



## MINUTES

Board of Directors Meeting  
Development Authority Conference Room and Via Zoom  
November 12, 2025, at 9:30 a.m.

Margie Bartles, Vice President	Eddie Gochenour	PJ Orsini – entered 9:35 a.m.
Abe Ashton, Treasurer	Kevin Knowles	John Reisenweber – entered 9:40 a.m.
Mary Sue Catlett, Secretary	Doug Long	Hoy Shingleton – entered during Executive Session
Jason Barrett	Amy Orndoff- entered 9:42 a.m.	Donna Van Metre

**ABSENT:** Brad Close, President; Brandon Smith; Patrick Winkelman

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

**GUESTS:** Kenneth Barton, Legal Counsel, Steptoe & Johnson; Joe Sturm, First Management Group; Chris Strovel, Senator Capito's Office

- I. Call to Order – Vice President Bartles called the meeting to order at 9:30 a.m.
- II. Determination of Members Present and Existence of a Quorum – Vice President Bartles reported that a quorum was present.
- III. Proof and Filing by Secretary of Notice of Meeting – The meeting agenda was posted to the public on Thursday, November 6, 2025.
- IV. Reading and Disposal of Prior Month Meeting Minutes - The Board reviewed the minutes of the last Board Meeting on October 8, 2025. The minutes were approved.
- V. Public Comments – There were none.
- VI. President's Report – In the absence of President Close no report was given.
- VII. Finance/ Audit Committee Report – Treasurer Ashton gave his report. Financials were provided to the board in their packets.

*Mr. Knowles made a motion to accept the Financial Reports as presented, subject to audit. Seconded by Mr. Gochenour. Motion approved.*
- VIII. Reports of Chairpersons of Standing Committees
  - A. Executive – Did not meet. There were no questions.
  - B. Business Development – Did not meet. Ms. Smith said Village Square would be discussed in Executive Session. There were no questions.
  - C. Government Affairs and Infrastructure – Did not meet. There were no questions.
- IX. Property Management – Mr. Sturm presented the report. There were no questions.

- X. Report of Staff
  - A. Executive Director – Ms. Smith presented her report. There were no questions.
  - B. Economic Development Coordinator – Ms. Gantt presented her report. There were no questions.
- XI. New Business
- XII. Other Business
- XIII. Executive Session

*Mr. Knowles made the motion to enter Executive Session at 9:45a.m. to confer with counsel on pending legal matters and real estate matters. Seconded by Mr. Ashton. Motion approved. The board returned to open session at 10:06 a.m.*

*No action was taken.*
- XIV. Member Informational Reports and Announcements – There were none.
- XV. Adjournment - There being no further business, the meeting was adjourned at 10:08 a.m.

Respectfully submitted,

Mary Sue Catlett  
Secretary

Brad Close  
President