



**Development Authority Conference Room
and via Zoom Meeting
January 10, 2024, at 9:30 a.m.**

Abe Ashton, President	Helen Harris – arrived at 9:46 a.m.
Brad Close, Treasurer	Kevin Knowles
Montie Hicks, Secretary	Doug Long
Amy Orndorff, Vice President	P.J. Orsini
Margie Bartles	John Reisenweber
Mary Sue Catlett	Brandon Smith
Eddie Gochenour – arrived 9:32 a.m.	Hunter Wilson

ABSENT: Jason Barrett

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; Jim Linsenmeyer, West Virginia Department of Economic Development; Chris Strovel, Senator Capito’s Office; Moises Mendoza, Social Connections Marketing, Chuck Flannery, State Director, Senator Capito’s Office; Tony Lewis, Potomac Edison; Tara Showen, First Management Group; Joe Gallo, Project Maple, Ellen Cappellanti, Jackson & Kelly, Attorney for Project Maple.

- 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, January 3, 2024.
- IV. Reading and Disposal of Prior Month Meeting Minutes - The Board reviewed the minutes of the last Board Meeting on December 13, 2023. No corrections to the minutes were requested and the minutes were accepted.
- V. Public Comments – President Ashton welcomed our visitors. Chuck Flannery, State Director from Senator Capito’s Office introduced himself.
- VI. President’s Report – President Ashton wished everyone a Happy New Year. He said that the updated committee list and project reports were in the board member packets. He said West Virginia American Water had begun their free water testing on the west side and

that the CMA closing is scheduled for February 8, 2024. There were no questions.

- VII. Finance/ Audit Committee Report – Chairman Close presented the finance report. He stated that it had been an active 6 months ending December 31,2023. He said we have absorbed about a quarter of a million dollars in cash flow. We spent \$2.4 million of our investments paying down our debt. We are expecting to close on land, and we are also expecting accounts receivable of about a quarter of a million dollars to come in next month and increase our cash flow. There were no questions.

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

VIII. Reports of Chairpersons of Standing Committees

- A. Executive – President Ashton stated that the Executive Committee had met the day before but that they had nothing for open session. There were no questions.
- B. Business Development
1. Consideration of Project Maple’s Request – Ms. Smith moved to executive session. No action was taken.
- C. Marketing – Chairman Smith deferred to Ms. Smith who said there had not been a Marketing Committee Meeting because the team was analyzing the survey results. A meeting will be held in February. Mr. Mendoza reported that the BCDA has interviewed the Build-Up Berkeley finalist and would have around 80 clips to use for marketing after the edits. He said that he continues to focus on building up the following on LinkedIn. There were no questions.
- D. Government Affairs and Infrastructure – Chairman Wilson said they did not meet. There were no questions.

- IX. Property Management – Chairwoman Bartles stated that the property report in the packet had been shortened but if anyone needed a more detailed report, they could ask for one. Ms. Showen was introduced, she will be the property management representative attending the meetings in the future. Mr. Bush spoke about the 400 Foxcroft second floor build-out for the VA offices. He explained that four bids had been received between the prices of \$185,000 to \$1.2 million and that the VA picked the lowest bidder, Calvary Construction. Mr. Bush pointed out that this is a contract between the Authority and Calvary Construction and if it meets the VA requirements, they will reimburse the authority 100% of the cost. An onsite meeting was held between Calvary Construction and the VA contractors at which time the VA deemed Calvary Construction to be technically acceptable. Ms. Smith mentioned that the VA will have weekly or bi-weekly inspections of the work being done to ensure that it meets their requirements. After the onsite review Calvary raised their bid and after being made aware that drawings would be required by the City of Martinsburg, they raised their bid a second time. Calvary Construction increased their initial bid of \$185,000 to a final bid of \$339,100. The newest documentation is being reviewed by counsel and

the VA.

Mr. Close made a motion to accept the proposed new bid amount subject to the new documents being reviewed by the president and legal counsel. Seconded by Mr. Reisenweber. Discussion followed. Motion was approved.

X. Report of Staff

A. Executive Director – Ms. Smith reviewed her report. She stated that she had submitted 256 acres from the west side and 130 acres on the south end, including Tabler Station, Pack Horse Ford and the Bender Fulton Properties as one industrial park, to the state’s site readiness program. She said she participated in the James Rumsey Teacher of the Year selection and attended the breakfast. She shared that the West Virginia Association of Regional Councils will be held here in July. She announced that Joe Burton will be starting as the director of the Martinsburg-Berkeley County Parks & Recreation. She thanked the city and county for help with park improvements and said that the city had provided more funding to repair Lambert’s swimming pool. She said both the north and south TIFs are now in effect. She continues to meet with many prospects and will review the project report in executive session. There were no questions.

B. Associate Executive Director- Ms. Hoffman reviewed her report. Ms. Hoffman continues to assist staff and have one-to-one meetings. She attended a Chamber Legislative Outlook forum. She has been attending Rotary, Chamber events and met with Black Diamond Realty and First Tool. She attended a follow-up meeting for Build-Up Berkeley and conducted one of the Build-Up Berkeley participant video interviews. She updated some of the BCDA properties on Zoom Prospector. She attended her fourth Leadership Berkeley Class, participated in the safety meeting and the Trello training. There were no questions.

C. Economic Development Coordinator - Ms. Gantt reviewed her report. Ms. Gantt said she had completed the audit. She continues to assist the BCDA staff and attends staff meetings. She had a meeting with the Associate Executive Director. She completed the FY2024 Led Grant Application, banking reconciliation and HubSpot updates. She continues to reach out and relay information to businesses in Berkeley County. She also attended the James Rumsey Technical Institutes Teachers Award breakfast, the Martinsburg-BC Chamber Women’s Network Holiday Workshop, and the ribbon cutting at Mimi & Papa’s Dips-N-More in Hedgesville. Ms. Gantt also attended the Build-Up Berkeley Follow-Up Meeting. She did the Build-Up Berkeley participant interviews, and the nonprofit reel for CASA of the Eastern Panhandle. She attended the Eastern WV Economic Alliance Meeting, EPEF 2024 Planning Meeting, the Placer AI Information Meeting, WV Entrepreneurship ecosystem Builders Monthly Meeting, Toastmasters Officers Meeting, BCDA Safety Committee Meeting. She continues her Toastmasters training and participated in the Trello and drivers safety training. There were no questions.

XI. New Business

A. Approval of Safety Policy - Ms. Smith shared that the safety policy is in their packets and explained that we had created a policy based on documentation provided by the Board of Risk Management,

our insurance provider. The staff has completed some training to ensure on the job safety. We should see a credit on our next year's premium.

Mr. Close made the motion to accept the presented safety policy. Seconded by Mr. Reisenweber. Motion was approved.

XII. Other Business – There was no other business.

XIII. Executive Session –

Mr. Knowles made a motion to enter Executive Session at 10:04 a.m. to confer with counsel on real estate matters. Mr. Wilson seconded the motion. Motion approved. The board returned to open session at 11:30 a.m.

Mr. Reisenweber made a motion to spend up to \$10,000 for an appraisal of the BCDA Foxcroft property if needed by CNB Bank to close on property with CMA. Seconded by Mr. Close. Ms. Bartle and Mr. Hicks abstained. Motion was approved.

XIV. Member Informational Reports and Announcements – There was none.

XV. Adjournment - There being no further business, the meeting was adjourned at 11:32 a.m.

Respectfully submitted,

Montie Hicks
Secretary

Abraham Ashton
President