



MINUTES

Board of Directors Meeting
Development Authority Conference Room
November 13, 2019, at 9:30 a.m.

Helen Harris, President	Dan Dulyea
Abe Ashton, Vice President	Steve O'Brien
Tony Lewis, Secretary	Amy Orndoff
Montie Hicks, Treasurer	P.J. Orsini
Bob Butler	Brandon Smith
Brad Close	Hunter Wilson

ABSENT: Amanda Giangola and George Karos

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: Chris Strovel, Senator Capito's Office; Dan Neff, Congressman Mooney's Office; and Aaron Sporck, Senator Capito's Office.

- I. Call to order—President Harris called the meeting to order at 9:32 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, November 8, 2019.
- IV. Presentation—President Harris welcomed Aaron Sporck, Director of Economic Development for Senator Shelly Moore Capito here at today's meeting to give a presentation on Broadband Initiatives from the Senators office and the state.
- V. Reading and Disposal of Prior Month's Minutes of the Board –The Board reviewed the minutes of the last Board Meeting on October 9, 2019. No corrections to the minutes were requested.
- VI. Public Comments— President Harris welcomed guests from the public attending today's meeting.
- VII. Report of President —President Harris reported that she, along with Ms. Hamilton and Bill Clark of Region 9 traveled earlier this week to attend a ceremony in

Hurricane, WV to receive a grant for the Authority for a feasibility study of the Harold Drive road project.

- VIII. Financial/Audit Committee Report—Finance/Audit Chairman Hicks, reported on the financials for September 2019.
Mr. Close made a motion to approve the September 2019 financials, subject to audit. Mr. Wilson seconded. Motion approved.
- IX. Report of Chairperson of Standing Committees—
- A. Executive Committee— President Harris reported the committee had not met since the last meeting and look ahead to meeting quarterly if needed.
 - B. Business Development Committee –Chairman Orsini deferred to Executive session.
 - C. Marketing Committee – Ms. Giangola was not at today’s meeting, but it was confirmed the committee had not met since last meeting.
 - D. Government Affairs and Infrastructure Committee – Mr. Lewis reported the committee had not met since the last board meeting
 - E. Property Management Committee – Mr. Wilson reviewed the property manager’s report and continued capital improvement being made on the Foxcroft buildings.
- X. Executive Session—The Board entered into Executive Session at 10:38 a.m. and returned to public meeting at 10:48 a.m. *No action taken.*
- XI. Report of Staff
- a. Executive Director—Ms. Hamilton reviewed her distributed 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 distributed monthly report. There were no questions.
- XII. Member Informational Reports and Announcements—
- 1. Mr. Orsini announced a Main Street Martinsburg Mixer at Orsini’s Appliances this evening and Traeger Turkey Demo this Saturday.
 - 2. Mr. O’Brien was welcomed to his first Board Meeting.
- XIII. Adjournment—There being no further business, the meeting was adjourned at 10:54 a.m.

Respectfully submitted,



Anthony Lewis
Secretary



Helen Harris
President