



MINUTES

Board of Directors Meeting
Development Authority Conference Room
via Zoom Meeting
February 10, 2021, at 9:30 a.m.

Helen Harris, President
Abe Ashton, Vice President
Tony Lewis, Secretary
Montie Hicks, Treasurer
Bob Butler
Brad Close

Dan Dulyea
Harriet Johnson
Amy Orndorff
Brandon Smith
Hunter Wilson

ABSENT: Carey Gano, Steve O'Brien, and P.J. Orsini

OTHER ATTENDEES: Ken Barton, Legal Counsel, Steptoe & Johnson; Mike Bush, Property Management, Real Property Solutions; Sandy Hamilton, Executive Director; Tara Price, Administrative Services Coordinator; and Jennifer Smith, Economic Development Coordinator

GUESTS: Allen Corbin, Martinsburg, Berkeley County Parks/Recreation Board and Dan Neff, Congressman's Mooney's Office

- I. Call to order—President Harris called the meeting to order at 9:31 a.m.
- II. Determination of Members Present and the Existence of a Quorum—President Harris reported that a quorum was present.
- III. Proof and Filing by Secretary the Notice of Meeting— Secretary Lewis confirmed the meeting agenda was posted to the public on Friday, February 5, 2021.
- IV. Reading and Disposal of Prior Month's Minutes of the Board –The Board reviewed the minutes of the last Board Meeting on January 13, 2021. No corrections to the minutes were requested.
- V. Public Comments— President Harris welcomed today's guest to the meeting and invited them to introduce themselves. There were no requests to address the Board.

VI. Report of the President —President Harris welcomed the Honorable Harriet Johnson, mayor of Martinsburg, to her first board meeting. She also discussed the creation of a Strategic Planning Ad Hoc Committee and the advertisement released for the new Associate Executive Director position.

VII. Financial/Audit Committee Report—Chairman Hicks reviewed the December 30, 2020 Financials. He also reported the committee met to review the revised budget, and in future meetings to discuss a five-year plan. There were no questions.

Mr. Butler made a motion to approve the Financial Report, subject to audit. Seconded by Mr. Wilson. Motion approved.

Mr. Wilson made a motion to approve the revised budget, subject to audit. Seconded by Mr. Ashton. Motion approved.

VIII. Report of Chairperson of Standing Committees—

A. Executive Committee—President Harris did not have anything additional to report since the President’s Report.

B. Business Development Committee—in Chairman Orsini’s absence, Ms. Hamilton reported a meeting with HRG on the Harold Drive Extension Project. She requested to defer another item for Executive Session.

C. Marketing Committee—Chairman Smith reported the committee did not meet this month and the video marketing project with Social Connection continues. There were no questions.

D. Government Affairs and Infrastructure Committee—Chairman Lewis reported a Request for Qualifications (RFQ) for Fiber Infrastructure Master Plan has been drafted and advertised with a deadline of March 5, 2021. There were no questions.

E. Property Management Committee—Chairman Wilson reported on the property manager’s report. There were no questions.

IX. Report of By-Laws Ad-Hoc Committee—Chairman Lewis reported the committee and staff met to continue review of the current By-Laws document. A meeting is scheduled for later this week.

X. Report of Staff

a. Executive Director—Ms. Hamilton reviewed her monthly report with the Board. There were no questions.

b. Economic Development Coordinator—Ms. Smith reviewed her monthly report. There were no questions.

c. Administrative Services Coordinator—Ms. Price reviewed her monthly report. There were no questions.

XI. New Business—There was no new business addressed at the meeting.

XII. Other Business—Request for Matching Grant Funds
Allen Corbin of Martinsburg Berkeley County Parks/Recreation spoke regarding a grant he is coordinating with Region 9 Planning and Development Council. He is requesting the Development Authority commit to \$25,000 matching grant funds to begin a study of a sports complex in Berkeley County.

Mr. Close made a motion to approve the matching grant funding of \$25,000. Seconded by Mr. Smith. Motion carried.

XIII. Executive Session—President Harris entertained a motion to enter Executive Session to discuss real estate matters.

Mr. Wilson made a motion to go into Executive Session at 10:11 a.m. to discuss real estate matters. Action may be taken. Mr. Lewis seconded the motion. The Board returned to open session at 10:39 a.m.

Mr. Wilson made a motion to approve any necessary research and potential action by Board President Harris, Legal Counsel Barton, and Executive Director Hamilton to address the Letter of Intent for the Willis site. Further, the Letter of Intent will be accepted or countered in conjunction with the West Virginia Development Office in a manner that creates no additional financial liability to the Development Authority. Mr. Ashton seconded the motion. Motion approved.

XIV. Member Informational Reports and Announcements—

1. Mr. Wilson announced a new fire house in Baker Heights.
2. Mayor Johnson announced a new addition, Baf, to the Martinsburg City Police Department's K-9 unit.
3. Mr. Barton announced the West Virginia 60th Legislative Session has begun, Governor Justice will be giving his State of the State Address this evening, and Mitch Carmichael is the new Director of the WV Development Office.

XV. Adjournment—There being no further business, the meeting was adjourned at 10:44 a.m.

Respectfully submitted,



Anthony Lewis
Secretary



Helen Harris
President



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