



MINUTES

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

Helen Harris, President
Abe Ashton, Vice President
Tony Lewis, Secretary
Kevin Knowles
Steve O'Brien
Brad Close (entered at 9:44 a.m.)
Brandon Smith

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

ABSENT: Montie Hicks, Treasurer; Carey Gano.

OTHER ATTENDEES: Sandy Hamilton, Executive Director; Jennifer Smith, Associate Executive Director; 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; Jim Linsenmeyer, WV Development Office.

- I. Call to Order - President Harris called the meeting to order at 9:33 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, March 4, 2022.
- IV. Reading and Disposal of Prior Month Meeting Minutes - The Board reviewed the minutes of the last Board Meeting of February 9, 2022. 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. Jim Linsenmeyer, Regional West Virginia Development Office Representative, reported that he has accepted a similar position in the Huntington area and will be leaving our region.

- VI. President's Report – President Harris had nothing to report.
- VII. Finance/ Audit Committee Report-RFP for Financing of Real Estate Recommendation for Real Estate Closing

In the absence of Chairman Hicks, Ms. Orndoff reviewed the financial report through the end of January 2022. The Finance Audit Committee plans to meet with the Business Development Committee to review financing needs. The Finance/Audit Committee requests Board approval to award permanent financing of the Project Westside prior to April's board meeting. The Request for Proposals is noon on March 23, 2022, with submissions opened at 1:00 p.m. that day. The current short-term financing expires April 7, 2022. The request was deferred to Executive Session for discussion of real estate matters. The Finance/Audit Committee requests Board approval to use current cash of \$500,000 (five hundred thousand dollars) to close on Project Leo and replenish the cash at a later date. This real estate matter was also deferred to executive session for additional discussion.

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

- VIII. Reports of Chairpersons of Standing Committees
 - A. Executive-Recommendation for New Hire-Ms. Hamilton announced that Steven Cohen has been selected and accepted a job offer for the Economic Development Coordinator position. His start date is March 21, 2022.
 - B. Business Development- Chairman Orsini reported that the next Business Development Committee Meeting is scheduled for Wednesday, March 16, 2022 at 2:00 p.m. The Committee will be reviewing the Harold Drive extension project's final report. President Harris commented that she is hopeful that the Finance/Audit and Business Development Committees can meet jointly soon.
 - C. Marketing –RFQ for Marketing/Social Media Services-Chairman Smith reported that the Marketing Committee met on February 11, 2022 and the marketing video is back up and running. The completion of the video is a primary focus right now. He also reported that the committee discussed the need for marketing and social media services. Ms. Hamilton

explained the benefit of contracting this service instead of having a full-time staff member dedicated to marketing. Ms. Hamilton suggested that an RFQ/P be posted at the same time as the RFQ/P's for other professional services are posted. The current (3) three-year service contracts expire June 30, 2022 and RFQ/P's will be posted in April.

Chairmen Smith made a motion for the Board to approve an RFQ for Marketing and Social Media Services. Seconded by Mr. Copenhaver. Motion approved.

- D. Government Affairs and Infrastructure-
Request for Utility Easement- Ms. Hamilton reported on a request from Mountaineer Gas for a utility easement on the eastern most corner of Development Authority property parallel to Route 11 south and perpendicular to Business Park Drive.
Recommendation for Fiber/Broadband- Chairman Lewis reported that the Government Affairs and Infrastructure Committee met on February 16, 2022. The committee discussed grants available and the possibility of the Development Authority and the County Council working together with Design Nine on bringing Fiber/Broadband to Berkeley County.

Chairmen Lewis made a motion for Ms. Hamilton to represent BCDA at the March 10, 2022 Berkeley County Council Meeting to request that BCDA and Berkeley County Council share the financial obligation and have a Memorandum of Understanding (MOU) to work together with Design Nine on bringing Fiber/Broadband to Berkeley County. Seconded by Mr. Long. Mr. Copenhaver abstained.

Chairmen Lewis made a motion to approve the Request for Utility Easement from Mountaineer Gas. Seconded by Mayor Knowles. Motion approved.

- E. Property Management – Chairmen Wilson reviewed the Property Management Report and deferred to Executive Session.
- IX. Report of Chairperson of Ad-Hoc Strategic Plan Committee – Chairmen Orndoff had nothing to report.
- X. Report of Staff
- a. Executive Director –Ms. Hamilton reviewed her monthly report. Ms. Hamilton reported on several notable projects; Project Tricycle, Project

Great Dragon, and Project Kent. Ms. Hamilton participated in the James Rumsey Entrepreneurship Program Grand Opening. She also reported to the Board that the first Executive Officer Council Meeting was hosted by the Development Authority on February 23, 2022. They plan to meet quarterly with the next meeting being planned for April/May at the Airport with Nic Diehl. Credit was given to Justin Henry for the idea of forming the committee so Executive Officers throughout the county can meet to keep one another informed of what their organizations are doing and partner within the community. There were no questions.

- b. Associate Executive Director - Ms. Smith reviewed her monthly report. Ms. Smith attended the James Rumsey Entrepreneurship Program Grand Opening and noted the benefits of the program. She announced that the Small Business Spring Forum networking event, hosted by Region 9, will be held on March 24th at the Holiday Inn from 5 p.m.-8 p.m. There were no questions.

XI. New Business – There was no new business.

XII. Other Business –There was no other business.

XIII. Executive Session – *Mr. Dulyea made a motion to go into Executive Session at 10:13 a.m. to discuss real estate matters, with action to be taken coming out of executive session. Mr. Wilson seconded the motion. Motion approved. The Board returned to open session at 11:01 a.m.*

Mayor Knowles made a motion on behalf of the Executive Committee that Project Leo be closed as soon as possible with cash of \$500,000 (five hundred thousand dollars). Seconded by Mr. Copenhaver. Motion approved.

Mr. Orsini made a motion to give the Finance and Audit Committee authority to award the Request for Proposal for financing of the Project Westside, after the submissions are received on March 23, 2022. Seconded by Mr. Wilson. Motion approved.

XIV. Member Informational Reports and Announcements – Ms. Orndoff announced that the Senior Center Nutrition Program will be holding their 50 Year Celebration on March 22, 2022. Mr. Wilson announced that the Baker Heights Fire Hall should be complete within the next 30 days. Main Street Martinsburg is holding a St. Patrick’s Day Event downtown on March 19, 2022. The Martinsburg Mainstreet Mixer will be held at Westwood Charm Boutique this evening from 5 p.m.-6:30 p.m.

XV. Adjournment - There being no further business, the meeting was adjourned at

11:04 a.m.

Respectfully submitted,

Anthony Lewis
Secretary

Helen Harris
President