



**Development Authority Conference Room
and via Zoom Meeting
February 14, 2024, at 9:30 a.m.**

Abe Ashton, President	Helen Harris
Montie Hicks, Secretary	Doug Long
Amy Orndorff, Vice President – Zoom 9:33	John Reisenweber
Margie Bartles	Brandon Smith
Mary Sue Catlett	Hunter Wilson
Eddie Gochenour	

ABSENT: Jason Barrett; Brad Close, Treasurer; Kevin Knowles, PJ Orisini

OTHER ATTENDEES: Jennifer Smith, 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; Tara Showen, First Management Group

- 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 Thursday, February 8, 2024.
- IV. Reading and Disposal of Prior Month Meeting Minutes - The Board reviewed the minutes of the last Board Meeting on January 10, 2024 and Special Board Meeting on January 26, 2024. No corrections to the minutes were requested and the minutes were accepted.
- V. Public Comments – President Ashton welcomed guest Chris Strovel from Senator Capito’s Office.
- VI. President’s Report – President Ashton said that the one-acre lot was sold to CMA and that the money is in escrow awaiting an appraisal. He also mentioned that the Authority will be receiving around \$25,000 in unclaimed property from the state. This was from an old BB&T account. There were no questions.
- VII. Finance/ Audit Committee Report – Mr. Hicks gave the report in the absence of Chairman Close. Mr. Hicks gave a brief summary of the Authorities’ finances, and the financial reports

were in the board packets. There were no questions.

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

VIII. Reports of Chairpersons of Standing Committees

- A. Executive – President Ashton stated that the Executive Committee did not meet. There were no questions.
- B. Business Development – Ms. Smith deferred to executive session. There were no questions.
- C. Marketing – Chairman Smith deferred to Ms. Smith who said the committee did meet and that the Build-Up Berkeley survey results were shared along with some changes for this year’s event. There were no questions.
- D. Government Affairs and Infrastructure – Chairman Wilson said the committee met and that the board should consider options to help P&G with their water issues. Mr. Reisenweber shared some information he had gathered about the water issues as well as information about tariffs for water. There were no questions.

IX. Property Management – Chairwoman Bartles deferred to executive session. There were no questions.

X. Report of Staff

A. Executive Director – Ms. Smith reviewed her report highlighting the following. Ms. Smith continues to work with contracted services. She holds monthly staff meetings. She hosted The Eastern West Virginia Alliance Legislative Luncheon at the BCDA office. The Authority sponsored the Economic Outlook Conference with John Deskins. She shared that at the conference Mr. Deskin’s expressed that the Eastern Panhandle has a better economic outlook than the rest of the state. She said day care issues in our area were brought to Mr. Deskin’s attention. She mentioned that the project list was in the board packets and that she would answer any questions in executive session. She mentioned several meetings including P&G meeting with the Department of Environmental Protection and meetings with Commercial Metals Company and the County Council. She is working to have the Dupont property added to the TIF to help CMC with the cost of infrastructure. She mentioned that the YMCA is planning to come to both Berkeley and Jefferson counties and there is a need for funding. She attended the West Virginia Economic Conference in Charleston and reminded everyone that we will be hosting the conference in September. There were no questions.

B. Economic Development Coordinator –Ms. Gantt reviewed her report. She said that she was assisting the BCDA staff as needed, attending staff meetings, and gave Zoom training to the staff. She said she completed the LED Grant Application and had received the grant. She

continues to reach out to businesses in Berkeley County. She attended the Economic Outlook Conference. She is part of the planning for Build-Up Berkeley, she recorded a non-profit reel on Greater Recovery and Community Empowerment and a business spotlight on Grace Riane Bridals. She mentioned that Mountaineer Recovery Center had been acquired by Pyramid Healthcare. She said they were also purchasing the old Camp Tomahawk to use for facilities. She attended several meetings and training that are listed in her report. There were no questions.

XI. New Business

XII. Other Business – Dissolving of Associate Executive Directors Position was moved to executive session.

XIII. Executive Session –

Mr. Wilson made a motion to enter Executive Session at 10:09 a.m. to confer with counsel on personnel and real estate matters. Ms. Harris seconded the motion. Motion approved. The board returned to open session at 10:55 a.m.

Ms. Bartles made the motion to contract Alpha Associates to oversee the renovations weekly at the 400 Foxcroft 2nd Floor VA Space. Seconded by Mr. Wilson. Motion approved.

Mr. Long made the motion to dissolve the Associate Executive Directors position and to provide one month of severance pay, and benefits if they are needed. Seconded by Ms. Harris. Motion approved.

XIV. Member Informational Reports and Announcements –Ms. Harris mentioned that the Sunrise Rotary was hosting a masquerade party at the Stables this Saturday. She also shared that the film premiere of The History of the Sumner Ramer Memorial School is being held at the Apollo Civic Theatre on Saturday at 2pm. Ms. Smith reminded everyone of the Chamber Member Mixer on Wednesday, February 21, 2024, at the BCDA offices.

XV. Adjournment - There being no further business, the meeting was adjourned at 10:57 a.m.

Respectfully submitted,

Montie Hicks
Secretary

Abraham Ashton
President