



MINUTES
Board of Directors Meeting
Berkeley County Development Authority
January 10, 2018 at 9:00 a.m.

PRESENT:	Greg Ahalt, Secretary	Megan Michael
	Jim Barnes	P. J. Orsini
	Steve Cox	Jim Seibert
	Alan Davis	Hoy Shingleton
	Dan Dulyea	Kevin Starliper
	Amanda Giangola	Nan Stevens, President
	Helen Harris, Vice President	Bill Stubblefield
	Montie Hicks	Jim Welton, Treasurer
	Tony Lewis	

ABSENT: Bob Butler, Dennis Donaldson, George Karos, Hunter Wilson

OTHERS PRESENT: Sandy Hamilton, Executive Director; Lori Taylor, Business Programs Manager; Tara Price, Administrative Services Coordinator; and Ken Barton, Steptoe & Johnson.

- I. Call to order. President Stevens called the meeting to order at 9:00 a.m. at the Holiday Inn, 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 January 5, 2018.
- IV. New Business.
 - a. Station Square Infrastructure Payment. Ms. Hamilton reported that the first portion of work by Gantts completed and Pennoni confirmed invoice of first portion of work for \$24,552. Motion made by Shingleton to confirm payment of the invoice for \$24,522; second by Mr. Stubblefield. Motion approved.
 - b. Demolition Award. Mr. Barton reported United Wreckers was awarded demolition bid on November 2017, and an addendum added with a tentative start date of February 12, 2018 for ground to be graded. No motion required for approval needed.

- c. Board of Directors Confidentiality Agreement. A copy of the Confidentiality Policy was distributed for each member to sign and return. A question was raised by Mr. Stubblefield about separating out Human Resources Committee from the Confidentiality Agreement since personnel issues are automatically confidential. Motion made by Mr. Cox; second by Mr. Davis. One opposed: Mr. Ahalt. Motion passed.
- d. Department of Highways Deeds of Conveyance. Mr. Barton reported there are five separate deeds to convey right of way of land, commonly known as Technology Drive and Route 11 Connector. Mr. Starliper raised a motion to approve resolution of BCDA to convey these lands to the West Virginia Department of Transportation, Division of Highways in order to be added to the State roadway system. Mr. Starliper further moved that BCDA Board of Directors authorize President Stevens to execute and deliver all deeds, agreements, documents, certificates and affidavits necessary to complete conveyance. Motion seconded by Ms. Michael. Motion approved.
- e. Station Square Inspection Services. Mr. Barnes reported from the Business Development Committee to recommend that services of Triad Engineering be retained for inspection services on Station Square. Three bids were received and Mr. Barnes raised a motion to retain Triad. No second required. Motion approved.

V. Unfinished Business.

- A. Election of Officers for 2018. President Stevens turned the meeting over to Vice President Harris, Chair of the Nominating Committee, to present the slate of officers. A question was raised on the process of presenting the slate of officers and voting at the December 2017 meeting. Vice President Harris presented an Annual Board Meeting roster from December 2009 to present. She further reported that in the past, the process had not always followed the By-Laws and there may need to be clarification in the timeline of when the election and slate of officers are presented.

Slate of Officers for 2018 presented:

President—Nan Stevens

Vice President—Helen Harris

Treasurer—Jim Welton

Secretary—Tony Lewis.

Motion by Mr. Hicks to accept the slate as presented; second by Mr. Dulyea. Two opposed: Mr. Barnes and Mr. Cox. Motion carried.

- VI. Executive Session to Discuss Real Estate matters. A motion was made by Mr. Barnes; second by Mr. Cox. Motion approved. Entered into Executive Session at 9:25am; adjourned at 9:40 a.m. No action taken coming out of Executive Session.

- VI. Adjournment. There being no further business, the meeting was adjourned at 9:40 a.m.

Respectfully submitted,

Greg Ahalt
Secretary

Nanette Stevens,
President