



MINUTES  
 Board of Directors Special Meeting  
 Berkeley County Development Authority  
 May 14, 2018 at 9:00 a.m.

PRESENT:	Jim Barnes	P.J. Orsini
	Dennis Donaldson (Late)	Jim Seibert
	Dan Dulyea	Nan Stevens, President
	Montie Hicks	Bill Stubblefield
	Helen Harris, Vice President	Hoy Shingleton
	George Karos	Jim Welton, Treasurer
	Tony Lewis, Secretary	Hunter Wilson

ABSENT: Greg Ahalt, Bob Butler, Steve Cox, Alan Davis, Amanda Giangola, Megan Michael, and Kevin Starliper (arrived at meeting end)

OTHERS PRESENT: Sandy Hamilton, Executive Director; Lori Taylor, Business Programs Manager; Tara Price, Administrative Services Coordinator; Ken Barton, Steptoe & Johnson;

- I. Call to order— President Stevens called the meeting to order at 9:00 a.m. in the Authority Board Room, Martinsburg, WV.
- 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—Secretary Lewis confirmed the meeting agenda was posted to the public May 10, 2018.
- IV. Executive Session—A motion was made by Mr. Stubblefield to move into Executive Session that may involve discussion on legal matters and real estate matter involving competitive bids, property transactions as necessary. Mr. Wilson seconded the motion. Possible action may be taken. Motion carried. Entered into Executive Session at 9:03 a.m.; adjourned at 9:34 a.m.

A Motion was made in open session by Mr. Donaldson to end the due diligence on the office property, thus ending the contract, and requested a poll vote; seconded by Mr. Barnes.

Votes presented to the motion to end due diligence:

Jim Barnes = **YES**  
 Dennis Donaldson = **YES**  
 Dan Dulyea = **NO**  
 Montie Hicks = **NO**

Helen Harris = **NO**  
George Karos = **NO**  
Tony Lewis = **NO**  
P.J. Orsini = **NO**  
Jim Seibert = **NO**  
Nan Stevens —*only applicable if a tie*  
Bill Stubblefield = **NO**  
Hoy Shingleton = **NO**  
Hunter Wilson = **NO**  
Jim Welton, Treasurer = **NO**

Vote **11** NO to **2** Yes; motion failed. Due diligence on the office property as contracted stands.

- V. Member informational  
Mr. Welton announced the Finance/Audit Committee will be meeting on May 29, at 2:00 p.m. in the BCDA Board Room.
- VI. Adjournment. There being no further business, the meeting was adjourned at 9:40 a.m.

Respectfully submitted,

Anthony Lewis  
Secretary

Nanette Stevens,  
President