



## MINUTES

Board of Directors Meeting  
**Development Authority Conference Room  
and via Zoom Meeting**  
January 12, 2022, at 9:30 a.m.

Helen Harris, President  
Tony Lewis, Secretary  
Montie Hicks, Treasurer  
Kevin Knowles  
Brandon Smith  
Steve O'Brien

Dan Dulyea  
Amy Orndoff  
P.J. Orsini  
Hunter Wilson  
Doug Long  
Brad Close

**ABSENT:** Abe Ashton, Vice President; Carey Gano, Doug Copenhaver.

**OTHER ATTENDEES:** Sandy Hamilton, Executive Director (entered at 10:55am); 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; Keith McIntosh, Office of Senator Manchin; Dan Neff, Office of Congressman Mooney; Jim Linsenmeyer, WV Development Office.

- I. Call to Order - President Harris called the meeting to order at 9:32 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 Friday, January 7, 2022.
- IV. Reading and Disposal of Prior Month Meeting Minutes - The Board reviewed the minutes of the last Board Meeting of December 8, 2021. 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 November 2021. Mr. Dulyea questioned details on where the WV Investment Management Board is investing BCDA money. Chairman Hicks replied that he can provide the detailed report from WV Investment Management Board.

*Mr. Wilson 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 hopefully, he will have a good summary on the Harold Drive project in February. He deferred to executive session.
- C. Marketing –Main Street Martinsburg Sponsorship (Action Required)- Chairman Smith reported that there was a Marketing Committee meeting held on Friday, January 7. The draft of the video marketing project was re-distributed to the committee and they resolved that at the next meeting they are going to work on a resolution and discuss the best way to handle the leg work involved to get the video done.

New Marketing Business-Mr. Orsini presented the board with the introduction of the Main Street Martinsburg Passport Program app that will have a calendar of events and information for Main Street Martinsburg and Berkeley County businesses.

*Mr. Orsini made a motion for BCDA to sponsor the Main Street Martinsburg Passport program for three (3) years at \$10,000 per year, subject to an approved contract. Seconded by Mr. Lewis. Motion approved.*

- D. Government Affairs and Infrastructure-Chairman Lewis reported that there are no updates at this time, but he will be setting up a meeting soon to get things rolling in the new year.

- E. Property Management – Chairman Wilson discussed the property management report. He reported that the HVAC unit duct work on the first floor of 300 Foxcroft Avenue needs repairs and a “not to exceed” quote of \$14,000 was received from Minghini’s Contracting for the repairs.

*Chairman Wilson made a motion to have the duct work sealed on the HVAC unit located on the first floor of the 300 Foxcroft Avenue building, not to exceed \$14,000 in expense. Seconded by Mayor Knowles. Motion approved.*

- IX. Report of Chairperson of Ad-Hoc Strategic Plan Committee – Chairman Orndoff reported that the survey hopefully will be wrapped up and out in February.

- X. Report of Staff

- a. Executive Director – In the absence of Ms. Hamilton, President Harris asked the Board to review Ms. Hamilton’s monthly report. There were no questions.
- b. Economic Development Coordinator - Ms. Smith reviewed her monthly report. There were no questions.

- XI. New Business – Personnel matters-President Harris deferred to executive session.

- XII. Other Business –No other business was discussed.

- XIII. Executive Session – *Mr. Wilson made a motion to go into Executive Session at 10:04 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 11:00 a.m.*

*Mr. Hicks made a motion that Jennifer Smith be promoted to Associate Executive Director of the Berkeley County Development Authority with salary presently set for the position. Mr. Long seconded the motion. Motion approved.*

*Mr. Orsini made a motion to offer an extension on Project Maple, based on agreeable terms of the director and chair. Seconded by Ms. Orndoff. Motion approved.*

- XIV. Member Informational Reports and Announcements – Mr. Wilson reported on behalf of the Fire Board that the Baker Heights Fire Dept. will be done by the end of January or first part of February. Ms. Hamilton will be in Charleston on Tuesday and Wednesday of next week. The Main Street Mixer and membership drive will be held at Aspen Hall on January 26<sup>th</sup>.
  
- XV. Adjournment - There being no further business, the meeting was adjourned at 11:12 a.m.

Respectfully submitted,

Anthony Lewis  
Secretary

Helen Harris  
President