



Morgan County Economic Development Authority
81 War Memorial Drive, Berkeley Springs, WV 25411
304-258-8546

**Morgan County Economic Development Authority
Board Meeting
January 31, 2023, 4:00 p.m.
EDA Office, 81 War Memorial Drive, Berkeley Springs**

AGENDA

1. Call-to-Order/Determination of a Quorum
2. Approval of Minutes of November 29, 2022 Meeting
3. Approval of Treasurer's Reports for November 30, 2022 and December 31, 2022
4. EDA Projects/Business
 - a. 522 Business Park Prospect – Possible Executive Session
 - b. Update on Lot 8 in Paw Paw Industrial Park
 - c. Discussion/Approval of Extension for Timber Sale Contract for 522 Business Park
 - d. Discussion/Approval of Realtor Listing Agreement Extensions for 522 Business Park and Paw Paw Industrial Park
 - e. Discussion/Approval of Wireless Internet Service Provider Loan Agreement Documents
 - f. Approval of FY 2022 Audit Engagement Letter
 - g. Approval of FY 2022-2023 LED Grant Resolution
 - h. Discussion/Approval of Morgan County Job Fair Sponsorship
 - i. Prospects Update – Possible Executive Session
5. Director's Report
6. Next Meeting
7. Announcements/Public Comment
8. Adjournment

**Morgan County Economic Development Authority
Board of Directors Meeting
November 29, 2022
Morgan County EDA Office**

MINUTES

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

Members Absent: Ryan Rebant

Also Present: Lyn Goodwin, EDA executive director

1. Call-to-Order

Larry Omps called the meeting to order at 4:01 p.m. Quorum present.

2. Minutes

Ed Asher made a motion to approve the minutes of the October 25, 2022 meeting. The motion was seconded by Mark Harrell, and the motion was approved.

3. Treasurer's Report

Sean Forney made a motion to approve the Treasurer's Report and expenditures for October 31, 2022. The motion was seconded by Terri Beard, and the motion was approved.

4. EDA Projects/Business

- a. **522 Business Park Prospect** – Prospect texted that he has been delayed due to business in Baltimore and apologized for being unable to attend the meeting as planned. He remains interested in purchasing property for a commercial spec building and will follow up with the EDA executive director.

- b. **Right of First Refusal Notice for Green Street Property** – Christopher Eader and Michael Mesveskas with Lotus Recovery Centers informed the EDA that Lotus has received an offer from an unrelated third party to purchase the Green Street property. According to the Agreement of Sale between Lotus and the EDA, the EDA has 30 days to execute its right of first refusal to purchase the property back from Lotus under the same terms and conditions as the third-party offer, which is \$1.75 million. Lotus officials told the EDA that it is the third party's intention to construct the Green Street property according to Lotus' current plans, and the property will be used for inpatient health and wellness treatment, including treatment of substance use disorders. Mark Harrell made a motion for the EDA not to exercise its right of first refusal to purchase the Green Street property back from Lotus Recovery Centers. The motion was seconded by Ed Asher, and the motion was approved. Mark Garfinkel made a motion to prepare EDA talking points to respond to any press inquiries regarding the matter. The motion was seconded by Brandy Steele, and the motion was approved.

- c. Timeline for Lot 12 Proposal in 522 Business Park – EDA board requested the EDA executive director send Shane Olden, owner of Mid-Atlantic Repairs, LLC, a letter giving him 90 days or until the February 2023 board meeting to provide the additional information requested regarding his business plan for Lot 12 in the 522 Business Park.
- d. Expenses and Reimbursement Options Regarding Lot 8 in Paw Paw Industrial Park – EDA board members discussed possible options for the EDA to recoup unexpected expenses to correct the streambank problem along Lot 8 in the Paw Paw Industrial Park. Stefanie Allemong made a motion to file a claim with Seth Brittingham/SB & Son Contracting's insurance company for reimbursement of expenses to date and future costs regarding streambank stabilization work. The motion was seconded by Susan Webster, and the motion was approved. Mark Harrell made a motion to approve payment of bill submitted by G.H.S. Excavating in the amount of \$12,525 for work done to stabilize and hydroseed the lot. The motion was seconded by Terri Beard, and the motion was approved.
- e. Extension of Timber Sale Contract for 522 Business Park – Ray Bohrer of Ray Bohrer Pulpwood and Timber has requested an extension from December 31, 2022 to February 1, 2023 to complete the logging at the 522 Business Park. Mark Garfinkel made a motion to approve the extension as requested. Terri Beard seconded the motion, and the motion was approved.
- f. EDA Checking Account for Wireless Internet Fund – Morgan County Commission has established the Morgan County Wireless Internet Service Provider Incentive Investment Plan and Partnership and earmarked \$130,000 in funding for expanding internet services in the county. The funding is to be lent through the EDA to wireless internet providers to construct towers and is to be maintained as a revolving investment. Terri Beard made a motion for the EDA to open a separate checking account for the Wireless Internet Fund with interest to be retained by the EDA. The motion was seconded by Susan Webster, and the motion was approved. Mark Harrell recused himself from the discussion and abstained from voting on this item.
- g. EDA Audit Contract for FY 2022 and FY 2023 – The EDA Audit Committee met November 28 and reviewed the audit proposal received and recommended Ferrari & Associates to conduct the EDA audits for FY2022 and FY 2023. Terri Beard made a motion to approve the contract with Ferrari & Associates to conduct the EDA audit for FY 2022 and FY 2023 for a fee of \$3,000.00 each year. The motion was seconded by Kristen Tuttle, and the motion was approved.
- h. West Virginia Local Economic Development Grant for FY 2022-2023 – The EDA is eligible to apply for the West Virginia Local Economic Development (LED) Grant in the amount of \$22,727.00. Mark Harrell made a motion to authorize the EDA executive director to apply for the LED Grant for FY 2022-2023. The motion was seconded by Terri Beard, 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 from her report:

- Revize will be starting the EDA logo redesign process in the next few weeks.
- The fuel tank in the EDA jeep was replaced at a cost of \$1,381.81.
- The Berkeley Springs-Morgan County Chamber of Commerce meeting on December 8 at noon at Coolfont Resort will feature the West Virginia Eastern Panhandle Economic Outlook presentation by John Deskins from West Virginia University.

6. Next Meeting

Due to the holidays, members agreed the December EDA board will be cancelled with the understanding that a special meeting will be scheduled if the need arises.

7. Announcements/Public Comment

- Mark Garfinkel noted that CNB Bank was recently recognized as Best in Banking in West Virginia by Forbes Magazine.
- Terri Beard noted Sean Forney has been recognized by West Virginia Executive Magazine as part of its Young Guns Class of 2023.

8. Adjournment

With no further business to discuss, Sean Forney made a motion to adjourn the meeting at 5:33 p.m. The motion was seconded by Terri Beard, and the motion was approved.

Attest

President:



Secretary:

