

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

**MINUTES**

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

**1. Call-to-Order**

Sean Forney called the meeting to order at 4:06 p.m. Quorum present.

**2. Minutes**

Terri Beard made a motion to approve the minutes of the February 22, 2022 meeting. The motion was seconded by Ed Asher, and the motion was approved.

**3. Treasurer's Report**

Ed Asher made a motion to approve the Treasurer's Report and expenditures for February 28, 2022. The motion was seconded by Kristen Tuttle, and the motion was approved.

**4. EDA Projects/Business**

- a. Letter of Intent for Lot 8 and Lot 9 in 522 Business Park – Stefanie Allemong made a motion to enter executive session at 4:10 p.m. to discuss Letter of Intent to purchase Lot 8 and Lot 9 in 522 Business Park, a contractual matter pursuant to W.Va. Code § 6-9A-4. The motion was seconded by Mark Garfinkel, and the motion was approved. Sean Forney recused himself from the discussion/executive session. Stefanie Allemong made a motion to exit executive session and return to regular session at 4:54 p.m. The motion was seconded by Mark Garfinkel, and the motion was approved. Stefanie Allemong made a motion to change general warranty deed to specialty warranty deed and to present a counter offer to the proposed purchase price for Lot 8 and Lot 9 as discussed in executive session. The motion was seconded by Mark Garfinkel, and the motion was approved. Sean Forney returned to the meeting.
  
- b. Sales Contract for Lot 6 in 522 Business Park – Prospect was introduced and discussed plans for shop to recycle HVAC equipment and store product. Susan Webster made a motion to enter executive session at 5 p.m. to discuss Sales Contract for Lot 6 in 522 Business Park, a contractual matter pursuant to W.Va. Code § 6-9A-4. The motion was seconded by Kristen Tuttle, and the motion was approved. Terri Beard made a motion to exit executive session at 5:30 p.m. and return to regular session. The motion was seconded by Stefanie Allemong, and the motion was approved. Mark Garfinkel made a motion to accept the Sales Contract for Lot 6 in 522 Business Park as presented, subject to review by EDA attorney along with review of Letter of Intent for Lot 6 accepted at the February EDA meeting. The motion was seconded by Brandy Steele, and the motion was approved. Stefanie Allemong made a motion to authorize EDA President Larry Omps to

sign Sales Contract for Lot 6 in 522 Business Park once reviewed/approved by EDA attorney. The motion was seconded by Brandy Steele, and the motion was approved.

- c. Prospects Update – Lyn Goodwin provided an update on recent prospect activity.
- d. WVDED-MCEDA Agreement for Caperton Furnitureworks Expansion – The West Virginia Department of Economic Development (WVDED) is awarding Caperton Furnitureworks a \$300,000 grant from the Governor’s Closing Fund for its expansion project, and grant funds will be processed through the Morgan County EDA. Susan Webster made a motion to approve the Agency Delegated Agreement with the WVDED and MCEDA for the Caperton Furnitureworks expansion project. The motion was seconded by Kristen Tuttle, and the motion was approved.
- e. Realtor Listing Agreement Extension 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 have expired and need to be extended. Ed Asher made a motion to authorize EDA President Larry Omps to sign the listing agreements extending them to December 31, 2022, with the stipulation not to market Lots 6, 8, and 9 at this time. The motion was seconded by Stefanie Allemong, and the motion was approved.
- f. 522 Business Park Preliminary Site Assessment Proposal – A site assessment is needed to determine development potential, utility extensions, etc., to market remaining undeveloped acres in the 522 Business Park and adjacent 40-acre parcel. Terri Beard made a motion to accept the proposal from The Thrasher Group Inc. to conduct a preliminary site assessment for the 522 Business Park Expansion. The motion was seconded by Kristen Tuttle, and the motion was approved.
- g. EDA Office Renovations/Landscaping – The next part of the EDA office renovations will be the landscaping. Terri Beard made a motion to authorize the expenditure of up to \$1,000 for landscaping in front of the building and exterior signage. The motion was seconded by Susan Webster, and the motion was approved.
- h. EDA Marketing Committee Update – EDA Marketing Committee met on March 22 and discussed marketing materials, website updates, and plans for an EDA Open House. Marketing Committee will be bringing marketing proposals to the board for consideration and planning a ribbon cutting/open house for some time in June.

## 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:

- The Local Economic Development (LED) grant in the amount of \$22,727 has been received from the West Virginia Department of Economic Development.
- EDA submitted a letter of support for the 522 water/sewer extension project and has been working with the Morgan County Commission and Region 9 to obtain other letters of support, job forms, and other information for the grant application.

- House Bill 4002 (Certified Sites and Development Readiness Program and Fund) was approved by the West Virginia Legislature and has been sent to the Governor for signature.
- Filming for the drone video occurred on March 16-17 in Berkeley Springs and Paw Paw.
- Morgan County Job Fair will be on April 8 from 1-4 p.m. at Cacapon Resort State Park.

6. Announcements/Public Comment

None.

7. Adjournment

With no further business to discuss, Terri Beard made a motion to adjourn the meeting. The motion was seconded by Sean Forney, and the motion was approved. Meeting adjourned at 6:03 p.m.

Attest:

President:

A handwritten signature in black ink, appearing to be 'T. Beard', written over a horizontal line.

Secretary:

A handwritten signature in black ink, appearing to be 'Susan W. ...', written over a horizontal line.