



**Development Authority Conference Room  
and via Zoom Meeting  
March 8, 2023, at 9:30 a.m.**

Abe Ashton, President	Eddie Gochenour
Amy Orndoff, Vice President	Helen Harris
Montie Hicks, Secretary	Doug Long
Margie Bartles	PJ Orsini
Mary Sue Catlett	Hunter Wilson

**ABSENT:** Jason Barrett; Brad Close, Treasurer; Dan Dulyea; Kevin Knowles; 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; John Stump, Steptoe & Johnson; Moises Mendoza, Social Connection Marketing; Chris Strovel, Senator Shelly Moore Capito's Office; Chad Riley, The Thrasher Group; Zac Wright, The Thrasher Group; Keith McIntosh, Senator Joe Manchin's Office

- 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 on Monday, February 27, 2023.
- IV. Reading and Disposal of Prior Month Meeting Minutes - The Board reviewed the minutes of the last Board Meeting on February 8, 2023. No corrections to the minutes were requested and the minutes were accepted.
- V. Public Comments – President Ashton introduced guest. Mr. Stump from Steptoe & Johnson presented the Authority Board of Directors with a packet and presentation on TIF - Tax Increment Financing.
- VI. President's Report – President Ashton welcomed Ms. Hoffman as the new Associate Executive Director.
- VII. Finance/ Audit Committee Report – Chairman Close was absent. Mr. Hicks presented the

report. He mentioned that both the January and February financials were included and briefly highlighted the financials as of February 28, 2023. There were no questions.

*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 – Did not meet.
- B. Business Development - Chairman Orsini deferred to Executive Session.
- C. Marketing - Chairman Smith was absent. Ms. Smith shared that the Marketing Committee had met. The committee discussed a template and reviewed logos for Build Up Berkeley. Ms. Smith said Mr. Mendoza will be creating some short reels for our sites at no additional charge. She also mentioned that there has been increased interest in our podcasts. There were no questions.
- D. Government Affairs and Infrastructure – Did not meet.

IX. Property Management – Chairman Wilson presented the property report. He said we are at 100% occupancy. He also thanked Ms. Smith for getting the renovations to the Authority suite completed under budget. There were no questions.

X. Report of Staff

A. Executive Director – Ms. Smith reviewed her report. She highlighted that she had attended the Commercial Metals Company open house and that it was very educational. She participated in a podcast with Mr. Milligan from CMC. She also mentioned that the CMC sketch had been approved. Ms. Smith said that she continues to work with Mr. Mendoza on marketing. She attended multiple meetings with Mountaineer Gas as well as several other meetings listed in her report. There were no questions.

B. Economic Development Coordinator - Ms. Gantt reviewed her report. She said she is assisting the Executive Director as needed and helped with the FY2022 audit. She attended the Commercial Metals Company open house. She mentioned several of the meetings she had listed in her report. Ms. Gantt also shared that she completed the IEDC – LED Economic Development Academy Introduction to Entrepreneurship course and the IEDC -LED Economic Development Academy – Accelerating Growth Through Entrepreneurship course. There were no questions.

XI. New Business – No new business to report.

XII. Other Business – Ms. Smith mentioned that the board had previously voted on sponsoring the Main Street Martinsburg Passport Program subject to an approved contract. She mentioned that she was working on getting an updated contract and that it would be presented at the

April meeting.

- XIII. Executive Session – Ms. Bartles made a motion to enter Executive Session at 10:25 to confer with the council on real estate matters and personnel matters. Mr. Wilson seconded the motion. The board returned to open session at 10:57.

Mr. Wilson made a motion for President Ashton to sign the Amended Easement and Right-Of-Way for Mountaineer Gas. Seconded by Mr. Long. *Motion carried.*

*Mr. Wilson made the motion for President Ashton to sign the Purchase and Sales Agreement for Project Gold. Seconded by Mr. Gochenour. Motion carried.*

- XIV. Member Informational Reports and Announcements – Ms. Orndoff mentioned the United Way Campaign. Mr. Orsini mention that Main Street Martinsburg is hosting a St. Patrick’s Day celebration on Saturday, March 18.

- XV. Adjournment - There being no further business, the meeting was adjourned at 11:00 a.m.

Respectfully submitted,

Montie Hicks  
Secretary

Abraham Ashton  
President