

**Morgan County Economic Development Authority  
Board of Directors Meeting  
January 31, 2023  
Morgan County EDA Office**

**MINUTES**

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

Members Absent: Mark Harrell

Also Present: Lyn Goodwin, EDA executive director

Guests Present: Jim Linsenmeyer, Ron Martin, Angela Stohl, David Stohl, and John Stohl

1. Call-to-Order

Larry Omps called the meeting to order at 4:06 p.m. Quorum present.

2. Minutes

Ed Asher made a motion to approve the minutes of the November 29, 2022 meeting. The motion was seconded by Susan Webster, and the motion was approved.

3. Treasurer's Report

Susan Webster made a motion to approve the Treasurer's Report and expenditures for November 30, 2022 and December 31, 2022. The motion was seconded by Terri Beard, and the motion was approved.

4. EDA Projects/Business

- a. 522 Business Park Prospect – David, Angela, and John Stohl discussed their interest in purchasing Lot 12 in the 522 Business Park for a motorcycle service, restoration, and parts/accessories shop. The EDA Board asked The Stohls to provide additional information regarding their business plan and a preliminary site plan for its review at the February EDA Board meeting. The EDA executive director will provide The Stohls with a copy of the 522 Business Park's Covenants and Restrictions, contact information for a small business coach, and contact information regarding obtaining a highway entrance permit.
- b. Update on Lot 8 in Paw Paw Industrial Park – The EDA filed a claim with the insurance company, Markel, in December to recoup unexpected expenses to correct the streambank problem along Lot 8 in Paw Paw Industrial Park. The EDA's claim remains under further review at this time.

Potesta submitted the EDA's U.S. Army Corps of Engineers permit application for streambank stabilization on December 19. The Army Corps of Engineers has conducted an initial review of the application, has no questions at this time, and is prepared to process the application as it moves through the queue.

- c. Extension of Timber Sale Contract for 522 Business Park – Ray Bohrer of Ray Bohrer Pulpwood and Timber has requested an additional extension from February 1, 2023 to May 1, 2023 to complete the logging at the 522 Business Park. Susan Webster made a motion to approved the extension as requested. Ryan Rebant seconded the motion, and the motion was approved.

- d. Realtor Listing Agreement Extensions for 522 Business Park and Paw Paw Industrial Park – The listing agreements with Coldwell Banker Premier for broker services for the 522 Business Park lots and Paw Paw Industrial Park lots recently expired and need to be extended. Ryan Rebant made a motion to approve extending the listing agreements to December 31, 2023, with the stipulation that the listing for the Paw Paw Industrial Park be checked and that it be marketed in the same manner at the 522 Business Park. The motion was seconded by Sean Forney, and the motion was approved.
- e. Wireless Internet Service Provider Loan Agreement Documents – A separate EDA checking account for the Wireless Internet Fund has been opened at CNB Bank. A second draft of a Wireless Internet Service Provider Loan Agreement was distributed to EDA board members at the meeting and reviewed. Terri Beard made a motion to approve the second draft of the Loan Agreement with the following revisions: 1) the interest rate be calculated and added under Item #1, and 2) under Item #8, the minimum requirements for a tower site be changed to serve at least 20 customers. The motion was seconded by Sean Forney, and the motion was approved.
- f. FY 2022 Audit Engagement Letter – The EDA audit for FY 2022 is scheduled for February 21. A standard audit engagement letter needs to be completed prior to the audit. Ryan Rebant made a motion to approve the audit engagement letter with Ferrari & Associates for FY 2022. The motion was seconded by Terri Beard, and the motion was approved.
- g. FY 2022-2023 LED Grant Resolution – The West Virginia Department of Economic Development (WVDED) has awarded the EDA a Local Economic Development (LED) grant in the amount of \$22,727. Susan Webster made a motion to approve a resolution authorizing EDA Executive Director Lyn Goodwin to enter into a contractual agreement with the WVDED to receive and administer grant funds pursuant to the provisions of the FY 2022 LED Grant Program. The motion was seconded by Terri Beard, and the motion was approved.
- h. Morgan County Job Fair Sponsorship – The EDA has been asked to be a sponsor, in the amount of \$500, for the Berkeley Springs-Morgan County Chamber of Commerce’s Job Fair on March 23 at Cacapon Resort State Park. Susan Webster made a motion to approve a \$500 sponsorship for the Job Fair. The motion was seconded by Ryan Rebant, and the motion was approved.
- i. 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 for the report:

- Article regarding Lotus Recovery Centers’ pending sale of Green Street property to a developer was published in the Morgan Messenger on January 25.
- EDA Marketing Committee met just prior to the board meeting to provide input on questionnaires for EDA logo redesign and EDA website redesign.
- Business retention/expansion visits have been conducted with Caperton Furnitureworks, Rick Watson/Digital Media Center, Star Theater, The Bug Man, and U.S. Silica.



- I attended the Eastern West Virginia Economic Alliance Legislative Breakfast in Charleston on January 24. Economic development directors from the Eastern Panhandle met with our legislators and discussed our infrastructure needs and need for certified sites/development readiness funding to advance economic development in the region.
- I attended the West Virginia Economic Development Council Legislative Conference in Charleston on January 24-25. Presentations from state legislative, government, economic development leaders were informative.
- The next Eastern Panhandle Entrepreneurs Forum is scheduled for February 2 at the Purple Iris in Martinsburg. Brad Close from BTM CPAs will be the guest speaker, discussing what financial records should be kept by small business owners/entrepreneurs.
- The Eastern West Virginia Economic Alliance has agreed to pay the \$995 registration fee for local economic development directors to attend the 2023 SelectUSA Investment Summit from May 1-4 at National Harbor if the EDA organizations will cover hotel fees. Terri Beard made a motion for the EDA to pay the lodging costs for Lyn Goodwin to attend the 2023 SelectUSA Investment Summit. The motion was seconded by Mark Garfinkel, and the motion was approved.

6. Next Meeting

The next EDA meeting is scheduled for February 28, 2023.

7. Announcements/Public Comment

- Sean Forney noted West Virginia DNR officials are saying no specific site has been selected yet for a proposed RV campground at Cacapon Resort State Park. The item is on the agenda for discussion at the next Morgan County Commission meeting.
- Sean Forney noted Morgan County commissioners contacted Valley Health regarding the recent closure of its fitness services in Berkeley Springs and were informed that Valley Health is not interested in operating fitness facilities any longer. The item is on the agenda for discussion at the next Morgan County Commission meeting.
- Susan Webster reported North Wilkes Street is scheduled to be paved this year by the West Virginia Division of Highways.
- Mark Garfinkel suggested the owner of the former's Tari's Café be contacted to see if the EDA can assist with the sale of the business in any way.
- Jim Linsenmeyer noted locality pay is one of the items being discussed in the State Legislature this session.

8. Adjournment

With no further business to discuss, Terri Beard made a motion to adjourn the meeting at 5:38 p.m. The motion was seconded by Stefanie Allemong, and the motion was approved.

Attest

President:



Secretary:

