



Board of Directors Monthly Meeting
Development Authority Conference Room
300 Foxcroft Ave, Suite 201, Martinsburg, WV 25401
Join Zoom Meeting: <https://us02web.zoom.us/j/86962321313>
One tap mobile - Phone: 301-715-8592

AGENDA
Wednesday, December 10, 2025 | 9:30 a.m.

- I. Call to Order
- II. Determination of Members Present and Existence of a Quorum
- III. Proof and Filing by Secretary of Notice of Meeting
- IV. Reading and Disposal of Prior Month Meeting Minutes
- V. Public Comments
- VI. President's Report
- VII. Finance/ Audit Committee Report
- VIII. Reports of Chairpersons of Standing Committees
 - A. Executive
 - B. Business Development
 - C. Government Affairs and Infrastructure
- IX. Property Management
- X. Report of Staff
 - A. Executive Director
 - B. Economic Development Coordinator
- XI. New Business
 - A. Resolution for LED Grant FY2025-2026
- XII. Other Business
- XIII. Executive Session
 - A. Discuss Personnel Matters (if necessary)
 - B. Discuss Pending Legal Matters with Counsel (if necessary)
 - C. Discuss Real Estate Matters Involving Competitive Bids, Property Transactions (if necessary)
- XIV. Member Informational Reports and Announcements
- XV. Adjournment

The BCDA reserves the right to change the order of the agenda and to go into Executive Session to discuss subjects as appropriate pursuant to WV Code 6-9A-4.

Posted to the public on Friday, December 5, 2025

The mission of the Berkeley County Development Authority is to promote sustainable industrial and economic development and increased employment and tax base through the cooperative sharing of resources within the community.