



MINUTES

Board of Directors Meeting
**Development Authority Conference Room
and via Zoom Meeting**
February 9, 2022, at 9:30 a.m.

Helen Harris, President
Abe Ashton, Vice President
Tony Lewis, Secretary
Montie Hicks, Treasurer
Kevin Knowles

Doug Long
Amy Orndoff
P.J. Orsini

ABSENT: Carey Gano, Doug Copenhaver, Dan Dulyea, Brad Close, Steve O'Brien, Brandon Smith, Hunter Wilson.

OTHER ATTENDEES: Sandy Hamilton, Executive Director (entered at 9:48am); Jennifer Smith, Economic Development Coordinator; Leslie Gantt, Office Administrator.

GUESTS: Mike Bush, Property Management, First Management Group; Ken Barton, Legal Counsel, Steptoe & Johnson; Chris Strovel, Office of Senator Shelley Moore Capito; Stacey Posey, Omnitrax.

- I. Call to Order - President Harris called the meeting to order at 9:35 a.m.
- II. Determination of Members Present and Existence of a Quorum - President Harris reported that a quorum was present.
- III. Proof and Filing by Secretary of Notice of Meeting – President Harris confirmed the meeting agenda was posted to the public on Thursday, February 3, 2022.
- IV. Reading and Disposal of Prior Month Meeting Minutes - The Board reviewed the minutes of the last Board Meeting of January 12, 2022. No corrections to the

minutes were requested and the minutes were accepted.

- V. Public Comments - President Harris welcomed the guests to the meeting and invited them to introduce themselves.
- VI. President's Report – President Harris deferred to Executive Session.
- VII. Finance/ Audit Committee Report-Chairman Hicks reviewed the financial report through the end of December 2021. The WV Investment Management Board December statement was provided to the Board as a follow up to questions from the January Board Meeting. Chairmen Hicks reported that there will be a Finance/Audit Committee Meeting by the end of February.

Mayor Knowles 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 Harris deferred to Executive Session.
 - B. Business Development- Chairman Orsini reported that the Business Development Committee Meeting is scheduled for Thursday, February 17, 2022 at 3:00 p.m.
 - C. Marketing –RFQ for Marketing/Social Media Services-Chairmen Smith was not present. The Marketing Committee Meeting is scheduled for Friday, February 11, 2022 at 1:00 p.m.
 - D. Government Affairs and Infrastructure-Chairman Lewis reported that there are no updates at this time. The Government Affairs and Infrastructure Committee Meeting is scheduled for Wednesday, February 16, 2022 at 10:00 a.m.
 - E. Property Management – President Harris reported on behalf of Chairmen Wilson and deferred to Executive Session.
- IX. Report of Chairperson of Ad-Hoc Strategic Plan Committee – Chairman Orndoff reported that the Ad-Hoc Strategic Planning Committee was cancelled and will be rescheduled soon.

X. Report of Staff

- a. Executive Director –Ms. Hamilton reviewed her monthly report. There were no questions.
- b. Economic Development Coordinator/Associate Executive Director - Ms. Smith reviewed her monthly report. There were no questions.

XI. New Business – Personnel matters-President Harris asked Ms. Hamilton about the status of applications received for the Economic Development Coordinator position. Ms. Hamilton reported that four applications have been received. The position is advertised and she's hopeful more will come in before the Friday, February 18th at 5:00 p.m. deadline. She plans to schedule interviews the last week in February. President Harris deferred a personnel matter to Executive Session.

XII. Other Business –Alta Surveys and Phase I Environmental Approval-Ms. Hamilton presented to the Board that Project Lion and Project Westside are both in need of Alta Surveys and Phase I Environmental Studies. Price quotes were received, and Thrasher Group was the lowest bid at approximately \$40,000 with the earliest start date.

Mr. Long made a motion to approve Ms. Hamilton to retain Thrasher Group for the Alta Surveys and Phase I Environmental studies for Project Lion and Project Westside, not to exceed \$40,000. Seconded by Mr. Lewis. Motion approved.

XIII. Executive Session – *Mr. Hicks made a motion to go into Executive Session at 10:01 a.m. to confer with council on real estate and personnel matters. Mr. Long seconded the motion. Motion on real estate and personnel matters approved. The Board returned to open session at 10:33 a.m.*

Mr. Hicks made a motion on behalf of the Executive Committee that the annual compensation increase, retroactive to July 1, 2021, for Ms. Hamilton, Executive Director of the Berkeley County Development Authority. Mr. Long seconded the motion. Motion approved.

Mr. Knowles made a motion to approve the 300 Foxcroft Avenue RTU bidding to include new unit and sealing ductwork, not to exceed \$40,000. Restroom and interior improvements at 300 Foxcroft Ave., not to exceed \$10,000. 300 Foxcroft Ave. parking lot light fixtures, not to exceed \$7,400. Carpet repairs in the VA Suite of 400 Foxcroft Ave., not to exceed \$5,000. Seconded by Mr. Lewis. Motion approved.

- XIV. Member Informational Reports and Announcements – Ms. Smith announced that the BCDA LED Grant application was approved. Ms. Hamilton thanked Board members for their contributions to the Brianne Frazier Scholarship fund.
- XV. Adjournment - There being no further business, the meeting was adjourned at 10:37 a.m.

Respectfully submitted,

Anthony Lewis
Secretary

Helen Harris
President