



MINUTES

Board of Directors Meeting
Development Authority Conference Room
September 11, 2019, at 9:30 a.m.

Helen Harris, President	Amanda Giangola
Tony Lewis, Secretary	Amy Orndoff
Montie Hicks, Treasurer	P.J. Orsini
Bob Butler	Brandon Smith
Brad Close	Hunter Wilson
Dan Dulyea	

ABSENT: Abe Ashton, Steve O'Brien, 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: Breanna Francis, The Journal; and Matthew Umstead, The Herald-Mail.

- I. Call to order—President Harris called the meeting to order at 9:30 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, September 6, 2019.
- IV. Reading and Disposal of Prior Month's Minutes of the Board –The Board reviewed the minutes of the last Board Meeting on August 14, 2019. No corrections to the minutes were requested.
- V. Public Comments— President Harris welcomed guests from the public and asked them to introduce themselves. Attending today's meeting was Breanna Francis, The Journal, and Matthew Umstead, the Herald-Mail.
- VI. Report of President —President Harris reported that Steven O'Brien from P&G will be joining the Board as a Labor Representative.
 - A. Confidentiality Agreement/Conflict of Interest—a copy of the agreement was distributed to the Board and requested to be signed and returned.

- B. Local Economic Development (LED) Resolution—the Development Authority will submit a grant application and asked for a recommendation from the Board.
Mr. Wilson made a recommendation to submit an LED Grant application for the maximum grant award of \$22,727; seconded by Mr. Close. Motion approved.

VII. Finance/Audit Committee Reports—

- A. Financial Reports - Mr. Hicks reported the Finance/Audit Committee met and reviewed the June 2019 financials.
Motion made by Mr. Wilson to approve the financial statements, subject to audit. Seconded by Mr. Close. Motion approved.
- B. FY2020 Budget Revision – The committee and made revisions to the FY2019-2020 budget for and Mr. Hicks asked for a recommendation to approve the revised budget.
Ms. Giangola made a motion to approve the revised budget; seconded by Mr. Wilson. Motion approved.

VIII. Report of Chairperson of Standing Committees—

- A. Executive Committee— President Harris reported the Executive Committee will meet tentatively on the 4th Wednesday.
- B. Business Development Committee –Mr. Orsini reported will meet committee beginning of October and to be discussed will be preparing a Request for Qualifications (RFQ) for real estate service and marketing needs.
 - 1. PILOT Request—Mr. Orsini requested a motion for the Development Authority to serve as a conduit for the Ecolab Expansion.
Mr. Wilson made a motion to approve serving as the conduit for a PILOT Agreement for the Ecolab Expansion; seconded by Mr. Hicks. Motion approved.
 - 2. Department of Highways Agreement – Mr. Orsini requested approval of a resolution for Development Drive Road to State Department of Highways.
Mr. Close made a motion to approve the resolution for Development Drive Road to State Department of Highways; seconded by Mr. Dulyea. Motion approved.
- C. Marketing Committee – Ms. Giangola reported the committee met and brainstormed idea and direction of the committee.
- D. Government Affairs and Infrastructure Committee – Mr. Lewis reported the the committee will reconvene at a later time.
- E. Property Management Committee – Mr. Wilson reported improvements continue to be made.

IX. Executive Session—

Mr. Dulyea made a motion to go into Executive Session to discuss real estate matters; seconded by Mr. Wilson. Action is expected to be taken.

The Board entered into executive session at 10:42 a.m. The Board returned to open session at 11:15 a.m.

Mr. Lewis made a motion to approve Right of Entry (ROE) of the Air National Guard to conduct foam sampling on the Development Authority property for the Martinsburg Air National Guard Base. It was seconded by Amy Orndoff. Motion approved.

X. 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.

XI. Member Informational Reports and Announcements—September 27, 2019, there will be a County Ethics training; Tailgating Under the Stars on September 13, 2019, and Save-the-Date for OmniTRAX event and reception on October 8, 2019.

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

Respectfully submitted,

Anthony Lewis
Secretary

Helen Harris
President