



MINUTES

Board of Directors Meeting
**Development Authority Conference Room
and via Zoom Meeting**
June 9, 2021, at 9:30 a.m.

Helen Harris, President
Tony Lewis, Secretary
Monte Hicks, Treasurer
Brad Close

Dan Dulyea
Steve O'Brien
P.J. Orsini
Brandon Smith

ABSENT: Abe Ashton, Doug Copenhaver, Carey Gano, Harriet Johnson, Amy Orndorff, and Hunter Wilson

OTHER ATTENDEES: Mike Bush, Property Management, Real Property Solutions; Ken Barton, Legal Counsel, Steptoe & Johnson; Sandy Hamilton, Executive Director; Tara Price, Administrative Services Coordinator; and Jennifer Smith, Economic Development Coordinator

GUESTS: In person—Patrick Darlington, Rob Milne, Thrasher Group; and via Zoom—Jim Linsenmeyer, WV Development Office

- I. Call to order—President Harris called the meeting to order at 9:31 a.m.
- II. Determination of Members Present and the Existence of a Quorum—President Harris reported that a quorum was present.
- III. Proof and Filing by Secretary the Notice of Meeting—Secretary Lewis confirmed the meeting agenda was posted to the public on Friday, June 4, 2021.
- IV. Reading and Disposal of Prior Month's Minutes of the Board —The Board reviewed the minutes of the last Board Meeting of May 12, 2021. No corrections to the minutes were requested.
- V. Public Comments— President Harris welcomed the guests to the meeting and invited them to introduce themselves.
- VI. Report of the President—President Harris reported that an Executive Committee Meeting is scheduled for June 30, 2021. On the agenda will be a Review of FY2020-2021.

- VII. Financial/Audit Committee Report—Chairman Hicks reviewed the financial statements from April 2021.

Mr. Dulyea raised a question to confirm the allocation of legal fees toward projects.

Mr. Dulyea made a motion to approve the Financial Report as presented, subject to audit. Seconded by Mr. O'Brien. Motion approved.

Chairman Hicks also reported the committee met on June 4, 2021, to open the Request for Proposals (RFP) submitted for Financing Project West Side. Six submissions were opened and the BCT – Bank of Charles Town received the award for the bid for financing.

Mr. Hicks made a recommendation to the Board to approve awarding the proposal of BCT for Financing of Project West Side. Seconded by Mr. Close. Motion approved.

- VIII. Report of Chairperson of Standing Committees—
- A. Executive Committee—President Harris indicated there was no report this month.
 - B. Business Development Committee—Chairman Orsini reported meetings continue for the Harold Drive and Foxcroft Avenue Projects. There were no questions.
 - C. Marketing Committee—Chairman Smith reported the committee did not meet and the marketing video project continues. There were no questions.
 - D. Government Affairs and Infrastructure Committee—Chairman Lewis reported there was no meeting due to no quorum. There were no questions.
 - E. Property Management Committee—In Chairman Wilson's absence Mr. Bush gave the property manager's monthly report and project updates in the 300 and 400 Foxcroft Avenue buildings. There were no questions.
- IX. Report of By-Laws Ad-Hoc Committee—Chairman Lewis reported the committee and staff met on May 13, 2021, to review the draft and prepare it to be submitted to the for Board for review. There were no questions.
- X. Strategic Plan Ad-Hoc Committee—In Chairwoman Orndorff's absence, Mr. Orsini reported the committee met and continued discussions on Quality of Life and a SWOT analysis of Berkeley County. There were no questions.
- XI. Report of Staff
- a. Executive Director—Ms. Hamilton reviewed her monthly report. There were no questions.
 - b. Economic Development Coordinator—Ms. Smith reviewed her monthly report. There were no questions.
 - c. Administrative Services Coordinator—Ms. Price reviewed her monthly report. There were no questions.

- XII. Nomination Committee—Election of FY2022 Slate of Officers—Chairman Close presented the Slate of Officers recommended by the Nominating Committee:
- President—Helen Harris
 - Vice President—Abe Ashton
 - Secretary—Tony Lewis
 - Treasurer—Montie Hicks

There were no other nominations brought to the floor.

Mr. Close made a motion to approve the slate of officers as presented. Mr. O'Brien seconded the motion. Motion approved.

- XIII. Other Business—There was no new business at today's meeting.

- XIV. Executive Session—President Harris entertained a motion to enter Executive Session to discuss real estate matters.

Mr. Hicks made a motion to go into Executive Session at 10:11 a.m. to discuss real estate matters. Action may be taken. Mr. Lewis seconded the motion. The Board returned to open session at 10:15 a.m.

Mr. Orsini made a motion to give the Development Authority the authority to purchase 256 acres from Terry & Company and authorize President Harris to execute and deliver all settlement statements, deeds, agreements, promissory notes, security agreements, certificates, affidavits, and other necessary documents to complete this land purchase. Mr. Dulyea seconded the motion. Motion approved.

- XV. Member Informational Reports and Announcements—no announcements made.

- XVI. Adjournment—There being no further business, the meeting was adjourned at 11:18 a.m.

Respectfully submitted,



Anthony Lewis
Secretary



Helen Harris
President

