



MINUTES

Board of Directors Meeting
**Development Authority Conference Room
and via Zoom Meeting**
October 12, 2022, at 9:30 a.m.

Abe Ashton, President
Amy Orndoff, Vice President
Montie Hicks, Secretary
Jason Barrett
Margie Bartles

Helen Harris
Kevin Knowles
Doug Long
P.J. Orsini
Hunter Wilson

ABSENT: Carey Gano, Brad Close, Treasurer; Dan Dulyea, Eddie Gochenour, Brandon Smith.

OTHER ATTENDEES: Jennifer Smith, Associate Executive Director; Leslie Gantt, Economic Development Coordinator.

GUESTS: Ken Barton, Legal Counsel, Steptoe & Johnson; Chris Strovel, Senator Shelley Moore Capito's office; Jim Linsenmeyer, WV Development 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 Thursday, October 6, 2022.
- IV. Reading and Disposal of Prior Month Meeting Minutes - The Board reviewed the minutes of the last Board Meeting of September 14, 2022. No corrections to the minutes were requested and the minutes were accepted.
- V. Public Comments – President Ashton welcomed guests to the meeting and

invited them to introduce themselves.

- VI. President's Report – President Ashton reminded everyone to sign the Confidentiality Agreement. He reported that he signed the addendum to extend the due diligence period until the end of the year for Project Maple, he signed the contract for Project Ram, and the funding authorization for the VA. We received the signed contract for Project Van. President Ashton also announced that the Office Administrator position has been filled and the new Office Administrator starts on October 17, 2022. BCDA will no longer be funding the Berkeley County Social Collectives events.
- VII. Finance/ Audit Committee Report-In the absence of Chairman Close, Secretary Hicks reviewed the financial report through the end of August 2022 and the proposed FY2022-2023 budget.

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

Mr. Wilson made a motion to accept the proposed FY2022-2023 budget as presented. Seconded by Mr. Long. Motion approved.

VIII. Reports of Chairpersons of Standing Committees

- A. Executive – President Ashton reported that the Executive Committee conducted interviews for the Executive Director position. He deferred to Executive Session.
- B. Business Development- Chairman Orsini deferred to Executive Session for real estate matters.
 - 1. Project Caperton
 - 2. Project Westside
 - 3. Project Van
- C. Marketing –In the absence of Chairman Smith, Mrs. Smith reported that the committee met on October 7th. The Quality-of-Life Survey is pending approval of the committee to be sent out. Chem-Pak was featured in the business spotlight on the BCDA website and Facebook. P & G will be featured in November. The goal is to grow the audience on the BCDA social media platforms. Mrs. Smith reviewed Social Connections report. There were no questions.
- D. Government Affairs and Infrastructure – The committee did not meet.

IX. Property Management – Chairman Wilson reviewed the property management report. There were no questions.

X. Report of Staff

A. Interim Executive Director – Ms. Smith reviewed her monthly report. She is working with existing projects (Project Van, Project Ram, Project Caperton, Project Westside, and Project Panhandle). She reported that she attended the Annual Fall WVEDC Conference. She met with Clorox to help them with their Industrial Access Rd. Grant. She attended the Region 9 Comprehensive Economic Development Strategy meeting. She continues to meet with Mr. Linsenmeyer and new prospects. There were no questions.

B. Economic Development Coordinator - Ms. Gantt reviewed her monthly report. She is continuing to meet with businesses and following up on meetings. She attended several Chamber events to introduce herself as the Economic Development Coordinator. She received a certificate for completing a course on “Business Retention and Expansion” through the IEDC. There were no questions.

XI. New Business – No new business to report.

XII. Other Business

A. Local Economic Development (LED) Grant Resolution- Ms. Smith requested that the Board give her authority to request a resolution from the County Council designating the Berkeley County Development Authority as the applicant as the lead economic development organization for the county.

Mr. Wilson made a motion to give Ms. Smith the authority to go before the County Council to request a resolution designating the Berkeley County Development Authority as the LED Grant applicant. Seconded by Mr. Long. Motion approved.

B. Amendment 2- Ms. Smith shared a fact sheet with a list of pros and cons on voting for Amendment 2.

Mr. Barrett made a motion to draft a resolution for the Berkeley County Development Authority and authorize the President to sign the resolution to support Amendment 2. Seconded by Mayor Knowles. Ms. Harris opposed. Motion approved.

C. Berkeley County School Bond- Ms. Smith shared information for the

Berkeley County School Bond.

Mayor Knowles made a motion to draft a resolution for the Berkeley County Development Authority and authorize the President to sign the resolution to support the Berkeley County School Bond. Seconded by Mr. Wilson. Motion approved.

- D. American Legion-Post 14 Baseball- President Ashton shared a letter addressed to the Board from Tripp Tobin, Manager of American Legion-Post 14 Baseball with an update from last month's meeting. They have secured the majority of the funding they need upgrade the baseball field at PO Faulkner Park. American Legion-Post 14 Baseball is requesting \$75,000 from the BCDA to complete the project.

Mr. Wilson made a motion for BCDA to donate \$75,000 (seventy-five thousand dollars) to American Legion-Post 14 Baseball to be used for upgrades to the PO Faulkner Park baseball field. Seconded by Mr. Long. Motion approved.

- XIII. Executive Session – *Mr. Long made a motion to enter Executive Session at 10:23 a.m. to confer with council on real estate matters and personnel matters, with action to be taken. Mr. Wilson seconded the motion. Motion approved. The Board returned to open session at 10:57 a.m.*

Mr. Hicks made a motion that the BCDA agree to amend the Contract for Project Caperton to extend the due diligence period for an additional sixty days and that the President be authorized to sign the amendment required to extend due diligence on behalf of the BCDA. Seconded by Mr. Long. Motion approved.

Mr. Wilson made a motion that the BCDA enter into a Sales Contract for Project Panhandle under the terms and conditions as set forth therein and that the President be authorized to execute the Sales Contract and closing documents on behalf of the BCDA. Seconded by Mr. Long. Motion approved.

Mr. Long made a motion that the BCDA agree to amend the Contract for Project Van to extend the closing, contingent on completion of condemnation action and moving the cemetery at the Seller's expense and that the President be authorized to sign the amendment required to amend the contract, per these terms, on behalf of the BCDA. Seconded by Ms. Bartles. Motion approved.

Mr. Wilson made a motion that the BCDA agree to amend the Contract for Project Westside to extend the due diligence period for an additional six months and that the President be authorized to sign the amendment required to amend the contract to extend the due diligence period on behalf of the BCDA. Seconded by Mr. Long. Motion approved.

- XIV. Member Informational Reports and Announcements – Mr. Long reminded everyone of the Clorox Ribbon Cutting scheduled for October 21st. Mr. Wilson invited the Board to the new Baker Heights Fire Department Open House on Saturday, October 15th, 2:00 p.m-6:00 p.m. at 36 Danbury Lane. Ms. Smith announced that the entire Board is invited to the Clorox Ribbon Cutting on October 21st. Women of Distinction Luncheon is today at the Holiday Inn. Ms. Mr. Barton reminded everyone to thank Mr. Dulyea for his service, as he will no longer be on the County Council after election day. Mr. Orsini announced the Main Street Martinsburg Food Truck Event is on October 22nd.
- XV. Adjournment - There being no further business, the meeting was adjourned at 11:03 a.m.

Respectfully submitted,

Montie Hicks
Secretary

Abraham Ashton
President