

MINUTES
Board of Directors Meeting
Berkeley County Development Authority
December 13, 2017 at 9:30 a.m.

PRESENT: Greg Ahalt, Secretary Montie Hicks
 Jim Barnes George Karos
 Bob Butler Tony Lewis
 Steve Cox Jim Seibert
 Alan Davis Hoy Shingleton
 Dennis Donaldson Nanette Stevens, President
 Dan Dulyea Jim Welton, Treasurer
 Amanda Giangola Hunter Wilson
 Helen Harris, Vice President
 Montie Hicks

ABSENT: Megan Michael, P J Orsini, Kevin Starliper

OTHERS PRESENT: Sandy Hamilton, Executive Director; Lori Taylor, Business Programs Manager; Ken Barton, Steptoe & Johnson; Jim McConville, The Journal; Chris Strovel, Senator Shelley Moore Capito's Office, Matt Coffey, Small Business Development Center

- I. Call to order. President Stevens called the meeting to order at 9:31 a.m.
- II. Determination of Members Present and Existence of a Quorum. President Stevens reported that a quorum was present.
- III. Proof and Filing by Secretary of Notice of Meeting. The meeting agenda was posted to the public December 8, 2017.
- IV. Reading and Disposal of Prior Unapproved Minutes of the Board

 November 8, 2017 Board Meeting. A motion was made by Mr. Seibert to approve the minutes as presented. Second by Mr. Ahalt. Motion carried.
- V. Finance/Audit Committee Report. Mr. Welton reported on the Finance Committee Meeting held on Dec. 4, 2017. The committee reviewed the draft of the 2016 audit.
- VI. Public Comments. Guests attending the meeting introduced themselves including Chris Strovel, Senator Capito's office; Jim McConville, The Journal; Matt Coffey, Small Business Development Center; and Ken Barton, Steptoe & Johnson. There were no public comments.

VII. Report of Small Business Development Center Coach, Matthew Coffey: Mr. Coffey reports that since the beginning of the Fiscal Year, the Small Business Development Center has, in Berkeley County, assisted 16 individual clients, had 35 or 36 inquiries, and had 7 new businesses start this quarter, which resulted in 12 full- and part-time jobs and \$168,000 in capital formation; most have been self-funded start-ups. The biggest concentration has been in contracting, mainly software engineers going out on their own. He has also seen an increase in Tourism inquiries and people incorporating for Air BnB's.

VIII. Informational Report of President. President Stevens had no report.

IX. Reports of Chairpersons of Standing Committees.

A. Executive Committee. No report.

B. Business Development Committee. Mr. Barnes reported that the Berkeley County Planning Commission met on Monday, December 4, 2017 and approved the final plat for Station Square. The bid from United Wreckers and Excavators has been approved for the demolition of the properties on the Bender Farm. The Board needs to ratify that approval. Mr. Barnes moved that the Board ratify the action of the Executive Committee and approve the proposal of United Wreckers and Excavators. Second by Mr. Seibert. Discussion followed concerning the disposal of materials from the demolition. After referring the questions to Mr. Barton, it was determined that the contract would be amended to include a verification of proper disposal of the debris. Mr. Wilson moved that the Board ratify the award subject to further modification of the contract to include proper disposal and any other provisions. Second by Mr. Seibert. Motion carried.

C. Marketing Committee: Ms. Hamilton reported on the success of the Business Appreciation Reception held on November 14, 2017. There was a total of 12 businesses represented and about 12 Board members who attended, as well as other interested entities, including the Mayor of Hedgesville.

D. Government Affairs & Infrastructure Committee. Mr. Wilson reported that Potomac Edison will be meeting with the Committee on January 3, 2018 to discuss different ideas for matters going on in Berkeley County. The time for the meeting is to be determined. There will be a meeting on Wednesday, December 13, 2017 with Senator Craig Blair and the Fire & EMS at the South Berkeley Fire Station to discuss manpower issues. The Committee also represented the Authority at the Legislative Forum Breakfast on Friday, December 8, 2017.

E. Human Resources Committee. Mr. Shingleton passed out a Confidentiality

Policy to Board members and staff. It covers Board Members, Volunteers and employees of the Berkeley County Development Authority. This policy comes as a result of a recommendation of the Human Resources Committee to the Board of Directors. The policy outlines the definition of confidential matters and discipline that would result from breaking the policy. The policy will be discussed at the next Board meeting.

X. Executive Session to Discuss Real Estate Matters. A motion was made by Mr. Wilson to move into Executive Session to discuss real estate matters. Second by Ms. Harris. Motion approved. Entered into Executive Session at 9:55 a.m. Adjourned at 10:32 a.m. No action was taken coming out of Executive Session.

XI. Disposition of Unfinished Business. There was no unfinished business.

XII. New Business.

- a. Slate of 2018 Officers recommended by the Nominating Committee: Vice-President Harris reported that the Nominating Committee met and recommends the following slate of officers for calendar year 2018 to include Nanette Stevens, President; Helen Harris, Vice President; Tony Lewis, Secretary; and Jim Welton, Treasurer. There was discussion regarding the procedure for selecting the slate of officers. President Stevens suggested appointing an ad hoc committee to review the by-laws regarding the selection of the slate of officers. Mr. Barton recommended that the vote be postponed until the January Board Meeting to properly follow the bylaws as written.
- b. Report of Ad Hoc Office Committee: No report.
- c. Staff Recommendation: Ms. Hamilton reported on the Administrative Services Coordinator Position and recommended the hiring of Ms. Tara Price effective January 1, 2018 at an annual salary of \$38,000. There was discussion regarding position responsibilities and salary. Mr. Dulyea moved to approve the employment of Ms. Price; Second by Mr. Shingleton. Motion unanimously approved.

XIII. Report of Staff. Ms. Hamilton reported on various meetings and events that she attended during the month of November. She also reported that Project Bethlehem is moving forward. She will meet with their representatives again on December 22, 2018. The Authority closed on 10 acres at Tabler Station Business Park. Ms. Taylor reported on her activities for the month of November. She also reported that she submitted the paperwork for the Local Economic Development Grant (LED Grant) package. We were notified on December 12, 2017 that we are being awarded \$20,000 in matching funds. Mr. Welton recommended that a

specific plan be developed for the grant funds.

XIV. Other Reports and Announcements. Mr. Dulyea invited the Board to the ribbon cutting at The Peppermill on Friday, December 15, 2017 starting at 3:30 p.m.

XV. Adjournment. There being no further business, the meeting was adjourned at 10:58 a.m.

Respectfully submitted,



Greg Ahalt,
Secretary



Nanette Stevens,
President