



MINUTES

Board of Directors Meeting
Development Authority Conference Room
June 12, 2019 at 9:30 a.m.

Helen Harris, Vice President (<i>teleconference</i>)	Steve Cox
Tony Lewis, Secretary, <i>President Pro Tempore</i>	Dan Dulyea
Jim Welton, Treasurer	Jim Seibert
Jim Barnes	Kevin Starliper
Bob Butler	Hunter Wilson

ABSENT: Amanda Giangola, Montie Hicks, George Karos, Megan Michael, P.J. Orsini, and Nan Stevens, President

OTHERS PRESENT: Ken Barton, Steptoe & Johnson, Legal Counsel; Sandy Hamilton, Executive Director; and Tara Price, Administrative Services Coordinator.

GUESTS: Josh Householder, CNB Bank, Steven Shaffer, CNB Bank, Chris Strovel, Senator Capito's office, Matthew Umstead, The Herald Mail, Breanna Francis, The Journal, Jim Linsenmeyer, West Virginia Development Office, Brandon Smith, DDS., and Dan Neff, Congressman Mooney's office.

- I. Call to order—*President Pro Tempore* Lewis called the meeting to order at 9:33 a.m. in the Authority Board Room
- II. Determination of Members Present and Existence of a Quorum— *President Pro Tempore* Lewis reported that a quorum was present.
- III. Proof and Filing by Secretary of Notice of Meeting— *President Pro Tempore* Lewis confirmed the meeting agenda was posted to the public Friday, June 6, 2019.
- IV. Reading and Disposal of Prior Unapproved Minutes of the Board and Executive Committee— The Board reviewed the minutes of the last Board Meeting on May 8, 2019.
Vice President Harris noted one correction under Member Announcements. Mr. Seibert made a motion to approve the minutes, with correction. Seconded by Mr.

Wilson. Motion carried.

- V. Public Comments— *President Pro Tempore* Lewis welcomed guests from the public and asked them to introduce themselves.
- VI. Finance/Audit Committee Reports—Mr. Welton reported the Finance/Audit Committee did not meet in May and reviewed the April 2019 financials.
Motion made by Mr. Welton to approve the financial statements, subject to audit.
Seconded by Mr. Cox. Motion carried.
- VII. Report of President —In President Stevens’ absence, there was no report.
- VIII. Report of Chairperson of Standing Committees—
- A. Executive Committee— President Pro Tempore Lewis, reported there was no meeting since the last board meeting.
 - B. Business Development Committee —In Mr. Orsini’s absence, the committee report will be tabled until next month’s meeting.
 - C. Marketing Committee – Mr. Starliper reported the committee met on May 24 and discussed the Brix 27 Event on May 17 was successful with 80 guests attending. The committee recommended the staff put a full-page ad in the Chamber Annual Member Directory. There will be no meeting in June.
 - D. Government Affairs and Infrastructure Committee – Mr. Lewis reported the committee was unable to hold a meeting due to lack of a quorum.
 - E. Property Management Committee – Mr. Wilson reported the committee the committee had not met since the last meeting and reported the following updates:
 - 1. Roof on 300 and 400 Building: Mr. Wilson reported the projects have been completed, permits, inspections and approvals given.
 - 2. Bid on Painting: accepted by Steven’s Paving
 - 3. Bid on Signage: accepted by Davis Signs
 - 4. Bid on Landscaping: accepted by Mountain State Landscaping and Snow Removal
 - 5. Bid on Dumpster Pad: accepted by Williams Contracting
 - 6. Proposal on Property Management: accepted by 1st Property Management
Mr. Wilson made a motion to approval bids and proposal awards recommended by the committee. Seconded by Mr. Starliper. Motion carried.
 - 7. Property Management Report—Mr. Wilson distributed the Property Management Report from Mike Bush. The roof work has been completed on 400 Foxcroft Avenue and 300 Foxcroft Avenue is soon to begin. Mr. Bush also reported the insurance claim has been approved.
- IX. Report of Ad-Hoc Committees—
- A. Funding Ad Hoc Committee —Ms. Harris reported the committee met May 15, 2019 at 9:15 a.m. and Michael Whalton of the Eastern West Virginia Community

Foundation (EWVCF) did a presentation on funding process through them. The Board did not put forth any recommendation to proceed forward with any agreement with EWVCF.

- B. Nominating Committee—Mr. Starliper reported the committee is presenting the nominations for the slate of officers as follows:

President, Nan Stevens
Vice-President, Helen Harris
Secretary, Tony Lewis
Treasurer, Jim Welton

Being no other nominations were brought before the Board, Mr. Cox made a motion to close nominations. Seconded by Mr. Seibert. Mr. Dulyea abstained. Motion carried.

Mr. Wilson made a motion to approve the slate of officers as presented. Seconded by Mr. Cox with Mr. Barnes and Mr. Dulyea abstaining. Motion carried.

- X. Executive Session—

Mr. Wilson made a motion to go into Executive Session to discuss real estate matters; seconded by Mr. Seibert. Action is expected to be taken. The board entered into executive session at 10:11 a.m. The board returned to open session at 10:18 a.m.

Mr. Wilson made a motion to extend the Letter of Intent for Project Panther until August 1, 2019; Mr. Cox seconded and motion carried.

- XI. Unfinished Business—No unfinished business reported.

- XII. New Business—No new business presented.

- XIII. Other Business— No other business presented.

- XIV. Report of Staff

- a. Executive Director—Ms. Hamilton reviewed her distributed monthly report. She reported four new projects are being added and a few projects have been suspended indefinitely. She cited funding constraints the main reason progress being halted.
- b. Administrative Services Coordinator—Ms. Price reviewed her distributed monthly report. There were no questions at this time.

- XV. Member Informational Reports and Announcements—

- A. Mr. Dulyea – thanked each Board Member up for reappointment for their service to the Board and the community.
- B. Mr. Starliper – CNB is having an Open House on 6/22 at the Spring Mills’ newly renovated building.

- XVI. Adjournment—There being no further business, Mr. Wilson made a motion and Mr. Cox seconded and the meeting was adjourned at 10:31 a.m.

Respectfully submitted,

(ABSENT)

Anthony Lewis
Secretary / *President Pro Tempore*

Nanette Stevens
President