

**Morgan County Economic Development Authority
Board of Directors Meeting
August 29, 2023
Morgan County EDA Office**

MINUTES

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

Members Absent: Stephanie Allemong, Sean Forney, and Mark Harrell

Also Present: Lyn Goodwin, EDA executive director

1. Call-to-Order

Quorum present. President Larry Omps called the meeting to order at 4:08 p.m.

2. Minutes

Ed Asher made a motion to approve the minutes of the June 27, 2023 meeting. The motion was seconded by Susan Webster, and the motion passed.

3. Treasurer's Report

Terri Beard made a motion to approve the Treasurer's Report and expenditures for June 20, 2023 and July 31, 2023, via the bank statements. The motion was seconded by Ed Asher, and the motion passed.

4. EDA Projects/Business

a. U.S. 522 Bypass Signage Plans Update

Members reviewed draft signage plan for Berkeley Springs. Plan covers state signage, large signage, wayfinder signage, and naming of the U.S. 5222 bypass. Lyn Goodwin will forward members' comments on the draft plan to Stephanie Rebant with Travel Berkeley Springs.

b. 522 Business Park Lot 12 Update

Ryan Rebant has confirmed that a utility right-of-way/easement exists between Lots 9 and 11 at the 522 Business Park, which would accommodate a shorter extension of water and sewer lines. Lyn Goodwin will work with Alpha & Associates to verify that no water and sewer system upgrades are necessary to extend the lines before obtaining price quotes for the work. Lyn Goodwin will also inquire about what work remains to get water and sewer service operational to Lots 13, 14, and 15.

c. Paw Paw Industrial Park Lot 8 Update

Sean Forney and Mark Garfinkel reviewed the certificate of insurance issued by SB & Son Contracting's insurance company and suggest that the EDA pursue the matter further. Lyn Goodwin will contact the EDA attorney about writing a letter to the insurance company.

Lyn Goodwin will confirm with Seth Brittingham/SB & Son Contracting that he can complete the remaining streambank stabilization work on Lot 8 in the Paw Paw Industrial Park. Work would be done at his expense as part of a repayment plan for the EDA's unexpected expenses related to Lot 8.

d. Town of Paw Paw Maintenance Building Lot Request Update

Nothing new to report.

e. Approval of Signatures for EDA Checking Account/Disbursements of EDA Funds

New bank signature cards, which would add the new treasurer to the EDA checking accounts, need to be authorized by the EDA board. Susan Webster made a motion to remove Stefanie Allemong and add Terri Beard to the signature cards for the EDA checking accounts. The motion was seconded by Mark Garfinkel, and the motion passed.

f. Approval to Purchase Laptop for EDA Treasurer Use

To avoid potential licensing issues going forward, it has been recommended that the EDA purchase a laptop and have QuickBooks installed on it for the EDA treasurer's use. Members reviewed laptop price quotes. Ed Asher made a motion to approve the purchase of a laptop for EDA treasurer's use at the cost of \$568.89. The motion was seconded by Susan Webster, and the motion passed.

g. Approval to Purchase EDA Audio/Visual Equipment

To complete the audio/visual equipment for the EDA conference room, members reviewed television price quotes. Susan Webster made a motion to approve the purchase of a 65-inch television at a cost of \$469.99. The motion was seconded by Ed Asher, and the motion passed.

h. Discussion/Review Quotes for EDA Exterior Office Sign

Members reviewed price quotes for a new EDA exterior sign and determined that the prices were too expensive. Lyn Goodwin will work with Brandy Steele on obtaining another price quote for the sign.

i. Discussion of EDA Office Space

Members discussed a community organization's interest in the possibility of sharing office space with the EDA. Due to plans to add additional EDA staff in the future, members were not in favor of sharing office space at this time, but they expressed an interest in exploring how the organizations could work together more often to assist businesses and support business programs and events.

j. Prospects Update

Lyn Goodwin gave an update on recent prospect activity. Ed Asher questioned how the EDA realtor follow ups with prospect inquiries. Lyn Goodwin will follow up with the realtor.

5. Director's Report

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

- Work on new EDA website continues. HTML development phase has been completed, and the sitemap has been finalized. Preparations are underway for the migration phase.

- The Eastern West Virginia Economic Alliance is having a short video made highlighting the quality of life in the Eastern Panhandle. The video will be a tool to promote the area as a great place for young professionals/young families to live and work and would be used to help with workforce recruitment.
- EDA hosted Eastern Panhandle Entrepreneurs Forum on August 3 at the Country Inn, and there was a good turnout. Thanks to CNB Bank for sponsoring the event.
- EDA connected with a few site selectors at the West Virginia Airshow on August 26 at the Eastern West Virginia Regional Airport.
- State Auditor's Boards & Authorities Training Seminar will be on October 5 in Martinsburg.
- Lyn Goodwin will be out of the office September 18-20 attending WVEDC Fall Conference in Huntington.

6. Announcements/Comments

Terri Beard gave an update on plans for this year's Apple Butter Festival, which will be on October 6-8.

7. Next Meeting

The next EDA board meeting is scheduled for September 26, 2023.

8. Adjournment

With no further business to discuss, Mark Garfinkel made a motion to adjourn the meeting at 5:30 p.m. The motion was seconded by Susan Webster, and the motion passed.

Attest

President:



Secretary:

