

**Morgan County Economic Development Authority
Board of Directors Meeting
February 27, 2024
Morgan County EDA Office**

MINUTES

Members Present: Ed Asher, Terri Beard, Sean Forney, Mark Garfinkel, Mark Harrell, Amanda Hollins-Teixeira, Larry Omps, Ryan Rebant, Brandy Steele, Kristen Tuttle, Denise Wagenbrenner, and Susan Webster

Also Present: Lyn Goodwin, EDA executive director

1. Call-to-Order

Quorum present. President Larry Omps called the meeting to order at 4:07 p.m.

2. Minutes

Mark Harrell made a motion to approve the minutes of the January 31, 2024 and February 13, 2024 meetings. The motion was seconded by Terri Beard, and the motion passed.

3. Treasurer's Report

Mark Harrell made a motion to approve the Treasurer's Report and expenditures for January 31, 2024. The motion was seconded by Mark Garfinkel, and the motion passed.

4. EDA Projects/Business

a. Consideration of Offer to Buy-Back Lots 8 & 9 in 522 Business Park

Arthur Cooksey, CEO of Let's Talk Interactive, submitted another offer for the EDA to buy back Lots 8 & 9 in the 522 Business Park for \$115,000. EDA members discussed the offer, and Susan Webster made a motion to decline the offer. The motion was seconded by Terri Beard, and the motion passed.

b. 522 Business Park Lot 7B Update

Information is being reviewed to determine the feasibility of installing another sewer line to serve Lot 7B in the 522 Business Park.

c. Paw Paw Industrial Park Lot 8 Update

EDA is waiting to receive an updated certificate of liability insurance from SB & Son Contracting stating that the company is covered for the streambank stabilization/rip-rap installation work that is to be done on Lot 8 in the Paw Paw Industrial Park.

d. Discussion/Approval of EDA Budget for FY 2024-2025

EDA members reviewed the current EDA budget for FY 2023-2024 and the proposed budget for FY 2024-2025, which is now due to the Morgan County Commission. Susan Webster made a motion to enter executive session pursuant to W.Va. Code § 6-9A-4 at 4:30 p.m. The motion was seconded by Terri Beard, and the motion passed. Lyn Goodwin left the meeting. Susan Webster made a motion to return to regular session at 5:04 p.m. The motion was seconded by Terri Beard, and the motion passed. Lyn Goodwin returned to the meeting.

Terri Beard made a motion to increase the executive director position salary to \$60,545 and the administrative assistant position salary to \$31,200 in the proposed budget for FY 2024-2025. The motion was seconded by Susan Webster, and the motion was approved.

Terri Beard made a motion to increase the professional services line item to \$20,000 in the proposed FY 2024-2025 budget, to include increasing the website to \$3,000 and adding bypass marketing at \$11,750. The motion was seconded by Ed Asher. Mark Harrell made a motion to amend the motion to increase the website to \$3,000 and add marketing at \$11,750. The motion was seconded by Denise Wagenbrenner, and the motion was approved.

Terri Beard made a motion to have the executive director confirm what in-kind contributions are provided to the EDA by the County Commission and to inquire about LED matching grant funds from the County Commission. The motion was seconded by Kristen Tuttle, and the motion was approved.

e. Discussion/Approval of Bypass Signage Location at 522 Business Park

Travel Berkeley Springs (TBS) is proposing a location in the 522 Business Park for one of the signs in the signage plan to market our tourism industry and local businesses once the 522 bypass is completed. EDA members reviewed and discussed the location. Terri Beard made a motion to approve the proposed sign location. The motion was seconded by Mark Harrell, and the motion passed. Ed Asher abstained from voting. EDA executive director will communicate EDA's suggestions regarding visibility of the sign location to TBS.

f. Consideration of Chamber's Morgan County Schools Career Day Sponsorship

The EDA has been asked to be a sponsor of the Berkeley Springs-Morgan County Chamber of Commerce's Career Day at Berkeley Springs High School on April 25. Career Day will replace the annual Job Fair, which the EDA has sponsored in the past. Mark Harrell made a motion for the EDA to be a sponsor of the Career Day at a cost of \$500. The motion was seconded by Mark Garfinkel, and the motion passed.

g. EDA Exterior Office Sign Update

Derrick Cowles has not been available to provide a price quote to build a brick base for a new EDA exterior office sign. Zach Rider with Rider Masonry has been contacted to provide a quote.

h. Prospects

Nothing to report.

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:

- She served on the Blue Ridge Community and Technical College Veterinary Technology Accreditation Site Visit Team on February 7-8.
- Training for the next segment of the #YesWV Ready Sites Program will be on February 28.

6. Announcements

New board member Amanda Hollins-Teixeira introduced herself and told members about her background and new business, Trail Depot.

7. Next Meeting

The next EDA Board meeting is scheduled for March 26, 2024.

8. Adjournment

With no further business to discuss, Susan Webster made a motion to adjourn the meeting at 5:36 p.m. The motion was seconded by Denise Wagenbrenner, and the motion passed.

Attest:



G. Larry Omps, President



Susan Webster, Secretary