



MINUTES  
Board of Directors Meeting  
Berkeley County Development Authority  
March 14, 2018 at 9:30 a.m.

PRESENT:	Greg Ahalt	Montie Hicks
	Jim Barnes	George Karos
	Bob Butler	Tony Lewis, Secretary
	Steve Cox	Megan Michael
	Alan Davis	P.J. Orsini
	Dennis Donaldson	Jim Seibert
	Dan Dulyea	Nan Stevens, President
	Amanda Giangola	Hoy Shingleton
	Helen Harris, Vice President	Jim Welton, Treasurer

ABSENT: Kevin Starliper, Bill Stubblefield, and Hunter Wilson

OTHERS PRESENT: Sandy Hamilton, Executive Director; Lori Taylor, Business Programs Manager; Tara Price, Administrative Services Coordinator; Ken Barton, Steptoe & Johnson; Matthew Coffey, Small Business Development Center WV (SBDCWV); Jim McConville, The Journal; and Christopher Strovel, Senator Capito's Office.

- I. Call to order. President Stevens called the meeting to order at 9:31 a.m. in the Authority Board Room, 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. In absence of Secretary Lewis who would be joining the meeting later via phone, President Stevens confirmed the meeting agenda was posted to the public February 9, 2018. She also requested that the Board present sign the Waiver of Meeting Notice regarding that the notice of the meeting sent via email was sent the following business day on Monday, March 12, 2018.
- IV. Reading and Disposal of Prior Unapproved Minutes of the Board and Executive Committee. President Stevens noted a correction to the minutes under Item XIII. Member Informational Reports and Announcement that she does not serve on the Board of Habitat for Humanity, but is the Executive Director. A motion was made by Ms. Giangola to approve the February 14, 2018 minutes as presented. Second by Mr. Cox. Motion carried.
- V. Finance/Audit Committee Reports–Audit Recommendation. Mr. Welton reported the Finance/Audit Committee Meeting will meet on April 4, 2018 and prepare the FY2018-2019 budget to present at the April 11, 2018 Board Meeting. The following item was discussed:

- A. January 2018 Financial Report– It was reported Ms. Hamilton sent out to the Board the January 2018 Financials on February 15, 2018 when they were delivered from Cox Hollida Young. Ms. Hamilton also prepared a financial report for February from Quickbooks and distributed it to the Board in the meeting for review since the February 2018 Financials were not delivered yet. A review of the balance from Gantt’s Excavating for the Tabler Station Square project was discussed and Mr. Shingleton raised a question on if there was a review process by the Board on the invoices submitted. Ms. Hamilton confirmed that Pennoni reviews the invoices and the contract including the full amount was subject to and approved by the Board before the start. A motion was made to approve the January Financials as presented. First by Mr. Cox, seconded by Ms. Michael. Motion carried.
- VI. Public Comments. Ms. Stevens welcomed guests from the public and invited them to introduce themselves. Jim McConville, The Journal; Chris Strovel, Senator Capito’s Office; and Matthew Coffey, from WV Small Business Development Center (WVSBDC). Mr. Coffey reported there is a webinar on Digital Marketing hosted by the WWSBDC on March 21, 2018. He also reported the office is getting data of the impact new businesses, such as P & G in Berkeley and Rockwool in Jefferson County are having a significant impact on smaller business—a “trickle down” effect, especially in the sub-contracting industries. Mr. Barnes asked how many inquiries they are receiving in the office on a monthly basis. Mr. Coffey reported that between the Jefferson and the Berkeley County office, staffed by Mary Hott, they receive 20-30 overall inquires on average; 15-20 are general information questions and 10-15 are businesses already established an in some process of needing resources the WWSBDC may be able to assist. Ms. Stevens requested if a regular report could be made available to the Board from the WWSBDC with this data.
- VII. Report of President– Ms. Stevens had no report for this month’s meeting.
- VIII. Report of Chairperson of Standing Committees.
- A. Executive Committee— Nan reported the Executive Committee met last week and distributed to the Board outlines of *Open Meetings and Confidentiality* and the *Strategic Thinking Planning Session* for BCDA. No Actions taken.
- B. Business Development Committee—Mr. reported in Open Session on images supplied by Pennoni for the Gantt’s Excavation project at Tabler Station Square. No Actions taken.
- C. Marketing Meeting—In Mr. Starliper’s absence from today’s Board meeting, Ms. Price reported the Marketing Committee met on February 28, 2018 and discussed the current logo and website needing an update; and more opportunities to market to broker’s and site locators at our Fall Event at the Purple Iris. No Actions taken.
- D. Government Affairs & Infrastructure Committee—Mr. Wilson and the Committee will be meeting on Wednesday 21, 2018.
- E. Human Resources Committee—Mr. Welton reminded Human Resources Committee that salary recommendations need to be submitted for next year’s budget. It was proposed and agreed that by April 1, 2018 salary projections be submitted.

F. By-Laws Committee—Mr. Barnes raised a question on committee assignments. Ms. Stevens reported the Committee Chairs are to notify the members of their respective assignments. A request was made the staff send out Committee Roster to the Board.

IX. Executive Session. A motion was made by Mr. Seibert to move into Executive Session to discuss real estate matters. Mr. Hicks seconded the motion. Possible action may be taken. All guests were excused at this time. Entered into Executive Session at 9:52 a.m.; adjourned at 10:48 a.m.

One motion was brought to the floor when Open Session resumed:

(a) An agreement with the Purchaser to share up to \$50,000 of excavation costs and to be granted easement was raised by Mr. Shingleton; seconded by Mr. Cox. Motion carried.

X. Unfinished Business. No unfinished business reported at the time of the meeting.

XI. New Business. No new business reported at the time of the meeting.

XII. Report of Staff

(a) Executive Director—Ms. Hamilton reported in February 2018 two projects departed; and a new Project “Bridge” was added. Projects highlighted on her report were ones that showed the most intent and strong interest in moving forward.

Question:

1. A question was raised by Mr. Dulyea on how she would rate the type of industries with interest and the benefits of its location while giving consideration of diversifying the workforce. Ms. Hamilton answered she considers the impacts of an industry on the workforce and especially in the applicable jobs it will provide to community.

(b) Business Programs Manager—Ms. Taylor reviewed her February 2018 report. She began to create the database for the business site visits as requested from last month’s meeting. She also announced the WV Department of Commerce Apprenticeship in Motion (AIM) Summit being held across the state April through May 2018. These are free to attend, but registration is required. The summit for the Eastern Panhandle will be held at Quad Graphics on April 24, 2018. The link for more information and to register is <http://westvirginia.gov/apprenticeship>.

(c) Administrative Services Coordinator—Ms. Price reported the creation of social media pages for BCDA on Facebook, Twitter and LinkedIn are live and active with the username @bcdaWV.

XIII. Member Informational Reports and Announcements.

- a. This evening the BCDA is hosting the March Mixer with Main Street Martinsburg from 5:00-6:30 p.m.
- b. The Board present congratulated Mr. Butler celebrating his ninetieth birthday this month!

XVI. Adjournment. There being no further business, the meeting was adjourned at 11:30 a.m.

Respectfully submitted,

Anthony Lewis  
Secretary

Nanette Stevens,  
President