



**Development Authority Conference Room
and via Zoom Meeting
September 13, 2023, at 9:30 a.m.**

Abe Ashton, President	Doug Long
Amy Orndoff, Vice President	PJ Orsini
Margie Bartles	Brandon Smith
Eddie Gochenour	Hunter Wilson
Helen Harris	

ABSENT: Jason Barrett; Mary Sue Catlett, Brad Close, Treasurer; Montie Hicks, Secretary; Kevin Knowles

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; Mike Bush, Property Management, First Management Group; Chris Strovel, Senator Capito’s Office; Moises Mendoza, Social Connections Marketing

- 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 Wednesday, September 6, 2023.
- IV. Reading and Disposal of Prior Month Meeting Minutes - The Board reviewed the minutes of the last Board Meeting on August 9, 2023. No corrections to the minutes were requested and the minutes were accepted.
- V. Public Comments – President Ashton welcomed our visitors.
- VI. President’s Report – President Ashton followed up on two action items from the August meeting. He said that Mr. Henry would be by to get the flagpole for Martinsburg-Berkeley County Parks & Recreation once the site was prepared. President Ashton also stated that in last month’s motion to withdraw 2.4 million dollars from the West Virginia Investment Management Board, it was agreed to put out an RFP for an interest-bearing account, but since we have a service contract with CNB there is no need the RFP. He said that because of interest rates both loans would be paid off. He stated that more information and a motion

would be made later with the finance report. Ms. Smith mentioned that she would verify that there would be no penalty for paying the loan off early. There were no questions.

- VII. Finance/ Audit Committee Report – Chairman Close was not present. Ms. Bartles presented the Finance Report. Ms. Bartles explained the interest rates and stated that the Finance Committee would like to pay off both loans when the funds are received from the WVIMB. Ms. Bartles also gave a brief review of the financial reports and said that all looked in line. She said that cash flow is low but noted that will improve once the loans are paid off. She also said that WVIMB said we need to request our funds in a timely manner; 60 – 90 days in advance. There were no questions.

Ms. Bartles made the motion that when the 2.4 million dollars is received from the West Virginia Investment Management Board that we pay off both maturing loans and that no interest-bearing account is needed. Seconded by Ms. Harris. Motion Approved.

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

VIII. Reports of Chairpersons of Standing Committees

- A. Executive – President Ashton said the Executive Committee did not meet. There were no questions.
- B. Business Development - Chairman Orsini had nothing until Executive Session. There were no questions.
- C. Marketing – Chairman Smith deferred the report to Mr. Mendoza since Mr. Smith was not able to attend the last Marketing Meeting. Mr. Mendoza shared that he had created landing pages for all the Build-Up Berkeley Finalist and that he hoped to release their landing pages today. He also is preparing the podcast with CNB for release. Ms. Smith said that she allocated some additional funds to marketing to boost the advertising for Build-Up Berkeley during registration. She said we had received 23 applicants and selected 11 because of a tie. There were no questions.
- D. Government Affairs and Infrastructure – Chairman Wilson said the committee did meet. The committee would like to recommend to the board that they contact American Water for a presentation. There were no questions.

- IX. Property Management – Chairman Bartles presented the Property Management Report. She said there was a Letter of Intent for the Foxcroft Ave. lot but there was no further activity. She stated that the current tenant is month to month at this point. The VA has renewed at 400 Foxcroft with renovations. The HVAC at 300 Foxcroft has been completed but we are waiting for the warranty. Also, at 400 Foxcroft we have begun receiving monthly reimbursements on the recent renovations. Mr. Bush reviewed his reports. He stated that Johnson Controls has been our fire protection service but because of an increase in their rates we are changing to Regional Fire Protection out of Williamsport, MD and they are willing to match the rates before

the increase. Mr. Bush said that the fire and elevator testing will start next week. Ms. Bartles reminded everyone that we are at 100% occupancy. There were no questions.

X. Report of Staff

A. Executive Director – Ms. Smith reviewed her report. She spoke about some of the events she had attended. She was a guest on WEPM to promote Build-Up Berkeley. She said that two public hearings were held for the TIF and that the County Commission did pass the TIF. It will now move on to the state level for approval, but she does not foresee any problems there. She said that the governor had announced project yellow which is Treplar. She said that she attended the Eastern West Virginia Economic Alliance Housing Meeting and had previously mentioned that they would be doing a housing study. The EWVEA will no longer complete this study since the state will be completing one in 2024 that will provide them with information for each county. She said that Martinsburg Berkeley County Parks & Recreation and the YMCA are working together to combine their efforts for county recreation. She mentioned Senate Bill 656 for childcare. She also attended a meeting for the B&O Round House and had received a permit for some work there. She said everyone has an updated project list. There were no questions.

B. Associate Executive Director- Ms. Hoffman reviewed her report. She talked about the big push for Build-Up Berkeley registration and facilitating the judging. She mentioned the People’s Choice Award to get the community involved and talked about the landing pages that Mr. Mendoza had created. She said the first education session starts tomorrow at the BCDA office. She said she went to her first Leadership Berkeley Mixer and that she will start the classes this month. Ms. Hoffman also met with Mr. Pressens from James Rumsey. She participated in a two-day IEDC training session. She received a scholarship for these sessions, so it cost the BCDA nothing. There were no questions.

C. Economic Development Coordinator - Ms. Gantt reviewed her report. She continues to assist the Associate Executive Director and continues to reach out to businesses in Berkeley County. She has been working on the fiscal year 2023 audit. She attended the Eastern Panhandle Entrepreneurs Forum where she learned about REAP. She attended several other events. She recorded the Nonprofit reel on Panhandle Home Health. The Business Spotlight was M3T, INC. She attended the Berkeley County Subdivision Ordinance Round Tables and several other meetings. She worked with Orgill for expansion and funding. She continues with her Toastmasters training. There were no questions.

XI. New Business - Ms. Smith gave a little background on the LED Resolution. She said we need the board’s approval to apply for the grant and to take it to the Berkeley County Commission.

Mr. Wilson made the motion to accept the LED Grant Resolution as presented. Seconded by Ms. Harris. Motion approved.

XII. Other Business – There was no other business.

XIII. Executive Session –

Ms. Bartles made a motion to enter Executive Session at 9:56 a.m. to confer with the council on real estate matters and personnel matters. Ms. Harris seconded the motion. The board returned to open session at 10:13 a.m.

XIV. Member Informational Reports and Announcements –

Ms. Orndoff talked about the Berkeley Senior Services Pie In the Face Showdown Fundraiser.

Mr. Smith mentioned that Tuscarora Family Dental Care will be hosting their Freedom Day event in October. They will provide free dental care to Veterans.

Ms. Dalton mentioned the upcoming MSAHF apple pie contest.

XV. Adjournment - There being no further business, the meeting was adjourned at 10:17 a.m.

Respectfully submitted,

Montie Hicks
Secretary

Abraham Ashton
President