

**Morgan County Economic Development Authority  
Board of Directors Meeting  
June 29, 2021  
Morgan County Courthouse**

**MINUTES**

Members Present: Stefanie Allemong, Ed Asher, Terri Beard, Sean Forney, Mark Garfinkel, Mark Harrell, George McVey, Larry Omps, Brandy Steele, and Kristen Tuttle

Members Absent: Chase Andrews, Kris Domich, Ryan Rebant, and Susan Webster

Also Present: Lyn Goodwin, EDA executive director

**1. Call-to-Order**

Larry Omps called the meeting to order at 4 p.m. Quorum present.

**2. Minutes**

George McVey made a motion to approve the minutes of the May 25, 2021 meeting. The motion was seconded by Brandy Steele, and the motion was approved.

**3. Treasurer's Report**

Mark Harrell made a motion to approve the Treasurer's Report, including expenses, for June 25, 2021. The motion was seconded by Mark Garfinkel, and the motion was approved.

**4. EDA Projects/Business**

- a. EDA Office Renovations – Renovation work on the EDA office space is underway. Work includes removal/addition of walls, removal of old plumbing fixtures, electrical upgrades, painting, installation of new flooring, etc. Efforts are being made to reuse any lumber, doors, etc. Renovations are estimated to be completed in October and cost about \$15,000. Estimate includes flooring and electrical work for first and second floors of the building but does not include removal of the old boiler or installation of two heat pumps for the entire building. Mark Harrell made a motion to present a proposal to the Morgan County Commission in which EDA would pay \$5,000 toward the approximately \$10,000 renovation costs of EDA office space. The motion was seconded by George McVey, and the motion was approved.
- b. Nominating Committee Report – Sean Forney reported Nominating Committee met and presents the following slate of officers for FY 2021-2022: Larry Omps, president; Sean Forney, vice president; Susan Webster, secretary; and Stefanie Allemong, treasurer. Election of officers will occur at the July meeting. Larry Omps expressed his appreciation for the years of service provided by current Treasurer George McVey.
- c. FY 2020 & FY 2021 Audit Engagement Letters – West Virginia State Auditor's Office did not have a record of receiving the EDA's procurement documents and contract for annual audits for FY 2020 and FY 2021. Paperwork has been resubmitted, and both audits are now scheduled for August 5. Standard audit engagement letters need to be completed prior to the audit date. Sean Forney made a motion to approve audit

engagement letters for Ferrari & Associates for FY 2020 and FY 2021. The motion was seconded by Mark Harrell, and the motion was approved.

- d. Real Estate Report – Monthly real estate activity reports have been requested from the EDA’s real estate agent. The report for May was included in the board packet. Marketing information packets for both industrial parks are being updated.
- e. Letter of Intent/Proposal for Lots 13, 14, and 15 in Morgan County Industrial Park – Letter of Intent for Lots 13, 14, and 15 has been received. Terri Beard made a motion to go into executive session to discuss the Letter of Intent for Lots 13, 14, and 15, a contractual matter pursuant to W.Va. Code §6-9A-4. The motion was seconded by Brandy Steele, and the motion was approved. The EDA entered executive session at 4:20 p.m. and returned from executive session at 4:40 p.m. Mark Harrell made a motion to decline the Letter of Intent for Lots 13, 14, and 15. The motion was seconded by George McVey, and the motion was approved.
- f. Improvements to Morgan County Industrial Park & Paw Paw Industrial Park – A forester with the West Virginia Division of Forestry has done a preliminary survey of both industrial parks and has indicated that enough marketable timber exists in some locations to warrant selling it. The removal of some timber would make vacant lots more attractive to potential prospects for development purposes. George McVey made a motion to proceed with obtaining a forestry services proposal and estimates for possible timber sales. The motion was seconded by Terri Beard, the motion was approved.
- g. Discussion of Buy-Back of Lots 5 & 7 in Morgan County Industrial Park – Members discussed the status of Lots 5 & 7 and the park’s covenants and restrictions pertaining to building construction timelines. Mark Garfinkel made a motion to send letters to the owners of Lot 5 and Lot 7 stating the EDA’s plans to exercise its option to buy back the properties since construction has not occurred yet. The motion was seconded by George McVey, and the motion was approved.

5. Director’s Report

Lyn Goodwin noted her Director’s Report was included in the meeting packet. She provided updates on business retention/expansion visits to Caperton Furnitureworks and Capstone Spirits.

6. Announcements/Public Comment

None.

7. Adjournment

Terri Beard made a motion to adjourn the meeting. The motion was seconded by George McVey, and the motion was approved. The meeting adjourned at 5:25 p.m.

Attest:

President



Secretary

