



**Development Authority Conference Room  
and via Zoom Meeting  
March 13, 2024, at 9:30 a.m.**

Abe Ashton, President	Helen Harris
Amy Orndoff, Vice President	Doug Long
Brad Close, Treasurer – left at 10:17 a.m.	John Reisenweber
Margie Bartles	Jason Barrett
Mary Sue Catlett	Hunter Wilson
Eddie Gochenour	Kevin Knowles

**ABSENT:** Montie Hicks, Secretary; Brandon Smith, PJ Orsini, Candace Dalton, Office Administrator.

**OTHER ATTENDEES:** Jennifer Smith, Executive Director; Leslie Gantt, Economic Development Coordinator.

**GUESTS:** Ken Barton, Legal Counsel, Steptoe & Johnson; Tara Showden, Property Management, First Management Group; Chris Strovel, Senator Capito’s Office; Jennifer Piercy, Senator Capito’s Office; Stephanie Reel, WV American Water; Rachel Lancaster, WV American Water; Dirk Stansbury, Citizen of Berkeley County; Jim Linsenmeyer, WV Development Office; Moises Mendoza, SC Studios.

- I. Call to Order – President Ashton called the meeting to order at 9:31 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 March 6, 2024.
- IV. Reading and Disposal of Prior Month Meeting Minutes - The Board reviewed the minutes of the last Board Meeting on February 14,2024 and Special Board Meeting on February 22, 2024. No corrections to the minutes were requested and the minutes were accepted.
- V. Public Comments – President Ashton welcomed guests. There were no comments.
- VI. President’s Report – President Ashton said that we did close on the one-acre lot that was sold to CMA and the appraisal came back at value. He mentioned that Riley Moore, State Treasurer, presented the “big check” last week for unclaimed money to the Authority and we will be receiving a \$25,000 check in the mail. The buildings on the Garvin and Cumbo properties have been demolished. He also mentioned that we are going to be the conduit for a loan and grant from the State of West Virginia to the Monument Companies to assist

in underwriting a stormwater improvement project at the Interwoven Mills. There were no questions.

- VII. Finance/ Audit Committee Report –Chairman Close reviewed The Authorities’ finances, and the financial report. There were no questions.

*Mr. Wilson made a motion to accept the Financial Report as presented, subject to audit. Seconded by Ms. Bartles. 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 – In absence of Chairman Orsini, Ms. Smith reported that they did meet and deferred to executive session for the first amendment to the right purchase and sale agreement for Project White. There were no questions.
- C. Marketing – The Marketing Committee did not meet. In absence of Chairman Smith, Ms. Smith deferred to Mr. Mendoza. Mr. Mendoza reported that he met with the staff. He is working on some website revamping, the podcasts have started again, the spotlights and reels are scheduled for the next 4 to 5 months, and we are actively working on changes for Build-Up Berkeley for this year. There were no questions.
- D. Government Affairs and Infrastructure – Chairman Wilson said the committee did not meet. There were no questions.

- IX. Property Management – Chairwoman Bartles reviewed the Property Management Report. She said that 300 and 400 Foxcroft are near full occupancy. They are currently renovating office spaces in both buildings and will be at full occupancy when the renovations are complete, and the tenants occupy the spaces. She asked Tara Showden, the property manager, to add the previous fiscal year’s net income to the property management report for comparison to the current year. There were no questions.

X. Report of Staff

- A. Executive Director – Ms. Smith reviewed her report highlighting the following. She is continuing to reach out to businesses and is working on a lot of projects, which she deferred to executive session. Ms. Smith continues to work with contracted services. She is planning for the WV EDC Conference that we will be hosting in September of this year as well as the Build-Up Berkeley program. She attended a roundtable event with Senator Capito to learn about the issues that growers and producers are having in our area and how Senator Capito can help with those issues. She thanked Ms. Bartles and Mr. Long for participating in the mixer held at the office, where we had over 80 attendees. She is still working on the TIF. They are still amending the North TIF and continuing to have conversations with projects about the South TIF. She

mentioned that she continues to have conversations with the YMCA. She mentioned several meetings including Downstream Strategies and Karla Troppman, the new Communications Director with Berkeley County Schools. She did a podcast at the airport with Nic Diehl, which has been posted and shared. The OmniTRAX podcast will be posted next week. She attended a training session for the WV Site Readiness Program. Mr. Wilson asked when the money from the airport is coming in. Ms. Smith replied that the loan was due on February 28<sup>th</sup>, and she had talked to Nic. The airport is selling their cargo business and is supposed to close next Wednesday. We will be reimbursed after that sale. Mr. Wilson asked if there is another plan if they don't close and Ms. Smith responded that Mr. Diehl does have a backup plan. There were no further questions.

B. Economic Development Coordinator –Ms. Gantt reviewed her report. She said that she is assisting the BCDA staff as needed and attending staff meetings. She continues to reach out to businesses in Berkeley County. She attended the Chamber mixer at BCDA and the Eastern Panhandle Entrepreneurs Forum. She met with Downstream Strategies, Region 7 Workforce Business Services, Horizon Goodwill Industries, and Martinsburg Service Center. She also attended several Chamber committee meetings. She recorded the non-profit reel on the Good Samaritan Free Healthcare Clinic and business spotlight on Cloud Nine Events. She completed classes through the IEDC on Workforce Fundamentals and is attending Leadership Academy classes at Blue Ridge CTC. She continues to be a member and officer of Toastmasters. There were no questions.

- XI. New Business – President Ashton asked Mr. Barrett for legislative updates. Mr. Barrett was attending via zoom and said he will give updates in person at the next Board of Directors meeting.
- XII. Other Business – Stephanie Reel and Rachel Lancaster with WV American Water gave a presentation as to the amount of water that their testing found on the 253 acres on Project Westside.
- XIII. Executive Session –

*Mr. Wilson made a motion to enter Executive Session at 10:04 a.m. to confer with counsel on real estate matters. Mr. Long seconded the motion. Motion approved. The board returned to open session at 10:17 a.m.*

*Mr. Long made the motion to amend the contract for Project White to extend the inspection period for an additional 30 days. Seconded by Mr. Wilson. Motion approved.*

- XIV. Member Informational Reports and Announcements –Ms. Orndoff announced that the Berkeley Senior Center is having their Senior Prom on May 10<sup>th</sup>. Ms. Harris shared that the premiere of The History of the Sumner Ramer Memorial School that was held at the Apollo Civic Theatre was well attended. She also said that they have signed an agreement with Berkeley County Schools to have students tour the Sumner Ramer School and watch the documentary and learn about the history of the school. Mayor Knowles reminded everyone of the traditional St. Patrick's Day Festival on Saturday on Main Street Martinsburg.

XV. Adjournment - There being no further business, the meeting was adjourned at 10:23 a.m.

Respectfully submitted,

Montie Hicks  
Secretary

Abraham Ashton  
President