

MINUTES  
Board of Directors Meeting  
Berkeley County Development Authority  
November 8, 2017 at 9:30 a.m.

PRESENT:   Greg Ahalt, Secretary                               George Karos  
              Jim Barnes   P. J. Orsini  
              Bob Butler    Jim Seibert  
              Steve Cox   Hoy Shingleton  
              Dennis Donaldson                                     Kevin Starliper  
              Dan Dulyea   Nan Stevens, President  
              Amanda Giangola                                     Jim Welton, Treasurer  
              Helen Harris, Vice President                     Hunter Wilson  
              Montie Hicks

ABSENT: Alan Davis, Tony Lewis, Megan Michael, Bill Stubblefield

OTHERS PRESENT: Sandy Hamilton, Executive Director; Lori Taylor, Business Programs Manager; Ken Barton, Steptoe & Johnson; Jim McConville, The Journal; Stephen Smoot and Chad Story, Rep. Alex Mooney's office.

- I.     Call to order. President Stevens called the meeting to order at 9:32 a.m.
- 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. The meeting agenda was posted to the public November 3, 2017.
- IV.    Reading and Disposal of Prior Unapproved Minutes of the Board  
  
      October 11, 2017 Board Meeting. A typographical error was reported by President Stevens under item V. Motion to approve minutes as corrected was made by Mr. Seibert; second by Mr. Wilson. Motion approved.
- V.     Finance/Audit Committee Report. Mr. Welton reported on the Finance Committee Meeting held on Oct. 31, 2017. BCT offered to renew a Certificate of Deposit for another 2 years. Committee approved the renewal. The financial report submitted by Cox Hollida Young was for September, 2017; the October report will be received by November 15. The audit for FY 2015 should be received by November 15, 2017; the audit for FY 2016 cannot be started until the current audit is complete.
- VI.    Public Comments. Guests attending the meeting introduced themselves

including Stephen Smoot and Chad Story, Rep. Alex Mooney's office; Jim McConville, The Journal; and Ken Barton, Steptoe & Johnson. There were no public comments.

- VII. Informational Report of President. President Stevens reported that an Ad Hoc Committee has been formed to research available office space. Members include Mr. Dulyea (lead), Mr. Cox, and Mr. Wilson. The committee is to report back to the Executive Committee in December. She also reminded the Board that the BCDA will be receiving an award from the WV Secretary of State on November 9, 2017, 10:30 a.m. at the County Council Meeting.
- VIII. Reports of Chairpersons of Standing Committees.
- A. Executive Committee. A report was given by President Stevens regarding the Executive Committee Meeting held on November 1, 2017.
- B. Business Development Committee. Mr. Barnes reported that the Business Development Committee meeting was held on November 1, 2017. Notification was received that Station Square will be on the Planning Committee agenda on December 4, 2017 for approval of the final plat. Mr. Barnes also moved that the President take all action necessary to obtain the final plat approval including the necessary bond and complete the infrastructure in Station Square. Second by Mr. Karos. Motion carried.
- C. Marketing Committee. Ms. Hamilton presented the new blue folders to the Board. The Business Appreciation Reception will be held on Tuesday, Nov. 14, 2017, 4 to 6 pm, at the Purple Iris.
- D. Government Affairs & Infrastructure Committee. An invitation to the upcoming Legislative Forum to be held at the Holiday Inn on December 8, 2017 will be sent to the Board. Please RSVP to Mr. Wilson or Ms. Hamilton.
- E. Human Resources Committee. Ms. Hamilton reported that advertising has been placed in The Journal for an Administrative Services Coordinator. Resumes are being accepted until November 13, 2017. Ms. Hamilton hopes to have interviews scheduled by the end of November so that a recommendation can be made to the Board in December.
- IX. Executive Session to Discuss Real Estate Matters. Executive session was postponed to the end of the meeting.
- X. Disposition of Unfinished Business. There was no unfinished business.

## XI. New Business.

- a. Vice-President Harris reported that the Nominating Committee met and a slate of officers will be presented to the board for vote at the December meeting.
- b. Mr. Wilson reported on the FiberLocator Online Software opportunity. There was discussion regarding the advantages to Berkeley County Development Authority to have this software for attracting High Tech industries. A motion was made by Mr. Karos to purchase the software at a cost not to exceed \$4,000. Second by Mr. Cox. After further discussion, Mr. Karos amended his motion to purchase the software at a cost not to exceed \$6,000. Second by Mr. Cox. Motion carried.

XII. Report of Staff. Ms. Hamilton reported on P & G progress. Also, some existing businesses in Berkeley County have been experiencing growth and Ms. Hamilton has been assisting them with projects from the state that will assist them with their growth. She reported on a meeting she had with the Executive Director of the Berkeley County Water Dept., Chris Thiel. She will schedule similar meetings with other infrastructure providers in the future. The Station Square bid has been awarded; the contract has been signed and notice of the award has gone out. The permit for grading has been issued. Ms. Hamilton has also been working with various new prospects at varying levels of needs. Under education, she reported on a presentation at Blue Ridge Community and Technical College's Board of Governors Meeting.

Ms. Taylor reported on her employer visits for October. Macy's is at peak employment for the holiday season. She discussed a visit by Sharon Adams from the WV Dept. of Commerce and the businesses visited during her trip to Berkeley County. Quad Graphics on Caperton Blvd. will be holding an Apprenticeship Summit with the WV Department of Commerce in April, 2018. There was discussion regarding the types of businesses that are visited by the Business Programs Manager and issues they may be facing including finding new employees. Ms. Taylor also reported that she is currently working on the Local Economic Development Grant which is due by December 1, 2017.

XIII. Executive Session: A motion was made by Mr. Barnes to go into Executive Session to discuss real estate matters. Second by Mr. Ahalt. Motion carried. Executive session commenced at 10:13 and adjourned at 10:38. No action was taken during Executive Session.

XIV. Other Reports and Announcements. Mr. Shingleton requested a Human Resources Committee Meeting on December 6, 2017. Mr. Starliper thanked the BCDA for their condolences after the passing of his mother. Mr. Dulyea reported that he will be unable to attend the Business Appreciation event on Nov. 14. Ms. Hamilton thanked the Board for their continued service.

XVI. Adjournment. There being no further business, the meeting was adjourned at  
10:40 a.m.~~0:58 a.m.~~

Respectfully submitted,

Greg Ahalt  
Secretary

Nanette Stevens,  
President