



MINUTES

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

September 9, 2020, at 9:30 a.m.

Helen Harris, President
Abe Ashton, Vice President
Tony Lewis, Secretary
Bob Butler

Dan Dulyea
George Karos
Amy Orndorff
P.J. Orsini

ABSENT: Brad Close, Carey Gano, Montie Hicks; Steve O'Brien, Brandon Smith, and Hunter Wilson.

OTHER ATTENDEES: Mike Bush, Real Property Solutions; Sandy Hamilton, Executive Director, BCDA; Kelsey Miller, Steptoe & Johnson; Tara Price, Administrative Services Coordinator, BCDA; and Jennifer Smith, Economic Development Coordinator, BCDA.

GUESTS: Mark Baldwin, City of Martinsburg; The Honorable Harriet Johnson, City of Martinsburg; Jim Linsenmeyer, WV Development Office; Dan Neff, Congressman Mooney's Office; and Chris Strovel, Senator Capito's Office.

- I. Call to order—President Harris called the meeting to order at 9:32 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, September 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 August 12, 2020. No corrections to the minutes were requested.
- V. Public Comments— President Harris welcomed our guests from the public attending today's meeting.
- VI. Report of the President —President Harris distributed to the Board the FY2020-

2021 Committee Roster. She announced there an Executive Committee Meeting is scheduled for September 30, 2020.

- VII. Financial/Audit Committee Report—Ms. Hamilton reviewed the July 2020 Financial Statements in the absence of Chairman Hicks.

No motion made; tabled to the next monthly meeting.

- VIII. Report of Chairperson of Standing Committees—

A. Executive Committee— no report given.

B. Business Development Committee –Chairmen Orsini announced the committee will meet on September 23, 2020, with Thrasher Group on the Foxcroft Avenue project. Another item from the committee was deferred to Executive Session.

C. Marketing Committee –No report was given in Chairman Smith’s absence.

D. Government Affairs and Infrastructure Committee – Chairman Lewis reported the committee met on August 20, 2020, and another meeting is scheduled for September 16, 2020, to discuss broadband needs in the underserved areas of the county.

E. Property Management Committee –The Board was provided the property management report previously distributed to the Board. Mr. Bush reviewed the report in Chairman Wilson absence.

- IX. Report of Staff

a. Executive Director—Ms. Hamilton reviewed her distributed monthly report with the Board. She requested the confidentiality agreement distributed at the Board Orientation needs to be returned to the office signed as soon as possible ad a Strategi Planning Session is planned for late October. 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 monthly report. There were no questions.

- X. New Business—There was no new business addressed at the meeting.

- XI. Other Business—

- A. Approval of Industrial Access Road Application—

Mr. Karos made a motion for the Board to approve the Industrial Access Road Application from The Clorox Company for Project Ferrari. Mr. Butler seconded. Motion approved.

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

Mr. Dulyea made a motion to go into Executive Session at 10:23 a.m. Seconded by Mr. Ashton. Action is expected to be taken. The Board returned to open session at 10:52 a.m.

A motion was made by Mr. Lewis to approve up to \$7,000 for floor replacement in Catrow Law office; seconded by Mr. Ashton. Motion approved.

A recommendation was made by Mr. Orsini to accept the proposal from HRG for the Harold Drive Extension project, subject to legal review; seconded by Mr. Dulyea.

Mr. Orsini made a recommendation for President Harris and Ms. Hamilton to sign the Letter for Intention (LOI) for the property on Martha Drive, subject to legal review; and seconded by Mr. Ashton. Motion approved.

- XIII. Member Informational Reports and Announcements—No announcements from the members of the Board.
- XIV. Adjournment—There being no further business, the meeting was adjourned at 10:59 a.m.

Respectfully submitted,

Anthony Lewis
Secretary

Helen Harris
President