



MINUTES

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

Abe Ashton, President	Margie Bartles	John Reisenweber
Amy Orndoff, Vice President	Eddie Gochenour	Hoy Shingleton (Arrived 9:35am)
Brad Close, Treasurer (arrived 9:32am)	Kevin Knowles	Brandon Smith
Mary Sue Catlett, Secretary	Doug Long	Donna Van Metre
	PJ Orsini	Patrick Winkelman

ABSENT: Jason Barrett

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

GUESTS: Kenneth Barton, Legal Counsel, Steptoe & Johnson; Joe Sturm, First Management Group

- I. Call to Order – President Ashton called the meeting to order at 9:30 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 – Ms. Smith confirmed the meeting agenda was posted to the public Wednesday, April 2, 2025.
- IV. Reading and Disposal of Prior Month Meeting Minutes - The Board reviewed the minutes of the last Board Meeting on March 12, 2025. The minutes were approved.
- V. Public Comments – There was none.
- VI. President’s Report – President Ashton stated that the updated project report is in the packet. He said there are only two more meetings in this fiscal year. He has appointed a Nominations Committee. Mr. Gochenour will chair the committee and Mr. Shingleton and Ms. Van Metre have agreed to be a part of the committee. If anyone is interested in being an officer, they should let one of them know. They will present their nominations next month and in June the slate will be voted on. There were no questions.
- VII. Finance/ Audit Committee Report –Chairman Close stated that the Financial Reports were in the packets. He highlighted that the committee had renewed the CNB CD for a favorable rate. He said the actual verses budget is still strong and that a meeting to review the budget for next year will take place on April 22, 2025. There were no questions.
Mr. Long made a motion to accept the Financial Report as presented, subject to audit. Seconded by Mr. Reisenweber. Motion approved.
- VIII. Reports of Chairpersons of Standing Committees
 - A. Executive – President Ashton stated that the Executive Committee did not meet. They will be meeting at 11 a.m. today to review the Legal and Marketing RFPs. There were no questions.

- B. Business Development – Chairman Orsini deferred discussion until Executive Session. There were no questions.
- C. Marketing – Ms. Smith stated that the Marketing Committee did not meet but shared that there was a Marketing Report in the board packet. Mr. Smith shared that a sponsor form was in everyone's packets and that we are still in need of sponsorships. Mr. Smith shared that the Marketing RFPs would be reviewed by the Executive Committee since we could not get a quorum. There were no questions.
- D. Government Affairs and Infrastructure – Chairman Reisenweber said the Government Affairs and Infrastructure Committee has not meet. There were no questions.

IX. Property Management – Chairwoman Bartles, said that she would turn it over to Mr. Sturm, since he was present. Mr. Sturm said the windows in the 400 building are almost complete. He also said the spring clean-up is in progress. There were no questions.

- A. Approval of Improvements for 400 Parking Lot Lighting. – The board received two quotes in their packet one from Countryside Electrical Services and one from American Electric Services. American Electric Services did the 300 parking lot lights and is much cheaper than Countryside Electrical Services.

Mr. Close made a motion to accept the quote of \$6,740.40 from American Electric Services for the 400 Parking Lot Light Improvements. Seconded by Mr. Gochenour. Motion approved.

- B. Lease Amendment for the 400 VA Space – Mr. Sturm said that the VA wanted to add 13 new duplex outlets for monitors that will require additional bracing. Documentation was provided in the board packets. Mr. Sturm stated that the reason the lease needed to be amended was so that the Authority could pay for the improvements and the VA could reimburse the Authority. Mr. Barton said this is normal when dealing with the VA Center.

Mr. Knowles made the motion to amend the lease for the 400 VA Space improvements. Seconded by Mr. Long. Motion approved.

X. Report of Staff

- A. Executive Director – Ms. Smith provided a report in the packet. She said she would talk more about the project reports in Executive Session. She highlighted that she attended the 2025 Eastern Regional Awards Ceremony. It was an event that recognized students who were working on projects within their schools in a partnership with manufacturers. She said she continues to work on Build-Up Berkeley and that CNB will be our Platinum Sponsor again this year and that Black Diamond Realty will sponsor again for the third year in a row. Ms. Smith stated that she continues to work with MuniCap and Mr. Stump on TIF projections and documentation amendments. Mr. Gochenour asked which TIFs they were working on. Ms. Smith stated that this was for CMC and the inclusion of them in the North TIF. There were no further questions.

- B. Economic Development Coordinator – Ms. Gantt said she continues to reach out and relay information to businesses. She attended the Martinsburg- Berkeley County Chamber mixer at Black Diamond Realty. She also attended the 2025 Eastern Regional

Awards Ceremony. She continues to work with the staff on Build-Up Berkeley. She recorded a Non-Profit Reel with Sleep in Heavenly Peace and completed a Business Spotlight with Elite Window Tint. She continues to attend Sunrise Rotary Meetings, and she attended the Chamber's Government Affairs Committee Meeting. She continues to work on the BIW Welcome Reception Planning Meeting to be held at The Garage on King from 5pm to 7pm on April 28, 2025. She attended meetings with the Office of State Treasurer, Larry Pack. She continues her training and education by participating in Toastmasters and participated in a "SizeUp Training- "10 Ways to Have the Best Small Business Week Ever"! Mr. Barton also shared that Ms. Gantt is on the Chamber of Commerce Board of Directors and was doing a good job helping to interview for a new Chamber President. There were no questions.

XI. New Business –

- A. Approval of Potomac Edison Right-of-Way Agreement – The easement and map were provided to the board in their packets.

Mr. Long made the motion to have President Ashton sign the Potomac Edison Right- of Way Agreement to install poles on Consumer Drive. Seconded by Mr. Reisenweber. Motion approved.

- B. Conveyance of 0.2 acres to Steele Boys Properties, LLC - President Ashton stated that a very small piece of land belonging to the Authority is located between Consumer Drive and Steel Boys Property. The Authority's property was divided when Consumer Drive was put in. This was brought to Ms. Smith's attention when Potomac Edison contacted her about the right-of-way. Mr. Barton stated that this property is a liability to the Authority. There was discussion.

Mr. Gochenour made the motion to convey the 0.2 acres to Steele Boys Properties, LLC. Seconded by Mr. Winkelman. Motion approved.

XII. Other Business – There was none.

XIII. Executive Session

Mr. Long made the motion to enter Executive Session at 9:50 a.m. to confer with counsel on real estate matters. Seconded by Mr. Reisenweber. Motion approved. The board returned to open session at 10:20 a.m.

Mr. Long made a motion to amend the Purchase and Sales Agreement for Project Lopez. Seconded by Mr. Shingleton. Motion Approved.

Mr. Gochenour made a motion for a Resolution opposing portions of House Bill 2014. Seconded by Mr. Reisenweber. Motion Approved.

XIV. Member Informational Reports and Announcements – Mr. Shingleton shared that construction of water towers on Ridge Rd and Tabler Station will be starting soon.

XV. Adjournment - There being no further business, the meeting was adjourned at 10:29 a.m.

Respectfully submitted,

Mary Sue Catlett
Secretary

Abraham Ashton
President