



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