

**Morgan County Economic Development Authority
Board of Directors Meeting
September 27, 2022
Morgan County EDA Office**

MINUTES

Members Present: Stefanie Allemong, Ed Asher, Terri Beard, Mark Garfinkel, Mark Harrell, Larry Omps, Ryan Rebant, Brandy Steele, Kristen Tuttle, and Susan Webster

Member Absent: Sean Forney

Also Present: Lyn Goodwin, EDA executive director

1. Call-to-Order

Larry Omps called the meeting to order at 4:02 p.m. Quorum present.

2. Minutes

Terri Beard made a motion to approve the minutes of the August 30, 2022 meeting. The motion was seconded by Kristen Tuttle, and the motion was approved.

3. Treasurer's Report

Kristen Tuttle made a motion to approve the Treasurer's Report and expenditures for August 31, 2022. The motion was seconded by Brandy Steele, and the motion was approved.

4. EDA Projects/Business

- a. Proposal for Lot 12 in 522 Business Park – Prospect discussed his plan to purchase Lot 12 in the 522 Business Park for a commercial diesel truck engine repair business. He wants to construct a 5,000-square-foot repair shop and would have 3-5 employees. Terri Beard made a motion to enter executive session at 4:34 p.m. to discuss the purchase proposal for Lot 12, a contractual matter pursuant to W.Va. Code § 6-9A-4. The motion was seconded by Mark Garfinkel, and the motion was approved. Terri Beard made a motion to exit executive session and return to regular session at 5:06 p.m. The motion was seconded by Brandy Steele, and the motion was approved. Terri Beard made a motion to have the EDA executive director contact the prospect and inform him that the proposed offer is acceptable but additional information is needed regarding his business plan and preliminary site plan. The motion was seconded by Mark Harrell, and the motion was approved.
- b. Lot 8 Clearing in Paw Paw Industrial Park – In the process of clearing Lot 8 in the Paw Paw Industrial Park, SB and Son Contracting, LLC pushed dirt and trees into the stream/ravine, and a complaint was reported to the West Virginia Department of Environmental Protection (WVDEP). The EDA is working with the WVDEP, West Virginia Department of Natural Resources, and U.S. Army Corps of Engineers (USACE) to take corrective actions and obtain required permits. USACE is scheduled to make a site visit on October 5.
- c. EDA Website Update/Redesign Agreement – Revize is not willing to reduce its annual fee; however, in year five, the company will provide a free website update/redesign if the EDA would choose at that time to renew its contract with the company. Mark Garfinkel raised

several questions regarding the proposed sales agreement with Revize, including website testing, website ownership, and hosting and maintenance fees. Mark will provide a list of his questions/concerns to the EDA executive director. The EDA Marketing Committee will review the questions and schedule a meeting with Revize to obtain answers for the next board meeting.

- d. EDA Logo Redesign Agreement – Since EDA logo redesign is part of EDA website update/redesign, no action taken at this time.
- e. EDA Audit Procurement Committee – The West Virginia State Auditor’s Office has notified the EDA to begin the audit procurement process for Fiscal Years 2022 and 2023. Terri Beard made a motion to appoint Stefanie Allemong, Mark Garfinkel, and Mark Harrell as the EDA Audit Committee. The motion was second by Ed Asher, and the motion was approved.
- f. Prospects Update – Lyn Goodwin gave a report on recent prospect activity. Lyn also reported Jim Christie with Civil and Environmental Consultants toured the “Little Niagara” property with Morgan County, Town of Paw Paw, and EDA officials. The consultant thinks the property has potential to be a viable tourist attraction/economic development project, and a meeting will be scheduled with the group to begin developing ideas for a few concept plans for the property.

5. Director’s Report

Lyn Goodwin noted her Director’s Report was included in the meeting packet. She mentioned the following items from her report:

- EDA received the grant from the West Virginia Department of Economic Development Governor’s Closing Fund to offset a portion of the equipment costs associated with the expansion at Caperton Furnitureworks. The \$300,000 grant has been forwarded to Caperton Furnitureworks.
- The logging in the 522 Business Park should begin in the next few weeks.
- I attended the West Virginia Economic Development Council Annual Fall Conference on September 6-8 in Wheeling. The sessions were very informative.
- Sandy Hamilton, executive director of the Berkeley County Development Authority, has retired. I attended a reception in her honor on September 14.
- I will be on vacation September 28-30 and October 3.
- Berkeley Springs KOA is hosting a Community Open House on October 25 from 4-7 p.m. at The Country Inn.
- The West Virginia Legislative Interim Meetings will be November 13-15 at Cacapon State Park. Schedule will be shared with EDA board members when finalized.

6. Announcements/Public Comments

- Jim Linsenmeyer announced West Virginia University and West Virginia Department of Economic Development will be hosting a Student, Alumni & Manufacturing Reception on October 10 at the Bavarian Inn in Shepherdstown.
- Jim Linsenmeyer announced West Virginia University Industrial Extension and West Virginia Department of Economic Development will be sponsoring a Manufacturing Workforce Forum on October 18 at Blue Ridge Community and Technical College in Martinsburg.

- Lyn Goodwin announced a special EDA Board Meeting is scheduled for Thursday, September 29, at 4 p.m. at the Morgan County Courthouse. The purpose of the meeting will be to approve a Corrective Deed for Sale of Lot 5 in 522 Business Park. The deed that was previously recorded was recorded in the business name of J & A Holding, LLC. It has since been determined that the business name was never registered so the deed needs to reflect Lucas T. Andrews instead of J & A Holding, LLC as the Grantee.

7. Adjournment

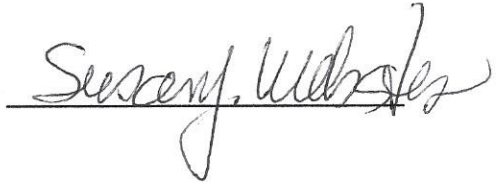
With no further business to discuss, Terri Beard made a motion to adjourn the meeting at 5:50 p.m. The motion was seconded by Stefanie Allemong, and the motion was approved.

Attest

President:

A handwritten signature in black ink, appearing to be 'Lyn Goodwin', written over a horizontal line.

Secretary:

A handwritten signature in black ink, appearing to be 'Stefanie Allemong', written over a horizontal line.