



**Development Authority Conference Room
and via Zoom Meeting
December 13, 2023, at 9:30 a.m.**

Abe Ashton, President	P.J. Orsini
Margie Bartles	John Reisenweber
Mary Sure Catlett	Brandon Smith
Eddie Gochenour	Hunter Wilson
Helen Harris	

ABSENT: Amy Orndoff, Vice President; Brad Close, Treasurer; Montie Hicks, Secretary; Jason Barrett, Kevin Knowles, Doug Long.

OTHER ATTENDEES: Jennifer Smith, Executive Director; Krista Hoffman, Associate Executive Director; Leslie Gantt, Economic Development Coordinator.

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; Lily Stone, Family Resource Network of the Eastern Panhandle, Moises Mendoza, Social Connections Marketing.

- 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, December 6, 2023.
- IV. Reading and Disposal of Prior Month Meeting Minutes - The Board reviewed the minutes of the last Board Meeting on November 8, 2023. No corrections to the minutes were requested and the minutes were accepted.
- V. Public Comments – President Ashton welcomed our visitors and new board member, John Reisenweber.

Lily Stone, Executive Director, Family Resource Network of the Eastern Panhandle introduced herself. The HHSC (Health and Human Services Collaborative) of the FRNOTP represents Berkeley, Morgan, and Jefferson Counties. They are currently working to address the housing crisis.

- VI. President’s Report – President Ashton gave an update on the WV American Water pre-testing on the Westside property. The TIF was approved by the State and goes before the

County Commission for final approval tomorrow. Mr. Barton will hold a board orientation in January. The \$10k EMD for Project White has been received and deposited. There were no questions.

- VII. Finance/ Audit Committee Report – Ms. Bartles presented the finance report in absence of Chairmen Close. Ms. Smith added that the Build-Up Berkeley budget has been finalized and there is \$3191.50 remaining to go towards BUB 2024. There were no questions.

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

VIII. Reports of Chairpersons of Standing Committees

- A. Executive – President Ashton said the Executive Committee did not meet. There were no questions.
- B. Business Development –Chairman Orsini deferred to Executive Session. There were no questions.
- C. Marketing – Chairman Smith deferred to Mr. Mendoza. Mr. Mendoza reported that the BCDA has interviewed the Build-Up Berkeley contestants. The interview videos will be used to promote future BUB events. There is currently a backlog of business spotlights and nonprofit reels that will be posted now that Build-Up Berkeley is over. He also reported that he is posting more content on LinkedIn which has resulted in an increase in followers in the past 30 days. 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 stated that we are still at 0 vacancy. The BCDA received and opened four bids for the 400 Foxcroft VA alterations. Those bids were submitted to the VA for review. She also stated that the lease has been extended for Kay Casto & Chaney. Mr. Bush announced that he will be introducing new staff to manage the Foxcroft properties, due to his career change to go back to the practice of law next year. There were no questions.

X. Report of Staff

- A. Executive Director – Ms. Smith reviewed her report. She stated that the FY2023 audit is complete. The BCDA sponsored and attended the 97th Annual Chamber Dinner where Clorox was awarded Large Business of the Year. She and President Ashton met with Daryl Cowles, Legislative Representative for the office of Jim Justice to get an update on Mountaineer Gas. They are currently in a holding pattern. She thanked John Stump for his help with the TIF. She attended the Ready Sites Regional Kickoff Meeting. She mentioned that Berkeley County can submit two properties with 10 acres or more for the Site Readiness, which will help to determine what is needed for the property to be considered development ready. The deadline

for submissions is January 20, 2024. She attended an IEDC Economic Development Marketing and Attraction class and as a result, has given a push to promote the BCDA on LinkedIn. She is also working on updating the properties on the website, with Ms. Hoffman's assistance. She mentioned that she has been active in the hiring process for the Executive Director for Parks and Rec and that an offer has been made to Joe Burton, who has until Friday to respond. She has had several project and prospect meetings, which she will discuss in Executive Session. Ms. Smith mentioned a few other items that are in her report. There were no questions.

B. Associate Executive Director- Ms. Hoffman reviewed her report. She stated that she continues to assist Ms. Smith and meet with staff one on one. She assisted Ms. Smith with RFIs, research, and daily duties. She also stated that surveys have been sent out for Build-Up Berkeley and there has been a lot of positive feedback. Ms. Hoffman attended several Chamber events, Rotary, and the Eastern Panhandle Entrepreneurs Forum. She also attended the Region 7 Business Services Coordination meeting and Local School Improvement Council meeting. She is working on an Office Emergency Response Plan and Build-Up Berkeley follow-up. She continues to be a part of the Leadership Berkeley Class. There were no questions.

C. Economic Development Coordinator - Ms. Gantt reviewed her report. She stated that the FY2023 Audit is complete, and the exit interview was completed yesterday. She mentioned that she helped plan and attended Eastern Panhandle Entrepreneurs Forum. She also attended the 97th Annual Chamber Dinner where the large business and nonprofit that were nominated by the BCDA were awarded Large Business and Nonprofit of the Year. Clorox was awarded Large Business of the Year and CCAP/ Loaves & Fishes were awarded Nonprofit of the Year. She attended several Chamber events and meetings, including The Sycamore Driving Range Ribbon Cutting, BCT Mixer, Women's Network Committee meeting, and Workforce Development Committee. She also attended Main Street Martinsburg's Ribbon Cutting at Aspen Hall. She attended the WV Ready Grant informational session. Nonprofit reels were filmed for CCAP/Loaves & Fishes and Fellowship of Christian Athletes. The Business Spotlight was filmed for Skyward Staffing Agency. She has been accepted in the Sunrise Rotary Club and still participates in Toastmasters. There were no questions.

XI. New Business – There was no new business.

XII. Other Business – There was no other business.

XIII. Executive Session –

Mr. Wilson made a motion to enter Executive Session at 9:54 a.m. to confer with counsel on real estate matters. Mr. Orsini seconded the motion. Motion approved. The board returned to open session at 10:09 a.m. with no action taken.

XIV. Member Informational Reports and Announcements – Ms. Smith mentioned that Economic Outlook with John Deskins will be held on January 31, 2024.

XV. Adjournment - There being no further business, the meeting was adjourned at 10:11 a.m.

Respectfully submitted,

Montie Hicks
Secretary

Abraham Ashton
President