



**Development Authority Conference Room
and via Zoom Meeting
January 11, 2023, at 9:30 a.m.**

Amy Orndoff, Vice President	Helen Harris
Margie Bartles	Kevin Knowles
Montie Hicks, Secretary	Doug Long
Mary Sue Catlett	PJ Orsini
Brad Close	Brandon Smith
Dan Dulyea	Hunter Wilson
Eddie Gochenour	

ABSENT: Abe Ashton, President; Jason Barrett

OTHER ATTENDEES: Jennifer Smith, Executive Director; Leslie Gantt, Economic Development Coordinator; Candace Dalton, Office Administrator

GUESTS: Ken Barton, Legal Counsel, Steptoe & Johnson; Moises Mendoza, Social Connection Marketing; Jim Linsenmeyer, WV Development Office; Bob Williams, Berkeley County Parks & Recreation; Chris Strovel, Senator Shelly Moore Capito's Office; Nicolas Diehl, Eastern WV Airport Authority arrived at 9:50 a.m.

- I. Call to Order – Vice President Orndoff called the meeting to order at 9:30 a.m.
- II. Determination of Members Present and Existence of a Quorum – Vice President Orndoff reported that a quorum was present.
- III. Proof and Filing by Secretary of Notice of Meeting – Vice President Orndoff confirmed the meeting agenda was posted to the public on Wednesday, January 4, 2023.
- IV. Reading and Disposal of Prior Month Meeting Minutes - The Board reviewed the minutes of the last Board Meeting on December 14, 2022. No corrections to the minutes were requested and the minutes were accepted.
- V. Public Comments –Mr. Linsenmeyer mentioned that Ms. Smith and himself would be meeting with Commercial Metals and Red Rock next week. He also mentioned that Senator Capito and her staff will be touring P&G and Clorox next week.
- VI. President's Report – President Ashton was absent. No report was given.

- VII. Finance/ Audit Committee Report-Chairman Close presented the combined report for October and November 2022.

Mr. Knowles made a motion to accept the financials for both months. Seconded by Ms. Bartles. Motion was approved.

VIII. Reports of Chairpersons of Standing Committees

- A. Executive – Vice President Orndoff said no meeting was held and she had nothing to report. There were no questions.
- B. Business Development- Chairman Orsini said he had received the meeting agenda for the next meeting on January 19, 2023 at 3:00 p.m. He said he would have a report in Executive Session. There were no questions.
- C. Marketing –Chairman Smith said that the committee had met to discuss the Quality-of-Life Survey. He said they brainstormed the utilization of the results. They also discussed plans for marketing and social media strategies. They will be creating a follow up survey.

Mr. Mendoza said the committee learned a lot from the survey. The areas the public focused on were job creation and youth activities. He reported that Facebook had grown from 1100 to 2700 viewers in a year. He also mentioned that the case studies for P&G and Quad Graphics are complete. He is waiting on approval from P&G before publishing. He has received approval of photos from Quad Graphics but is still waiting on approval of video before publishing. He reported that the next Business Spotlight will be Orsini’s Appliances. He said that another podcast with Main Street Martinsburg is also scheduled. There were no questions.

- D. Government Affairs and Infrastructure – Mr. Dulyea said that he would speak with Mr. Barrett and plan a meeting. There were no questions.

- IX. Property Management – Chairman Wilson presented the property report. He said we have one small office space vacant. There was still an issue with the rooftop unit for the VA Center. The question was asked if there had been any elevator outages. Mr. Wilson stated that there had been no recent issues. Chairman Wilson mentioned that a Property Management Meeting would be planned.

X. Report of Staff

A. Executive Director – Ms. Smith reviewed her report. She highlighted that she had received 70 applicants for the Associate Director’s position, and that she had followed up with 12; interviews will take place on January 26 & 27 in the boardroom. She continues to work with Mr. Mendoza on marketing. She has also been keeping the renovations on track with Calvary Construction. She attended the Eastern Panhandle Manufacturer’s Roundtable and said the issues are similar amongst the manufactures. Commercial Metals will be at the Authority next week to meet with Planning &

Engineering, First Energy, and the Department of Highways. She also attended the Eastern West Virginia Economic Alliance monthly meeting to discuss infrastructure issues and will be going to Charleston to express concerns. She is part of the Martin Luther King Committee and will attend the upcoming banquet. She is on the Farmland Protection Committee and learned that there are over 7600 acres in easements in the county. She has provided everyone with an updated project list and any questions can be asked in Executive Session. Ms. Smith mentioned that John Deskins, Director of Bureau of Business & Economic Research will be at Hollywood Casino on January 19 to discuss economic growth in the Eastern Panhandle. Mr. Mendoza will be there shooting video that we can use on our sites. Ms. Smith said she is still working with Clorox on their Industrial Access Road; the fence had been installed and they will be working on the road soon. There were no questions.

B. Economic Development Coordinator - Ms. Gantt reviewed her report. She said she is still developing relationships with businesses. The LED Grant check had been received and deposited. She attended the Chamber's Rise & Shine Breakfast. She has attended several events and workshops including the Legislative Outlook Forum. She is part of the Women's Network Planning Committee. She had two business retention visits to explain programs available. 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 presented the board with an update on funding needed for new playground equipment at War Memorial Park. He said that the Martinsburg Capital Fund is now allocating \$50,000. Leaving a remaining balance needed of \$25,000.
- XIII. Executive Session – Mr. Wilson made a motion to enter Executive Session at 9:54 to confer with council on real estate matters and personnel matters. Mr. Dulyea seconded the motion. The board returned to open session at 10:47.

Mayor Knowles made a motion that the BCDA loan the Eastern West Virginia Airport Authority up to \$270,000 at a rate equal to the BCDA's interest on its operating account for a period not to exceed one year, contingent upon the BCDA being granted a first deed of trust for amount of the loan. These funds may only be used for the acquisition of a nine-acre property near the airport. Mayor Knowles further moved that the President of the Authority be authorized to sign all documents for such loan.

Seconded by Mr. Gochenour. Motion carried.

Not participating: Mr. Close, Mr. Dulyea, Mr. Orsini, and Ms. Bartles.

Ms. Bartles made a motion that \$25,000 be donated to the Berkeley County Parks and Recreation for the new playground equipment at War Memorial Park.

Mr. Close seconded. Motion carried.

Mr. Gochenour did not participate.

- XIV. Member Informational Reports and Announcements – Mr. Wilson mentioned that the

Bedington Firehouse will come up for sale soon.

XV. Adjournment - There being no further business, the meeting was adjourned at 10:53 a.m.

Respectfully submitted,

Montie Hicks
Secretary

Abraham Ashton
President