



**Development Authority Conference Room  
and via Zoom Meeting  
July 12, 2023, at 9:30 a.m.**

Abe Ashton, President	Kevin Knowles – stepped out from 9:46-9:49
Amy Orndoff, Vice President - arrived 9:34	Doug Long
Margie Bartles	PJ Orsini
Mary Sue Catlett	Hunter Wilson
Helen Harris	

**ABSENT:** Jason Barrett; Brad Close, Treasurer; Eddie Gochenour; Montie Hicks, Secretary; Brandon Smith

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

**GUESTS:** Ken Barton, Legal Counsel, Steptoe & Johnson; Mike Bush, Property Management, First Management Group; Moises Mendoza, Social Connection Marketing; Jim Linsenmeyer, West Virginia Business & Development

- I. Call to Order – President Ashton called the meeting to order at 9:30 a.m.
- II. Determination of Members Present and Existence of a Quorum – President Ashton reported that a quorum was present.
- III. Proof and Filing by Secretary of Notice of Meeting – President Ashton confirmed the meeting agenda was posted to the public Thursday, July 6, 2023.
- IV. Reading and Disposal of Prior Month Meeting Minutes - The Board reviewed the minutes of the last Board Meeting on June 14, 2023, and the Special Board Meeting on July 6, 2023. No corrections to the minutes were requested and the minutes were accepted.
- V. Public Comments – No public comments
- VI. President’s Report – President Ashton mentioned that an updated project and committee list were included in the board packets. He said that Mr. Wilson will now be the new Chair of the Government Affairs and Infrastructure Committee and Ms. Bartles will be the new Chair for the Property Management Committee.
- VII. Finance/ Audit Committee Report – Ms. Bartles presented the Financial Report.

*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 Ashton said the Executive Committee did not meet. There were no questions.
- B. Business Development - Chairman Orsini had nothing until Executive Session. There were no questions.
- C. Marketing - Chairman Smith was unable to attend the meeting. Mr. Mendoza gave an update to the board. There were no questions.
- D. Government Affairs and Infrastructure – Chairman Wilson said the Berkeley County Commission has new proposed Subdivision Ordinance posted on their website. Anyone interested should review the new proposed ordinances and use the link on the site to comment. There were no questions.

IX. Property Management – Past Chairman Wilson presented the Property Management Report. He also shared that there is a suite that has no air duct and that the work on the fire panel box is being completed in the 400 Building. There were no questions.

X. Report of Staff

- A. Executive Director – Ms. Smith reviewed her report. She said she has already contacted AAL to do the audit. Ms. Smith said she continues to work with businesses locating to Berkeley County. She attended the Commercial Metals Company Open House and Air Permit Open House. Ms. Smith has a meeting with Martinsburg City Council to discuss issues with Lambert Pool. She also has an upcoming meeting with the Berkeley County Commission about the TIF plans. She continues to attend water discussions. Ms. Smith finished by saying she has some project updates that she will share in Executive Session. There were no questions.
- B. Associate Executive Director- Ms. Hoffman reviewed her report. She highlighted that she participated in a webinar called the Appalachian Mountains Path to Prosperity Economic Development Series. She continues to attend partnership meetings with Jennifer. She attended several other meetings listed in her report. Ms. Hoffman continues to work on Build-Up Berkeley and mentioned that it is now fully funded. There were no questions.
- C. Economic Development Coordinator - Ms. Gantt reviewed her report. She continues to provide information to existing businesses in Berkeley County. She participated in the Appalachian Mountains Path to Prosperity webinar. She attended the Chamber Mixer at Black Diamond Realty. Ms. Gantt continues to work on Build-Up Berkeley with the BCDA staff. She completed a non-profit reel on the Berkeley Senior Services with Ms.

Orndoff. She continues to be a part of Toastmasters and completed the International Economic Development Council – Workforce Development Strategies training. There were no questions.

- XI. New Business – No New Business
- XII. Other Business – No Other Business
- XIII. Executive Session – Mr. Wilson made a motion to enter Executive Session at 9:50 a.m. to confer with the council on real estate matters and personnel matters. Mr. Long seconded the motion. The board returned to open session at 10:02 a.m.
- XIV. Member Informational Reports and Announcements – There were none.
- XV. Adjournment - There being no further business, the meeting was adjourned at 10:03 a.m.

Respectfully submitted,

Montie Hicks  
Secretary

Abraham Ashton  
President