



## MINUTES

Board of Directors Meeting  
Development Authority Conference Room and Via Zoom  
December 10, 2025, at 9:30 a.m.

Brad Close, President	Eddie Gochenour	Hoy Shingleton
Abe Ashton, Treasurer	Doug Long	Patrick Winkelman
Mary Sue Catlett, Secretary	Amy Orndoff	Donna Van Metre

**ABSENT:** Margie Bartles, Vice President; Jason Barrett; Kevin Knowles; PJ Orsini; John Reisenweber; Brandon Smith

**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; Keith McIntosh, WV Economic Development

- I. Call to Order –President Close called the meeting to order at 9:30 a.m.
- II. Determination of Members Present and Existence of a Quorum –President Close 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 Friday, December 5, 2025.
- IV. Reading and Disposal of Prior Month Meeting Minutes - The Board reviewed the minutes of the last Board Meeting on November 12, 2025. The minutes were approved.
- V. Public Comments – There were none.
- VI. President's Report – President Close had no report for open session.
- VII. Finance/ Audit Committee Report – Treasurer Ashton gave his report. Financials were provided to the board in their packets.

*Mr. Gochenour made a motion to accept the Financial Reports as presented, subject to audit. Seconded by Mr. Shingleton. Motion approved.*
- VIII. Reports of Chairpersons of Standing Committees
  - A. Executive – Did not meet. There were no questions.
  - B. Business Development – Did not meet. 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

A. Resolution for LED Grant

*Mr. Shingleton made the motion that we go before the Berkeley County Council and request to apply for the LED grant. Seconded by Mr. Ashton. Motion approved.*

*Mr. Gochenour made the motion that President Close sign the LED Grant Resolution as presented. Seconded, by Mr. Winkelman. Motion approved.*

XII. Other Business

XIII. Executive Session

*Mr. Long made the motion to enter Executive Session at 9:42 a.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 10:26 a.m.*

*No action was taken.*

XIV. Member Informational Reports and Announcements

XV. Adjournment - There being no further business, the meeting was adjourned at 10:31 a.m.

Respectfully submitted,

Mary Sue Catlett  
Secretary

Brad Close  
President