



**Development Authority Conference Room
and via Zoom Meeting**

June 14, 2023, at 9:30 a.m.

Abe Ashton, President

Amy Orndoff, Vice President

Brad Close, Treasurer – Left at 9:51

Jason Barrett

Margie Bartles

Mary Sue Catlett

Dan Dulyea

Eddie Gochenour

Helen Harris

Kevin Knowles – Left at 10:40

PJ Orsini

Hunter Wilson

ABSENT: Montie Hicks, Secretary; Doug Long; 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; Zac Wright, Thrasher

- I. Call to Order – President Ashton called the meeting to order at 9:32 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 Monday, June 5, 2023.
- IV. Reading and Disposal of Prior Month Meeting Minutes - The Board reviewed the minutes of the last Board Meeting on May 10, 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 list was in the packets.
- VII. Finance/ Audit Committee Report – Chairman Close presented the Financial Report and shared some highlights. He also presented the FY 2023-2024 Budget.

Mr. Wilson made a motion to accept the Financial Report as presented, subject to audit. Seconded by Mr. Dulyea. Motion approved.

Ms. Bartles made a motion to accept the FY 2023-2024 Budget as presented. Seconded by Mr. Gochenour. Motion approved.

VIII. Reports of Chairpersons of Standing Committees

- A. Executive – President Ashton said the Executive Committee had met and completed Ms. Smith’s six-month evaluation. There were no questions.
- B. Business Development - Chairman Orsini said the committee had some scheduling issues and has not met since the last board meeting. They are planning to meet on Thursday, June 29th at 2:00p.m. The Buyer representation Agreement will be discussed at the Business Development Committee meeting and brought back to the board next month. There were no questions.
- C. Marketing - Chairman Smith was unable to attend the meeting. Mr. Mendoza gave an update to the board. He shared that the OmniTRAX podcast has been recorded, the non-profit reel was done on Faith Feeding Freedom and that he had been focusing on contents for the Build-Up Berkeley page. He said all the contents will be prepared before the event’s release. There were no questions.
- D. Government Affairs and Infrastructure – Did not meet.

IX. Property Management – Chairman Wilson reviewed the property figures and said that they are close to having the HVAC issues resolved at 300 Foxcroft. There were no questions.

X. Ad-Hoc Nominating Committee – Chairwoman Bartles said no nominations had been received from the floor and that the current officers agreed to stay in their current positions. The slate of officers nominated for FY 2023-2024: Mr. Ashton, President; Ms. Orndoff, Vice President; Mr. Close, Treasurer; Mr. Hicks, Secretary.

Mr. Wilson made a motion to accept the nominations. Seconded by Ms. Bartles. Motion approved.

XI. Report of Staff

A. Executive Director –Ms. Smith reviewed her report. She said she was thankful to be able to attend the Select USA Summit free of charge on behalf of the WV Development Office. Ms. Smith said the Authority use to have a breakfast as a thank you to our partners but this year she is having one-on-one meetings and introducing Ms. Hoffman. Ms. Smith is still having a lot of meetings with Commercial Metals Company. She said they received their MOU from the sewer department and that their air permit is out for public comment. Ms. Smith has been working with P&G and follow up on water discussion. Ms. Smith said she is still working on completion of the TIF. She mentioned murals being created downtown from funds left over from the 250th celebration. She also mentioned that the Round House had received the permitting to make the access on Queen Street one way. There were no questions.

B. Associate Executive Director- Ms. Hoffman said she had gone to the WVMA Manufacturing & Energy Growth Summit in Wheeling, WV. She has attended several ribbon cuttings and other events including the Jump Start Jefferson Business Pitch Competition. She feels that she received some good insight for the Build-Up Berkeley event which is still her biggest focus. She mentioned several other items from her report given to the board members in their packets. There were no questions.

C. Economic Development Coordinator - Ms. Gantt highlighted the report she provided the board. She mentioned her work on the Business Spotlight with Vemtech, an IT project and support business. She also completed a non-profit reel with Toni Weisberg from Faith Feeding Freedom. Ms. Gantt continues to meet with many businesses each month. She attended many events including the Chamber's Legislative Wrap-up Forum, Blue Ridge CTC Career Fair, and the SBA 504 Loan Program Seminar. She also attended several meetings and met with several businesses. There were no questions.

- XII. New Business – Approval of PILOT Amendment Documents for Clorox. The request to have President Ashton sign the Amendment, Bill of Sale, and Lease agreement. Details to be discussed in Executive Session.

Mr. Wilson made the motion for President Ashton to sign the PILOT Amendment documents. Ms. Harris seconded. Motion approved.

- XIII. Other Business – Ms. Smith stated that Legal Counsel, Ken Barton had created the Grant Agreement between Main Street Martinsburg and the Authority. Board members attending received a copy of the agreement. The grant was for \$10,000 and would be reviewed in one year.

Ms. Catlett made the motion for President Ashton to sign the \$10,000 Grant Agreement between the Berkeley County Development Authority and Main Street Martinsburg. Seconded by Ms. Harris. Mr. Dulyea abstained from voting. Motion approved.

- XIV. Executive Session – Mr. Wilson made a motion to enter Executive Session at 10:03 to confer with the council on real estate matters and personnel matters. Ms. Harris seconded the motion. The board returned to open session at 10:40.

Mr. Bartles made a motion to increase the Executive Director's salary to \$95,000 effective July 1, 2023. Mr. Wilson seconded. Motion approved.

- XV. Member Informational Reports and Announcements – Ms. Harris mentioned several upcoming Juneteenth events.

- XVI. Adjournment - There being no further business, the meeting was adjourned at 10:46 a.m.

Respectfully submitted,

Montie Hicks
Secretary

Abraham Ashton
President