



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

Abe Ashton, President	Helen Harris
Brad Close, Treasurer	Kevin Knowles
Montie Hicks, Secretary	Doug Long
Margie Bartles	PJ Orsini
Mary Sue Catlett	Hunter Wilson
Eddie Gochenour	

ABSENT: Amy Orndoff, Vice President; Jason Barrett; Brandon Smith

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

GUESTS: Kelsey Miller, Legal Counsel, Steptoe & Johnson; Mike Bush, Property Management, First Management Group; Samuel Rich, Trasher Engineering, Jim Linsenmeyer, West Virginia Business & Development, Chris Strovel, Senator Capito’s Office

- 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 Wednesday, August 2, 2023.
- IV. Reading and Disposal of Prior Month Meeting Minutes - The Board reviewed the minutes of the last Board Meeting on July 12, 2023. No corrections to the minutes were requested and the minutes were accepted.
- V. Public Comments – President Ashton welcomed our visitors.
- VI. President’s Report – President Ashton mentioned he attended the Commercial Metals Company Groundbreaking Ceremony. There were no questions.
- VII. Finance/ Audit Committee Report – Mr. Close presented the Finance Report to the board. There were no questions.

Mr. Wilson 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 said the Executive Committee did not meet. There were no questions.
- B. Business Development - Chairman Orsini had nothing until Executive Session. There were no questions.
- C. Marketing – In the absence of Mr. Smith and Mr. Mendoza, Ms. Smith presented a report. She shared that the Marketing Committee’s focus is on Build-Up Berkeley and that posters and banners were being created. She stated that registration will be opening at the end of the week. President Ashton commented that Build-Up Berkeley is fully funded by sponsors. Ms. Smith asked board members to share Facebook posts about Build-Up Berkeley. There were no questions.
- D. Government Affairs and Infrastructure – Chairman Wilson said the committee did not meet. There were no questions.

IX. Property Management – Chairman Bartles presented the Property Management Report. There were no questions.

X. Report of Staff

- A. Executive Director – Ms. Smith reviewed her report. She spoke a little about Project Yellow and the environmentally friendly products they are making. She attended the Commercial Metals Company Groundbreaking Ceremony. She stated that public hearings for the TIF are scheduled for September 7, 2023, at 11 a.m. and 6 p.m. She also mentioned that over 40 site selectors were invited to attend the air show to see what Berkeley County has to offer. There were no questions.
- B. Associate Executive Director- Ms. Hoffman reviewed her report. She attended the following events: Commercial Metals Company’s Groundbreaking Ceremony, a water discussion with Ms. Piercy from Senator Capito’s office, and the West Virginia Freight Advisory Committee Meeting. She continues to focus on Build-Up Berkeley. She has been accepted into the 2023-2024 Leadership Berkeley Program. She participated in the Situational Awareness Training and is working on an emergency plan for the office. There were no questions.
- C. Economic Development Coordinator - Ms. Gantt reviewed her report. She continues to assist the Associate Executive Director and continues to reach out to businesses in Berkeley County. She met with Logoplaste and attended the Commercial Metals Company’s Groundbreaking Ceremony. She continues to work on Build-Up Berkeley with the rest of the staff. She attended the Chamber Workforce Development Committee Meeting, a Sunrise Rotary Meeting, and the WV Entrepreneurship Ecosystem Builders

Monthly Meeting. She continues to attend Toastmasters and was part of the Situational Awareness Training. There were no questions.

XI. New Business

- A. Update of By-Laws from County Council to County Commission— Ms. Smith explained that since the Berkeley County Council had changed their name to the Berkeley County Commission there is a need to update the Authorities By-Laws and have them approved by the County Commission.

Mr. Close made the motion to change the name in the By-Laws from Berkeley County Council to Berkeley County Commission and for Ms. Smith to present these changes to the Commission for approval. Seconded by Mr. Long. Motion approved.

- B. Donation of flag poles to the Martinsburg- Berkeley County Parks and Recreation – Ms. Smith shared that a large flagpole had been purchased to be used at the 300 Foxcroft office building but after further consideration it was decided that it was not needed since there was a large flag across the street and down from the offices. She said that she would like to donate the flagpole to the MBCPR for a new park in Spring Mills.

Mr. Long made the motion to donate the unused flagpole to the Berkeley County Parks and Recreation to be used at the new Spring Mills Park. Seconded by Mr. Wilson. Motion approved.

- C. RFP for Refinancing – Mr. Close explained that two large loan payments are coming due. One in October of 2023 and the other in April of 2024 for a total of about 2.4 million dollars. Mr. Close said that the Finance Committee had met before the board meeting and after discussion it was agreed not to present the RFP but instead propose to the board that they withdraw up to 2.4 million dollars from the WVIMB account to pay these loans. This is because currently there is a low return on the invested money and high interest rates on a new loan. He suggested that both amounts be taken out at one time and put in an interest-bearing account until needed to pay the loans off. He said that Ms. Smith should be authorized to prepare an RFP for an interest account.

Mr. Long made the motion to withdraw up to 2.4 million dollars from the West Virginia Investment Management Board to put in an interest-bearing account, until needed, to pay off the maturing loans and for Ms. Smith to put out an RFP for interest rates. Seconded by Mr. Wilson. Motion approved.

- XII. Other Business – Mr. Rich from Thrasher Engineering gave a brief report on the assessment of the land for Project Westside. The assessment is to be added to the agenda for the next Business Development Committee Meeting for review since it arrived late yesterday, and they had not had time to review it.

- XIII. Executive Session – Ms. Bartles made a motion to enter Executive Session at 10:13 a.m. to confer with the council on real estate matters and personnel matters. Mr. Long seconded the motion. The board returned to open session at 10:33 a.m.

XIV. Member Informational Reports and Announcements – There were none.

XV. Adjournment - There being no further business, the meeting was adjourned at 10:34 a.m.

Respectfully submitted,

Montie Hicks
Secretary

Abraham Ashton
President