



## MINUTES

Board of Directors Meeting  
Development Authority Conference Room  
January 8, 2020, at 9:30 a.m.

Helen Harris, President	George Karos
Abe Ashton, Vice President	Steve O'Brien
Tony Lewis, Secretary	Amy Orndoff
Montie Hicks, Treasurer	Brandon Smith
Brad Close	Hunter Wilson
Montie Hicks	

ABSENT: Bob Butler, Brad Close, Amanda Giangola, and P.J. Orsini

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

GUESTS: Jim Linsenmeyer, West Virginia Development Office, Dan Neff, Congressmen Mooney's Office, Chris Strovel, Senator Capito's Office, and Matt Umstead, The Herald Mail.

- I. Call to order—President Harris called the meeting to order at 9:35 a.m. in the Authority Board Room.
- 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, January 3, 2020.
- IV. Reading and Disposal of Prior Month's Minutes of the Board –The Board reviewed the minutes of the last Board Meeting on December 11, 2019. No corrections to the minutes were requested.
- V. Public Comments— President Harris welcomed guests from the public attending today's meeting.
- VI. Report of President —
  - a. Veteran's Day 2020 falls on the same day as the Authority's monthly Board meeting. The Board discussed an alternative date and agreed to move the meeting to Wednesday, November 18, 2020.
  - b. Dr. Patthoff Presentation—The Board discussed a follow-up to Dr. Patthoff's

presentation. No action was taken. President Harris is to send a follow-up letter.

- VII. Financial/Audit Committee Report—Finance/Audit Chairman Hicks, reported on the financials for November 2019. The Finance/Audit and Property Management Committee to meet jointly the end of the month to review the last six months of financials and if adjustments to budget necessary.  
*Mr. Wilson made a motion to approve the November 2019 financials, subject to audit. Mr. O'Brien seconded. Motion approved.*
- VIII. Report of Chairperson of Standing Committees—
- A. Executive Committee— President Harris said the committee will meet January 22, 2020. No report at this time
  - B. Business Development Committee —In Mr. Orsini's absence, a report was tabled until next meeting. Ms. Hamilton deferred an item to the Execution Session.
  - C. Marketing Committee – In Ms. Giangola's absence, the Marketing Committee report was tabled until next meeting.
  - D. Government Affairs and Infrastructure Committee – Mr. Lewis reported the committee had not met since the last board meeting and the 2020 WV Legislative session has begun.
  - E. Property Management Committee – In Mr. Wilson's reviewed the property manager's report distributed and deferred an item for Executive Session.
- IX. Report of Staff
- a. Executive Director—Ms. Hamilton reviewed her distributed monthly report with the Board. One project is due to have a public announcement this month. 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 distributed monthly report. There were no questions.
- X. New Business-Cell Tower on Evans Run Drive  
Ms. Hamilton distributed a handout from American Cell Tower with a Proposal with options of terms.  
*Mr. Hicks made a motion to table to the next meeting and add to the next month's agenda; Mr. Wilson seconded. Motion approved.*
- XI. Other Business-Stormwater Management. Ms. Hamilton reviewed the development of meetings and discussions between Procter & Gamble and stormwater management of both theirs and the Development Authority's Tabler Station Business Park property.  
*Motion made by Mr. Wilson for the Development Authority oversee the construction support on Development Authority property up to the maximum of \$250,000. Seconded by Mr. Dulyea. Mr. O'Brien abstained. Motion carried.*

- XII. Executive Session—President Harris entertained a motion to enter Executive Session to discuss real estate and property matters.  
*Mr. Hicks made a motion to enter Executive Session; seconded by Mr. Ashton.*  
The Board entered into Executive Session at 10:41 a.m. and returned to the public meeting at 10:58 a.m.
- XIII. Member Informational Reports and Announcements—There were no member announcements.
- XIV. Adjournment—There being no further business, the meeting was adjourned at 10:58 a.m.

Respectfully submitted,



Anthony Lewis  
Secretary



Helen Harris  
President

