



MINUTES
Board of Directors Meeting
Berkeley County Development Authority
February 14, 2018 at 9:30 a.m.

PRESENT:	Greg Ahalt	Tony Lewis, Secretary
	Jim Barnes	P. J. Orsini
	Bob Butler	Jim Seibert
	Steve Cox	Hoy Shingleton
	Dennis Donaldson	Kevin Starliper
	Dan Dulyea	Nan Stevens, President
	Amanda Giangola	Bill Stubblefield
	Helen Harris, Vice President	Jim Welton, Treasurer
	Montie Hicks	Hunter Wilson
	George Karos	

ABSENT: Alan Davis, Megan Michael

OTHERS PRESENT: Sandy Hamilton, Executive Director; Lori Taylor, Business Programs Manager; Tara Price, Administrative Services Coordinator; Ken Barton, Steptoe & Johnson; Howard Kronthal, Exit Success Realty; Joy Lewis, WV Department of Commerce; Kanette Petry, West Virginia Attorney General's Office; Chris Strovel, Senator Capito's Office; and Matthew Umstead, Herald Mail.

- I. Call to order. President Stevens called the meeting to order at 9:32 a.m. in the Authority Board Room, Martinsburg, WV.
- 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 February 9, 2018.
- IV. Reading and Disposal of Prior Unapproved Minutes of the Board and Executive Committee. A motion was made by Mr. Cox to approve the December 13, 2017 minutes as presented. Second by Mr. Butler. Motion carried. A motion was made Mr. Ahalt to approve the January 10, 2018 minutes as presented. Second by Mr. Hicks. Motion carried.
- V. Finance/Audit Committee Reports–Audit Recommendation. Mr. Welton reported the Finance/Audit Committee Meeting was held on December 7, 2017 and the Agenda items discussed:
 - A. Audit– The Committee reviewed the FY 2016 Audit (July 1, 2015 – June 30, 2016). Mr. Barnes raised an issue of inaccuracies needing clarification in regards to financial assistance the Authority received til 2015 by the Berkeley County Commission. It was not clarified in the audit that the Authority has not received any grant funding since

then. Mr. Welton noted that this issue has been addressed with the auditors for correction and should not appear on future audits. A motion was made by Mr. Cox to accept the FY2016 Audit as presented. Mr. Stubblefield seconded. Motion carried.

- B. FY2018 Budget- Mr. Welton recommended to the Board in preparation for next year's budget that all Committees, including Human Resource Committee, meet to discuss needs and report to Board prior to April 11, 2018 Board Meeting.
 - C. December 2017 Financial Report—Mr. Welton reported the Committee reviewed and discussed the December 2017 Financials. It was clarified at the meeting that Financials are to be sent out around the 15th of the following month, therefore The January 2017 Financials were not available at the time of this month's Board Meeting. Sandy confirmed that she will forward them to the Board as soon as she receives them. Question was raised if interim statements could be made available in month's the Board meets prior to the 15th. Sandy offered that she could provide a simple financial report in QuickBooks if needed. Motion raised by Mr. Barnes to accept the December 2017 Financials as presented. Mr. Ahalt seconded. Motion carried.
- VI. Public Comments. Ms. Stevens welcomed guests from the public and invited them to introduce themselves. Kanette Petry, West Virginia Attorney General's Office reported in addition to consumer protection cases, the office is engaging in outreach programs to consumers and businesses. She also reported a Substance Abuse Awareness Program they are partnering with the Shepherd University Nursing Program and local Middle Schools. Joy Lewis, WV Department of Commerce, reported on recent visits with Ms. Taylor to local businesses and plans for more scheduled later this month. Also introducing themselves were Howard Kronthal, Exit Success Realty; Chris Strovel, Senator Capito's Office; and Matthew Umstead, from the Herald Mail.
- VII. Report of President—Formulation of Ad-Hoc By-Laws Committee. Ms. Stevens recommended that an Ad-Hoc Committee be formed to review our current Authority's By-Laws. The Committee is to be chaired by the Board Secretary, Mr. Lewis, along with members, Mr. Cox, Ms. Harris and Mr. Starliper. No motion required.
- VIII. Report of Chairperson of Standing Committees.
- A. Executive Committee— Meets the first Wednesday of the month. They did not meet in January. Ms. Stevens thanked last year's chairs and committee members for their service and announced the chairs of the standing committees.
 - B. Business Development Committee—Mr. Orsini is the Chair of the Business Development Committee and the next meeting is scheduled for Wednesday, February 21, 2018 at 10:00 a.m. in the Conference Room.
 - C. Marketing Meeting—Mr. Starliper is the Chair of the Marketing Committee and the next meeting is scheduled for February 28, 2018 at 9:30 a.m.
 - D. Government Affairs & Infrastructure Committee—Mr. Wilson is the Chair of the Government Affairs & Infrastructure Committee.

E. Human Resources Committee—Ms. Michaels is the Chair of the Human Resources Committee. Ms. Hamilton reminded members not present at last month’s Board Meeting to sign and return Confidentiality Statements. Mr. Welton reminded Human Resources Committee that salary recommendations need to be submitted for next year’s budget.

IX. Executive Session. A motion was made by Mr. Seibert to move into Executive Session to discuss real estate matters. Ms. Giangola seconded the motion. Possible action may be taken. All guests were excused at this time. Entered into Executive Session at 9:52 a.m.; adjourned at 10:28 a.m.

Two motions were brought to the floor during Open Session.

(a) BGR—A motion was made by Mr. Shingleton for the Authority to proceed forward in BGR proposal. Seconded by Mr. Wilson. Majority approved. Mr. Seibert opposed. Motion carried.

(b) Mountain State Acquisitions— a motion was made by Mr. Shingleton for the Authority to proceed forward with Mountain State Acquisition proposal. Ms. Harris seconded. All Approved. Motion carried.

X. Unfinished Business. No unfinished business reported at the time of the meeting.

XI. New Business. No new business reported at the time of the meeting.

XII. Report of Staff

(a) Executive Director—Ms. Hamilton reported in January 2018 two new projects were added. Of the projects listed in her report 10 to 12 of them are most promising. Additional projects have strong interest, but not ready to be included in her report yet. Ms. Hamilton also reported her visit to Charleston in January and the WV Economic Development Conference Breakfast had a good turnout of Legislators in for Session. Questions:

1. A question was raised by Mr. Seibert on what assistance the Authority is giving to the Airport. Ms. Hamilton replied among her duties include servicing the economic development interests of City of Martinsburg, Berkeley County and state of West Virginia, which includes the Airport.
2. Ms. Stevens inquired about the notes from our last Strategic Planning Session at the January 10, 2018 Board Meeting. Ms. Hamilton will email notes taken shortly after the meeting.

(b) Business Programs Manager—Ms. Taylor reviewed her reports on business visits from December 2017 and January 2018 from her report. Ms. Stevens inquired what is done with the information and data taken from the business visits and if a database could be created for future usage.

- (c) Administrative Services Coordinator—Ms. Price reported on her first month of projects, including setting up office systems; meeting with Growth Media to start editing the website; and creation of social media platforms, i.e. LinkedIn, Facebook and Twitter

XIII. Member Informational Reports and Announcements

- a. Ms. Giangola also serves on Martinsburg Roundhouse Authority. She reported the long-awaited bathroom project is proceeding and will bring more ability for the site to host more Special Events.
- b. Mr. Dulyea also serves on Sewer Board and currently working on Storm Water Project to reverse action and requirements needed.
- c. Mr. Orsini also serves on the Airport Authority and reported they just completed and adopted their Strategic Planning Process.
- d. Mr. Lewis serves on the James Rumsey Board and working on an Improvement Council for Young Professionals Program.
- e. Mr. Wilson also serves on the Fire Board and they are working on finding additional funding staffing needs to get more 24/7-hour coverage for county fire stations.
- f. Ms. Price serves on the Convention and Visitors Bureau Board and supports promotion of tourism in the area.
- g. Mr. Welton also serves on Berkeley County Parks and Recreation Board. He reported they are currently working on projects at Poor House Farm to address events and venue needs at this historic site.
- h. Ms. Harris also serves on the Sunrise Rotary and announced an upcoming Dance; the Boys and Girls Club; and Catholic Charities who is in need of toiletry items for donations.
- i. Mr. Starliper also serves Chair on the Chamber of Commerce Government Affairs Committee and announced the next meeting is Wednesday, February 21, 2018 at Shepherd University.
- j. Ms. Taylor serves on the Main Street Martinsburg Board and announced the Authority is hosting the March Mixer on Wednesday, March 14, 2018 from 5:00 p.m. to 6:30 p.m.
- k. Ms. Stevens also serves on the Habitat for Humanity Board and they just closed on their 36th loan on February 13, 2018.

A question was raised by Mr. Dulyea on what has the Authority done to promote growth in the downtown area. Ms. Hamilton replied through partnering opportunities with City of Martinsburg, Main Street Martinsburg and other local entities where appropriate and needed; attending meetings and serving as a liaison consultant on properties that may be better served locating within city limits.

XVI. Adjournment. There being no further business, the meeting was adjourned at 11:10 a.m.

Respectfully submitted,

Anthony Lewis
Secretary

Nanette Stevens,
President