

**Morgan County Economic Development Authority
Board of Directors Meeting
October 25, 2022
Morgan County EDA Office**

MINUTES

Members Present: Ed Asher, Terri Beard, Sean Forney, Mark Garfinkel, Mark Harrell, Larry Omps, Ryan Rebant, Kristen Tuttle, and Susan Webster

Members Absent: Stefanie Allemong and Brandy Steele

Also Present: Lyn Goodwin, EDA executive director

1. Call-to-Order

Larry Omps called the meeting to order at 4:04 p.m. Quorum present.

2. Minutes

Sean Forney made a motion to approve the minutes of the September 27, 2022 meeting. The motion was seconded by Terri Beard, and the motion was approved. Sean Forney made a motion to approve the minutes of the September 29, 2022 meeting. The motion was seconded by Terri Beard, and the motion was approved.

3. Treasurer's Report

Sean Forney made a motion to approve the Treasurer's Report and expenditures for September 30, 2022. The motion was seconded by Terri Beard, and the motion was approved.

4. EDA Projects/Business

a. Approval of Proposal for Bank Stabilization Permit Application and Plan for Lot 8 in Paw Paw Industrial Park – After a site inspection, the U.S. Army Corps of Engineers (USACE) issued the EDA a Notice of Violation regarding the stream fill that occurred along Lot 8 in the Paw Paw Industrial Park as a result of work done by SB & Son Contracting. The USACE supports stream bank stabilization-type work as a way to bring the situation into compliance. Ed Asher made a motion to approve hiring Potesta to prepare the required permit application and bank stabilization plan at a cost of \$9,000. The motion was seconded by Mark Harrell, and the motion was approved. EDA board requested the EDA executive director work with Sean Forney and Mark Garfinkel to write a letter to SB & Son Contracting regarding possible options for EDA to recoup unexpected expenses to correct the stream bank problem.

b. Update on Proposal for Lot 12 in 522 Business Park – Mark Harrell, Brandy Steele, and Lyn Goodwin met with Shane Olden, owner of Mid-Atlantic Repairs, LLC, to further discuss his plans to purchase Lot 12 in the 522 Business Park. Mr. Olden was informed additional information is needed regarding his business plan, financial capability, and preliminary site plan, and he was provided with resources to assist him in compiling the information. EDA board requested the EDA executive director ask Mr. Olden if 90 days would be an acceptable timeframe to provide the requested information,

- c. Update on Lot 11/Capstone Distillery in 522 Business Park – EDA board members discussed the appearance and construction progress of Lot 11/Capstone Distillery in the 522 Business Park. Lyn Goodwin conducted a business visit on October 13, and the owners indicated that the stills would be installed the following week, and then it would take another 3-6 months for inspection and obtaining a license before opening can occur. Morgan County facilities/maintenance employees recently mowed the lot.
- d. Approval of EDA Website Update/Redesign Agreement – EDA Marketing Committee met and reviewed questions/concerns raised by Mark Garfinkel regarding Revize Web Services Sales Agreement. Revize provided answers and changes to the agreement addressing the questions/concerns. Mark Harrell made a motion to approve the updated Revize Web Services Sales Agreement at a cost of \$7,880. The motion was seconded by Terri Beard, and the motion was approved.
- e. Approval of EDA Logo Redesign Agreement – Mark Harrell made a motion to approve the Revize Logo Redesign Services Sales Agreement at a cost of \$1,000. The motion was seconded by Kristen Tuttle, and the motion was approved.
- f. Approval of EDA Jeep Fuel Tank Replacement – The EDA vehicle has developed a fueling issue, and the Morgan County facilities director recommends that the fuel tank be replaced since other possible solutions have not worked. Terri Beard made a motion to have the fuel tank replaced at an estimated cost of \$1,500. The motion was seconded by Ryan Rebant, and the motion was approved.
- g. EDA Board Member Vacancy – Recommended industry representative to serve on the EDA board has been unresponsive to requests regarding interest and possible appointment by the Morgan County Commission. An industry representative is needed to bring the board membership total to the required 12 members. No action taken at this time.
- h. Prospects Update - Lyn Goodwin gave a report on recent prospect activity.

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:

- Requests for Proposals (RFPs) to perform the EDA audits for FY 2022 and FY 2023 have been sent to several CPA firms.
- Business retention visits have been done with Cacapon Resort State Park, Capstone Distillery, RWR WV Insurance, and STS International.
- The Local Economic Development (LED) Grant Application for FY 2022-2023 has been posted and is due December 31.
- The logging in the 522 Business Park is underway.
- Berkeley Springs KOA is hosting a Community Open House today from 4-7 p.m. at The Country Inn.

- Eastern Panhandle Entrepreneurs Forum will be November 3 at 6 p.m. at Blue Ride Community and Technical College in Morgan County.
- 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 Comment

- Sean Forney announced the Morgan County Commission received a commitment of \$2,5 million from the State of West Virginia last week to match the U.S. EDA \$3.2 million grant for the water and sewer extension along U.S. 522 south.
- Terri Beard announced the West Virginia Eastern Panhandle Economic Outlook presentation by John Deskins from West Virginia University will be on December 8 at noon at Coolfont Resort.

7. Adjournment

With no further business to discuss, Ed Asher made a motion to adjourn the meeting at 5:08 p.m. The motion was seconded by Terri Beard, and the motion was approved.

Attest

President:



Secretary:

