, Property Management, First Management Group; Chris Strovel, Senator Shelly Moore Capito’s Office; Jim Linsenmeyer, WV Development Office

- I. Call to Order – President Ashton called the meeting to order at 9:31 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, April 6, 2023.
- IV. Reading and Disposal of Prior Month Meeting Minutes - The Board reviewed the minutes of the last Board Meeting on March 8, 2023. No corrections to the minutes were requested and the minutes were accepted.
- V. Public Comments – President Ashton welcomed Mr. Linsenmeyer, Mr. Strovel and Mr. Bush to the meeting. No public comments
- VI. President’s Report –President Ashton reviewed last month’s action items. He said he signed the Amended Easement and Right-Of-Way for Mountaineer Gas. He also signed the Purchase and Sales Agreement for Project Gold. President Ashton appointed a Nominations Committee headed by Ms. Bartles. Mr. Gochenour and Mr. Knowles have also been appointed to the committee. President Ashton spoke about Build-Up Berkeley and how

well it is coming along. He said the feedback he has received has been awesome and that this is something everyone will be proud of.

- VII. Finance/ Audit Committee Report – Chairman Close presented the Financial Report. He said the committee is working on the FY 2024 budget. He also stated that he had completed the audit. There were no questions.

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

VIII. Reports of Chairpersons of Standing Committees

- A. Executive – Did not meet.
- B. Business Development - Chairman Orsini said the committee met on April 11, 2023, to open bids for the RFP for Total Demolition Services. Two bids were received. The committee’s recommendation is to award services to Pittsnogle LLC. Mr. Orsini had nothing more until Executive Session.

Mr. Dulyea made a motion to award the RFP for Total Demolition Services of the Cumbo Yard and Garvin Properties to Pittsnogle, LLC for \$57,000. Seconded by Mr. Wilson. Motion approved.

- C. Marketing - Chairman Smith shared a recap of what Build-Up Berkeley is and that the administrative team was doing a good job developing this event.

Ms. Smith spoke of interest by WRNR to show our videos. She explained that rules were needed before we could give authorization to protect the Authority. She explained that a Video License Agreement had been created by Mr. Barton. A copy of the agreement was included in the board packet for review.

Ms. Bartles made a motion to accept the Video License Agreement that is in the packet as the official license agreement for Berkeley County Development Authority. Seconded by Mr. Gochenour. Motion approved.

- D. Government Affairs and Infrastructure – Chairman Dulyea said that Government Affairs met on April 6, 2023. It was shared that the Site Readiness Program had been funded. Chairman Dulyea said the committee had a long discussion on how water would get to the other side of the interstate and that Mr. Barrett had reported that funding had been secured to get this accomplished. There were no questions.

- IX. Property Management – Chairman Wilson presented the property report. He also reported that we have a 3.5-ton HVAC unit that is starting to fail. Chairman Wilson was asking the board whether they wanted the committee to secure bids to repair or replace the unit. There was some discussion about the cost of replacing the unit compared to repair.

Ms. Harris made a motion to replace the 3.5-ton HVAC subject to the bidding process. Seconded by Mr. Close. Motion approved.

A. Executive Director – Ms. Smith reviewed her report. She said she continues to work on the projects that are included in the project report. She has been onboarding Ms. Hoffman. She spoke at several events. She also toured the Interwoven Site with Senator Manchin. She continues to do podcasts and just completed one with Farmland Protection that was posted on Monday. She continues to work with the county on tweaking the TIF Map and reported that it is going smoothly. She took the staff on a property tour and spoke about getting the signs on the properties up. She is working with Project Yellow and helping them to get permits. She will be attending the Select USA Summit in May. She spoke about the Site Readiness Program that helps get a property ready for resale. Ms. Smith also attended the Eastern West Virginia Economic Alliance Toolkit Meeting and the West Virginia Development Council – 2023 Wrap-Up. There were no questions.

B. Associate Executive Director- Ms. Hoffman reviewed her report. She said it was a great first month and that she is excited to be here. She reported that she completed the normal onboarding task: attending the staff meeting, property tour, and benefits meeting. Ms. Hoffman has been shadowing Ms. Smith and attended several project meetings with her. Ms. Hoffman toured Blue Ridge Community College with Project Yellow and she felt it was good to have someone from the Authority there. Ms. Hoffman met with our bank representative. She is working with Leslie on Build-Up Berkeley. She has been working with Ms. Smith to get property signs back up on our sites. She stated that they selected Davis Designs to make and install new signs. Ms. Hoffman also attended the WV Economic Development Council -2023 Legislative Wrap-Up. There were no questions.

C. Economic Development Coordinator - Ms. Gantt continues to visit businesses and set up contacts. She mentioned several events that she attended. She did a business spotlight with Taylor’s Farm Market to highlight a business on the south end of the county. The Nonprofit reel was done on Stars That Shine, a girls empowerment organization, because it was Women’s History Month. She is working with the other staff members on Build-Up Berkeley. She attended several meetings. She has been attending Toastmasters as a guest but is an official member as of April 1, 2023. There were no questions.

- X. New Business – No new business to report.
- XI. Other Business – Ms. Smith shared that the board had previously voted on sponsoring the Main Street Martinsburg Passport Program. A contract was in the board packet for review. Several questions were asked, and it was decided to table this business until Mr. Blair from Mainstreet Martinsburg could attend to answer questions.
- XII. Executive Session – Mr. Wilson made a motion to enter Executive Session at 10:26 to confer

with the council on real estate matters and personnel matters. Ms. Harris seconded the motion. The board returned to open session at 10:58.

Mr. Wilson made a motion to not extend Due Diligence for Project Westside and for Mr. Barton to prepare the release and return to them their Earnest Money Deposit. Seconded by Ms. Harris. Motion approved.

Ms. Harris made the motion that we extend Project Maple for an additional 6 months for \$25,000., with the condition that we have the right to market the property during that period, and that the buyer must make available to us all non-confidential data they have on the property. Seconded by Ms. Bartles. Motion approved.

XIII. Member Informational Reports and Announcements – Ms. Orndoff mentioned a Mother’s Day Tea at the Senior Center. Ms. Bartles mentioned CNB Annual Meeting is today. Ms. Gantt said a WV Workforce Job Fair is scheduled for April 20th from 11-3. Ms. Smith mentioned Mr. Mendoza had a baby boy.

XIV. Adjournment - There being no further business, the meeting was adjourned at 11:01 a.m.

Respectfully submitted,

Montie Hicks
Secretary

Abraham Ashton
President