

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

MINUTES

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

Members Absent: Stephanie Allemong, Mark Harrell, and Kristen Tuttle

Also Present: Lyn Goodwin, EDA executive director

1. Call-to-Order

Quorum present. President Larry Omps called the meeting to order at 4:15 p.m.

2. Minutes

Terri Beard made a motion to approve the minutes of the September 26, 2023 meeting. The motion was seconded by Susan Webster, and the motion passed.

3. Treasurer's Report

Susan Webster made a motion to approve the Treasurer's Report and expenditures for September 30, 2023. The motion was seconded by Ed Asher, and the motion passed.

4. EDA Projects/Business

b. 522 Business Park Lot 12 Update

Lyn Goodwin is meeting with Alpha & Associates to verify that no water or sewer system upgrades are necessary to extend the water and sewer lines to the Lot 12 boundary. Information is also being obtained to determine what work will be required to get water and sewer service operational to Lots 13, 14, and 15.

c. Paw Paw Industrial Park Lot 8 Update & Approval of Contract for Streambank Stabilization

A letter has been written to SB & Son Contracting's insurance company requesting the company to reconsider the denial of the EDA's insurance claim. The insurance company has not responded to the letter yet.

Members reviewed a draft contract for SB & Son Contracting to complete the remaining streambank stabilization work/rip rap installation on Lot 8. Susan Webster made a motion for the EDA to enter the contract upon receiving a copy of the company's license, current certificate of liability insurance with the EDA listed as an additional insured, and insurance policy for Sean Forney to review. The motion was seconded by Ed Asher, and the motion passed.

d. EDA Exterior Office Sign Update

Members reviewed additional cost estimates for a new EDA exterior sign and indicated a preference for the white aluminum cabinet design with vinyl lettering. This sign would require a brick base. EDA executive director will obtain price quote for a brick base so total sign cost can be determined before proceeding.

e. Approval of EDA Audit Engagement Letter for FY 2023

Ferrari & Associates is scheduled to conduct the EDA Audit for FY 2022-2023 on November 8. Terri Beard made a motion to approve the audit engagement letter with Ferrari & Associates. The motion was seconded by Susan Webster, and the motion passed.

f. Approval of West Virginia Economic Outlook Presentation Sponsorship

The Berkeley Springs-Morgan County Chamber of Commerce has asked the EDA to be a sponsor for the annual West Virginia Economic Outlook luncheon presented by John Deskins from West Virginia University. Susan Webster made a motion to approve the sponsorship at a cost of \$650. The motion was seconded by Terri Beard, and the motion passed.

g. Prospects Update

Lyn Goodwin gave an update on prospects looking at the Paw Paw Industrial Park.

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:

- The West Virginia Department of Economic Development has allocated additional funding to the Local Economic Development (LED) Program for FY 2023-2024. Each eligible applicant may receive up to \$31,818 per county, an increase from \$22,727.
- The EDA Board continues to have a vacancy on the board.
- Presentation on the WV Sites Ready Program will be on November 14 in Martinsburg.
- Several lot owners at the 522 Business Park have passed the timeline for when construction was to have started on their lots. EDA board directed the executive director to write the owners a letter reminding them of the timeline and inquiring if they need an extension of time.

4.a. Discussion of Proposal for Lot 7B in 522 Business Park

Larry Omps recused himself from the meeting. Karl & Denise Wagenbrenner, owners of Berkeley Springs Brewing, gave a brief history of their business and discussed their interest in purchasing Lot 7B in the 522 Business Park to expand their business. They want to construct a 5,000-square-foot building for a manufacturing/production facility and small tasting room and would have 12-14 employees. Discussion occurred regarding water and sewer service needs. They are finalizing their construction costs estimates, business plan, etc., and then they hope to make an offer for the property. They have been given a copy of the 522 Business Park's Covenants and Restrictions and Morgan County commercial development process checklist and encouraged to contact the Morgan County Planning Office for information on commercial permitting, site plan, and stormwater management regulations.

6. Announcements/Public Comment

None.

7. Next Meeting

The next EDA board meeting is scheduled for November 28, 2023 at 4 p.m.

8. Adjournment

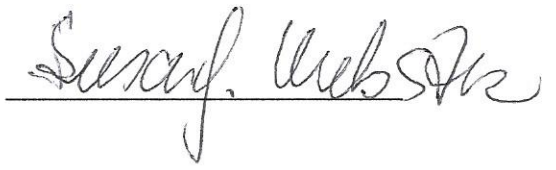
With no further business to discuss, Vice President Sean Forney adjourned the meeting at 5:45 p.m.

Attest

President:

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

Secretary:

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