



**Development Authority Conference Room
and via Zoom Meeting
December 14, 2022, at 9:30 a.m.**

Abe Ashton, President	Doug Long
Amy Orndoff, Vice President	P.J. Orsini
Mary Sue Catlett	Brandon Smith
Eddie Gochenour	Hunter Wilson
Helen Harris	

ABSENT: Jason Barrett; Margie Bartles; Brad Close, Treasurer; Dan Dulyea, Montie Hicks, Secretary; Kevin Knowles

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; Moises Mendoza, Social Connection Marketing; Jim Linsenmeyer, WV Development Office; Bob Williams, Berkeley County Parks & Recreation

- I. Call to Order - President Ashton called the meeting to order at 9:32 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 Tuesday, December 6, 2022.
- IV. Reading and Disposal of Prior Month Meeting Minutes - The Board reviewed the minutes of the last Board Meeting of November 9, 2022. No corrections to the minutes were requested and the minutes were accepted.
- V. Public Comments – President Ashton welcomed guests to the meeting. Mr. Linsenmeyer thanked the board for their help with Project Kent now known as Commercial Metals Company.
- VI. President’s Report – President Ashton shared that Project Kent has come to fruition as Commercial Metals Company. He attended a luncheon yesterday and said it was very

informative. The location of CMC will be the old Dupont site. Project Panhandle/First Tool sales agreement is being completed today. President Ashton also mentioned that we had received the approval and contract to sign for the LED Grant.

Ms. Harris made a motion for President Ashton to sign the LED Grant. Seconded by Mr. Wilson. Motion approved.

VII. Finance/ Audit Committee Report-Chairman Close was not present.

Mr. Wilson made a motion to table the Finance/Audit Committee Report until next month. Seconded by Mr. Long. Motion was approved.

VIII. Reports of Chairpersons of Standing Committees

- A. Executive – President Ashton reported that the Executive Committee held a meeting the end of November to discuss hiring a new Associate Director. It was decided that Ms. Smith would narrow down the applicants before presenting the top applicants to the Executive Committee. The deadline for applications is December 30, 2022. There were no questions.
- B. Business Development- Chairman Orsini said he missed the last meeting and asked Ms. Smith to report. Ms. Smith deferred to Executive Session.
- C. Marketing –Chairman Smith deferred to Mr. Mendoza. Mr. Mendoza reported that the Quality-of-Life Survey has been completed. A full overview report was included in the read ahead material sent with the board notice. Ms. Smith said a meeting to review the data collected will be planned and the board is invited to attend. Mr. Mendoza said he had completed two more business spotlights: P&G and Quad Graphics. Press releases have gone out for Ms. Smith and Ms. Gantt and a press release for Ms. Dalton was going out today. There were no questions.
- D. Government Affairs and Infrastructure – Did not meet.

IX. Property Management – Chairman Wilson gave a report and commended Mr. Bush on how well he was managing the properties. Mr. Wilson said the Property Management Committee would meet after the holidays. There were no questions.

X. Report of Staff

A. Executive Director – Ms. Smith reviewed her report via Zoom due to Covid. She reported that she continues to work with Calvary Construction on the renovations and that Calvary plans to start the other side after the holidays. Ms. Smith said she continues to work with Mr. Mendoza, and they are working on a Director’s Letter. She attended several events including the EPEF and the Annual Chamber Dinner. Ms. Smith said she spends a lot of time in meetings working with current projects and providing whatever

help they may need. Ms. Smith met with Thomas Dean the new CEO of WVU medicine. She also met with Red Rock about the construction going on in Spring Mills. Ms. Smith said we received the RFP for Clorox entry road on Corning Way. We received only one bid from WL Construction and that the DOH has approved their proposal. There were no questions.

B. Economic Development Coordinator - Ms. Gantt reviewed her report. She said she continues to assist Ms. Dalton and helps Ms. Smith as needed. She did complete the LED application and it was approved. She submitted Chem-Pak for the Berkeley County Chamber of Commerce's Large Business Award, and they did win. She continues to reach out to businesses to help with expansion and employee retention. She attended several events and has joined several committees. She also assisted Mr. Mendoza on the business spotlights and is planning for spotlights in 2023. There were no questions.

XI. New Business – No new business to report.

XII. Other Business – Mr. Williams, Executive Director of Berkeley County Parks and Recreation spoke on funding needed for new playground equipment at War Memorial Park. Mr. Williams provided a packet to the board. He said \$150,000 is needed to place an order for equipment in January. MBCPR Board has committed \$75,000 and are asking for support from community partners like the Authority. Mr. Gochenour asked if this playground equipment is handicap accessible. Mr. Williams replied that it is. Other questions about who has been asked to help with the funding were asked. Mr. Williams said that from the \$75,000 the Martinsburg Rescue Fund was providing \$25,000. Discussion occurred.

Mr. Wilson made the motion to table this item until the January meeting. Seconded by Mr. Long. Motion approved.

XIII. Executive Session –

Mr. Long made a motion to go into Executive Session at 10:07 to discuss real estate matters. Seconded by Mr. Wilson. Motion approved. The board returned to open session at 10:37.

Mr. Wilson made a motion to terminate the contract with Project Van. Seconded by Mr. Long. Motion approved.

Mr. Long made a motion to extended Due Diligence until April 30, 2023, for Project Maple with an additional \$60,000 released to the Earnest Money Deposit. Seconded by Ms. Harris. Motion approved.

Mr. Gochenour made the motion to amend Project Ram, not to extend closing past February 28, 2023. Seconded by Mr. Wilson. Motion approved.

Ms. Harris made the motion to extend Project Caperton for 30 days at no charge. Seconded by Mr. Wilson. Motion approved.

Mr. Smith made the motion to apply for the IAR Grant for Commercial Metals Company for FY 23-24 and FY 24-25. Mr. Long seconded. Motion approved.

- XIV. Member Informational Reports and Announcements – Mr. Wilson asked that people stop by and see the new Baker Height Fire Station. Ms. Gantt reminded everyone that there is a Main Street Martinsburg Mixer tonight at Jordan & Hess tonight. Holiday greetings were exchanged.
- XV. Adjournment - There being no further business, the meeting was adjourned at 10:43 a.m.

Respectfully submitted,

Montie Hicks
Secretary

Abraham Ashton
President