



MINUTES

Board of Directors Meeting
 Development Authority Conference Room and Via Zoom
 May 13, 2026, at 9:30 a.m.

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

ABSENT: Mary Sue Catlett, Secretary; Kevin Knowles; Candace Dalton Pevarnik, Office Administrator

OTHER ATTENDEES: Jennifer Smith, Executive Director; Leslie Gantt, Economic Development Coordinator

GUESTS: Kenneth Barton, Legal Counsel, Steptoe & Johnson; Keith McIntosh, WV Economic Development; Chris Strovel: Senator Capito’s Office; Joe Sturm, First Management Group

- I. Call to Order –President Close called the meeting to order at 9:27 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 Thursday, May 7, 2026.
- IV. Reading and Disposal of Prior Month Meeting Minutes - The Board reviewed the minutes of the last Board Meeting on April 8, 2026. The minutes were approved.
- V. Public Comments – President Close recognized Mr. Sturm and Mr. Strovel.
- VI. President’s Report – President Close had no report, just a few opening comments.
- VII. Finance/ Audit Committee Report – Chairman Ashton presented the following items to the Board. Financials were provided to the board in their packets.
 - A. Consideration and approval of financial support for the Boys & Girls Club of the Eastern Panhandle.

Mr. Long made a motion for the Berkeley County Development Authority to contribute \$25,000 per year for five years to the Boys and Girls Club renovation project. If, after five years, additional funds are needed to complete the project, the BCDA will contribute the last dollar in, in the amount of \$125,000. Seconded by Ms. Orndoff. Motion approved.

B. Approval of FY2026–2027 Budget

Vice President Bartles made a motion to approve the FY2026-2027 Budget as presented. Seconded by Mr. Shingleton. Motion approved.

C. Renew the CDARS account for an additional 13-week term at the end of offered rate.

Mr. Long made a motion to renew the CDARs account at the end of the current term, which matured on May 7, 2026, for a 13-week term at the rate of 3.51%. Seconded by Mr. Winkelman. Motion approved.

D. Chairman Ashton stated that the current financial report is in the packet. There were no questions.

Mr. Long made the motion to accept the Financial Report as presented, subject to audit. Seconded by Vice President Barles. Motion approved.

VIII. Reports of Chairpersons of Standing Committees

A. Executive

1. Annual review of Executive Director-President Close reported that the Executive Committee met to review Jennifer Smith, Executive Director.

Mr. Gochenour made a motion to enter Executive Session at 9:38 a.m. to discuss the annual review of the Executive Director. Seconded by Mr. Long. Motion approved. The board returned to open session at 9:52 a.m.

No action was taken.

B. Business Development –Chairman Orsini said the committee met, but he had nothing for open session. There were no questions.

1. Approval of Project Allstar Project Development and Pre-Design Consulting Services

Mr. Shingleton made a motion to approve the Project All-Star Project Development and Pre-design Consulting Services as presented by The Thrasher Group. Seconded by Mr. Long. Motion approved.

2. Approval of PSA for Willis Site to TBH

Mr. Gochenour made a motion for President Close to sign the Purchase and Sales Agreement along with any necessary closing documents for TBH to purchase the Willis Site property. Seconded by Mr. Winkleman. Motion approved.

3. Amendment to Purchase and Sales Agreement for Marx Development Group

Mr. Long made a motion to table the approval of the amendment of the Purchase and Sales Agreement from the Marx Development Group. The agreement was never received. Seconded by Ms. Orndoff. Motion approved.

4. WVU Medicine – Letter of Intent

Mr. Ashton made a motion to table the WVU Medicine Letter of Intent. Seconded by Mr. Winkleman. Motion approved.

C. Government Affairs and Infrastructure – Chairman Reisenweber said he will look at dates for a future meeting but has nothing at this time. There were no questions.

IX. Property Management – Chairwoman Bartles said that Property Management Report was in the packet. There were no questions.

X. Report of Chairperson of Ad-Hoc Nominating Committee – Chairman Shingleton reported that the committee met to determine the slate of officers for FY2027. He made a recommendation on behalf of the committee for the existing officers to be on the slate of officers for FY2027.

Mr. Long a motion to accept the slate of officers as provided. Seconded by Mr. Gochenour. Motion approved.

President Close opened the floor for nominations. None were made.

Mr. Gochenour made the motion to close the floor for nominations. Seconded by Mr. Long. Motion approved.

The slate of officers will be presented at the June board meeting.

XI. 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.

XII. New Business

A. Approval to partner with Blue Ridge Community and Technical College for participation in the Learn and Earn Program (part-time employee placement)

Vice President Bartles made a motion to approve the Executive Director to hire a part-time employee through Blue Ridge CTC and utilizing the Learn & Earn Program. Seconded by Mr. Winkleman. Motion approved.

XIII. Other Business – There was none.

XIV. Executive Session

Mr. Ashton made the motion to enter Executive Session at 10:15 a.m. to confer with counsel on pending legal matters and real estate matters. Seconded by Mr. Long. Motion approved. The board returned to open session at 10:55 a.m.

XV. Member Informational Reports and Announcements

XVI. Adjournment - There being no further business, the meeting was adjourned at 11:02 a.m.

Respectfully submitted,

Mary Sue Catlett
Secretary

Brad Close
President