



## MINUTES

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

September 11, 2024, at 9:31 a.m.

Abe Ashton, President	PJ Orsini
Amy Orndoff, Vice President	John Reisenweber
Mary Sue Catlett, Secretary	Hoy Shingleton
Jason Barrett	Brandon Smith
Margie Bartles	Donna Van Metre
Eddie Gochenour	Patrick Winkelman
Doug Long	

**ABSENT:** Brad Close, Treasurer, Kevin Knowles

**OTHER ATTENDEES:** Jennifer Smith, Executive Director; Leslie Gantt, Economic Development Coordinator; Candace Dalton, Office Administrator

**GUESTS:** Kenneth Barton, Legal Counsel, Steptoe & Johnson; Chris Strovel, Senator Capito's Office; Tara Showen, Property Management, First Management Group; Moises Cardenza-SC Studios

- I. Call to Order – President Ashton called the meeting to order at 9:31 a.m.
- II. Determination of Members Present and Existence of a Quorum – President Ashton reported that a quorum was present.
- III. Proof and Filing by Secretary of Notice of Meeting – President Ashton confirmed the meeting agenda was posted to the public Wednesday, September 4, 2024.
- IV. Reading and Disposal of Prior Month Meeting Minutes - The Board reviewed the minutes of the last Board Meeting on August 14, 2024. No corrections to the minutes were requested and the minutes were accepted.
- V. Public Comments – President Ashton welcomed guests. There were no comments.
- VI. President's Report – President Ashton reminded the board that there will be a board orientation following today's meeting. He stated the VA build-out is finished and we are waiting to be reimbursed.
- VII. Finance/ Audit Committee Report – In the absence of Chairman Close, Ms. Smith stated that the Finance & Audit Committee met this morning and reviewed the financials. She stated that everything is going smoothly. As mentioned by President Ashton they are waiting on the reimbursement from the VA renovations. She reminded the board that the reports were in their packets. There were no questions.

*Ms. Bartles made a motion to accept the Financial Report as presented, subject to audit. Seconded by Ms. Van Metre. Motion approved.*

VIII. Reports of Chairpersons of Standing Committees

- A. Executive – President Ashton stated that the Executive Committee did not meet. There were no questions.
- B. Business Development – Chairman Orsini deferred to Ms. Smith who said she had nothing until Executive Session. There were no questions.
- C. Marketing – Chairman Smith deferred to Ms. Smith who said the Marketing Committee did not meet this month. She said that Build-Up Berkeley had started and that nine finalists are participating. She thanked Mr. Winkelman and Ms. Van Metre for attending the Build-Up Berkeley mixer. There were no questions.
- D. Government Affairs and Infrastructure – Chairman Reisenweber was on Zoom but Ms. Smith stated they are scheduling a meeting but have not met yet. There were no questions.

- IX. Property Management – Chairwoman Bartles said that they are happy the VA renovations are complete. She then turned it over to Ms. Showen who shared with the board that during the VA renovations it was pointed out that the windows seals had failed. She had received two quotes one from Berkeley Glass and the other from Absolute Glass. There was a large disparity between the two quotes. It was suggested that more quotes be requested. Several members had recommendations of names to get quotes from. Ms. Bartles said the wide disparity with the renovation quotes was not unusual. She made it clear that this would be an expense to the Authority and that it is not part of the renovation. She also mentioned that property management would be reviewing all their vendor contracts and may bid some out. Property management plans to meet next month. Ms. Showen said there had been two interested parties in the space downstairs. One party is no longer responsive the other one is a current tenant who would like to switch one of their offices with one that is currently up for lease. Their current office has no windows, and they want one with windows. Ms. Smith had some concerns about the room without windows being harder to rent. Ms. Showen said the current tenant would like a suite, but none are coming available soon. Ms. Bartles suggested that they work with the current tenant to see if they would want additional space instead of switching. Ms. Showen will work on this. There were no questions.

X. Report of Staff

- A. Executive Director – Ms. Smith provided a report in the packet. Ms. Smith said she presented to the County Commission the IAR grant and was able to get the resolution. She also presented on behalf of Project Glass and was able to get them to agree to provide some TIF Funds for this project. It is 54 acres in Inwood. She will discuss more projects in Executive Session. She continues to work on the WVEDC conference. She continues to work on other events like Build-Up Berkeley and Boost Berkeley. She has attended several meetings with MuniCap concerning the CMC project and amending the TIF. She also mentioned the closing of Project White on the Bender Fulton site and that she continues to work with Mountaineer Gas to get the gas line in. Ms. Smith mentioned a training with VEMTECH to switch the office to an entirely cloud based

system. There were no questions.

B. Economic Development Coordinator – Ms. Gantt said she continues to work with business in Berkeley County. She said the first Boost Berkeley was well attended and that the next one is October 1<sup>st</sup>. The speaker will be Michael Boyd with the Small Business Development Center. Ms. Gantt attended the Build-Up Berkeley orientation and mixer. She met with Mary Hott with the WWSBDC, WV Workforce Development Board, Treplar, Mountaineer Brand. She continues to participate in Rotary and Toastmaster. Ms. Gantt also mentioned that she attended the Microsoft training. Ms. Gantt provided the board with a complete report in the board packet. There were no questions.

XI. New Business –

A. Westside Farm Lease Agreement – Ms. Smith shared that we had a lease agreement prepared by Steptoe & Johnson for a farmer that is using the Westside Property. This farmer can receive some funds from the US Department of Agriculture since the Governor declared a State of Emergency due to the drought. Ms. Smith said that this would help the farmer receive funds back for seeds that he lost during the drought. Ms. Smith said the farmers are helpful because they keep people off our property and maintain the land. Mr. Barton said that this was a standard farm lease agreement. Ms. Smith said that they will be working with another farmer who farms Authority property to sign a lease agreement as well. Ms. Smith is asking the board for approval to have President Ashton sign the Westside Farm Lease Agreement.

*Mr. Shingleton made a motion for President Ashton to sign the Farm Lease Agreement for Project Westside. Seconded by Mr. Barrett.*

XII. Other Business - There was no other business.

XIII. Executive Session

*Mr. Gochenour made a motion to enter Executive Session at 9:50 a.m. to confer with counsel on real estate matters. Mr. Shingleton seconded the motion. Motion approved. The board returned to open session at 10:06 a.m. No action was taken during Executive Session.*

XIV. Member Informational Reports and Announcements –

Mr. Smith mentioned that he is having his Third Annual Freedom Day event for veterans. He is also having a fundraiser for this event at Panda Express.

Mr. Gochenour asked that we remember those who lost their lives on 9/11.

Ms. Van Metre mentioned that Sunrise Rotary is having an informational meeting on September 24<sup>th</sup> from 5:30pm to 7:30pm at The Sycamore.

Mr. Shingleton mentioned that Berkeley County Water Treatment Plants are under construction.

Ms. Bartles mentioned that the State Real Estate Board of Commissioners would be in Berkeley County for an event.

Ms. Gantt mentioned Boost Berkeley again.

XV. Adjournment - There being no further business, the meeting was adjourned at 10:09 a.m.

Respectfully submitted,

Mary Sue Catlett  
Secretary

Abraham Ashton  
President