



MINUTES

Board of Directors Meeting
**Development Authority Conference Room and
via Zoom Meeting**

June 10, 2020, at 9:30 a.m.

Helen Harris, President	Amy Orndorff
Abe Ashton, Vice President	P.J. Orsini
Tony Lewis, Secretary	Brandon Smith
Dan Dulyea	Hunter Wilson
Steve O'Brien	

ABSENT: Bob Butler; Brad Close, Montie Hicks, and George Karos.

OTHER ATTENDEES: 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: Dan Neff, Congressman Mooney's office.

- I. Call to order—President Harris called the meeting to order at 9:33 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 Thursday, June 4, 2020.
- IV. Reading and Disposal of Prior Month's Minutes—The Board reviewed the minutes of the last Board Meeting on May 13, 2020. No corrections to the minutes were requested.
- V. Public Comments— President Harris welcomed our guest from the public attending today's meeting in the conference room.
- VI. Report of the President —President Harris reported the Executive Committee met last week and reviewed highlights over the past year, including the strategic plan last completed covering through 2019. She also reported COVID-19 cases in the building and the health and safety measures taken under property management through CDC-recommended guidelines.

VII. Financial/Audit Committee Report—since Treasurer/Chair Hicks and Committee member Mr. Close were absent, the Finance/Audit Report and April Financials distributed in the read ahead were tabled for review and board approval at July’s monthly meeting.

Mr. Wilson reported that there will be a joint meeting between Property Management and Finance/Audit Committees held in the future.

VIII. Report of Chairperson of Standing Committees—

- A. Executive Committee– President Harris continued from her earlier President’s report on the meeting last week and the need to review the By-Laws and addressing board meetings through Zoom.
- B. Business Development Committee –Mr. Orsini reported the meeting held with the Thrasher Group, discussing a strategic plan for Development Authority property on Foxcroft Avenue and with Jones Lang LaSalle (JLL) on providing real estate services.
- C. Marketing Committee – Mr. Smith reported the committee met and reviewed the mission, content creation with strategic marketing to bring businesses to the area, and video projects to market our properties and to possibly work in conjunction with a live cast Zoom event.
- D. Government Affairs and Infrastructure Committee – Mr. Lewis reported a review of goals and topics including: stormwater management (with an item deferred to Executive Session), a local broadband coalition and building a strategic plan.
- E. Property Management Committee –Mr. Wilson reviewed the Property Management report distributed to the Board in the read ahead, the joint meeting previously referenced, and ideas on signage.
- F. Ad Hoc Nominating Committee-In Mr. Butler’s absence, committee member Mr. O’Brien presented the slate of officers and opened the floor for nominations.

There being no nominations from the floor, Mr. O’Brien made a motion to close the nominations and present the slate of officers to the Board for a vote. Mr. Smith seconded. Motion passed unanimously.

The FY2020-2021 Slate of Officers:

President: Helen Harris
Vice-President: Abe Ashton
Secretary: Tony Lewis
Treasurer: Montie Hicks

IX. Report of Staff

- a. Executive Director—Ms. Hamilton reviewed her distributed monthly report with the Board. She highlighted a new project just added since the last meeting, another project continuing on the fast track, and noted that the diversity of businesses interested in Berkeley County continues to grow. She also reported that zoom meetings are increasing in frequency due to their

convenience and cost effectiveness with prospects and infrastructure entities. Natural Gas availability and broadband access continue to be the biggest challenges to the area.

- 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—*Mr. Dulyea made a suggestion of the option to attend Board meetings via Zoom and meeting once a quarter in person. After discussion, Mr. Dulyea was requested to seek direction from the County Council and table the discussion until July's board meeting.*

XI. Other Business—No other business was addressed at the meeting.

- Mr. O'Brien left the meeting.

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

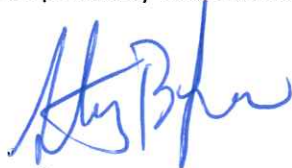
Mr. Wilson made a motion to go into Executive Session at 10:15 a.m. Mr. Ashton seconded it. Action is expected to be taken. The board returned to open session at 11:04 a.m.

Mr. Lewis made a motion to grant an easement as recommended by P&G in the Memorandum of Understanding (MOU) presented. Mr. Dulyea seconded. Mr. Wilson opposed. Motion approved.

XIII. Member Informational Reports and Announcements—Mr. Orsini reported that Main Street Martinsburg is offering local businesses logo placement on downtown banners displayed on Main Street light posts. Cost is \$250. A suggestion was made that the Development Authority sponsor one. Ms. Hamilton will follow up.

XIV. Adjournment—There being no further business, the meeting was adjourned at 11:15 a.m.

Respectfully submitted,



Anthony Lewis
Secretary



Helen Harris
President