

Minutes of the Jefferson County Development Authority  
Regular Board Meeting  
January 16, 2018

The Jefferson County Development Authority met at the Public Services Center, 1948 Wiltshire Road, Kearneysville, WV, at 3:00 p.m. for a Regular Board meeting.

Members present: Annette Gavin Bates, Mike Chapman, Daryl Hennessey, Eric Lewis, Neil McLaughlin, Howard Mills, Peter Onoszko, Michael Shepp, Steve Stolipher, Lyle Tabb, Karan Townsend, Harry Wilkins and Julia Yuhasz. Quorum Present.

Members absent: Andy Blake, Dan Casto, Ben Martz, Tony Roberts, Jim Ruland and Laura Whittington.

Also attending: Jacqueline Milliron (Public); Chris Strovel (Senator Capito); Mary Elisabeth Eckerson (Senator Capito); Stephen Smoot (Congressman Mooney); Tim Cook (Journal) Nic Diehl (Executive Director); Lyn Goodwin (Program Manager); Matt Coffey (Business Coach) and Jane Jones (Administrative Assistant – Recording).

### Minutes

Mr. Shepp moved to approve the December minutes. Motion was seconded and all voted in favor.

### Treasurer's Report

Mr. Stolipher moved to approve the December Treasurer's Report. Motion was seconded and all voted in favor.

### Reports from JCDA Members/Staff

*Staff – (Mr. Coffey)* Averaging 6 new clients per month, with 3 new business starts in January. Training sessions scheduled for February and December.

*(Ms. Goodwin)* The RFP's for a Realtor is due January 31<sup>st</sup>. The RFP was advertised and also sent to the Eastern Panhandle Board of Realtors.

*Committees –* Have not met. Marketing to meet in February to review RFP's.

*Harpers Ferry – (Ms. Bates)* The SWaN Investor group is planning to roll out the proposal for work they want to get done based on the information they have gathered by the end of the quarter. Next steps should be announced in March.

*Charles Town – (Mr. Hennessey)* City is updating its comprehensive plan with a focus on the downtown area and small business development.

*CVB – (Ms. Bates)* Working on budget request for the County Commission and legislative initiatives.

*Planning Commission – (Mr. Stolipher)* Approved waiver for Colonial Hills; moved the historical rewrites to the County Commission.

### Unfinished Business

- a) Natural Gas Project Update – Mountaineer is making progress and on track with project timeline.
- b) Strategic Plan Action Items – Mr. Diehl met with Debra Lee Allen to discuss business association. Will be meeting with property owners over the coming weeks.

### New Business

- a) *Consideration of FY19 Budget Request* – Submitting the same request as previous year. Mr. Stolipher moved to approve the FY19 Budget Request. The motion was seconded and all voted in favor.

- b) *Executive Session – Discussion and Possible Action/Real Estate* – Ms. Bates moved to go into Executive Session. Motion seconded and all voted in favor. Upon returning to regular session, Ms. Bates moved to approve the fence request by TeMa. The motion was seconded and all voted in favor.

**Director's Report**

Rockwool has broken ground, utilities are coming in on schedule. TeMa project is moving forward.

Discussing workforce with universities and agencies; looking to get information to high school students about opportunities to earn a living wage within the area.

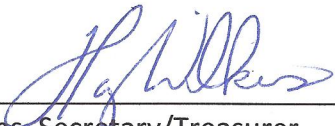
Reported on prospect activity.

Attending the WVEDC Legislative Meeting.

Working on Site Certification project.

Meeting adjourned at 4:00 p.m.

Respectfully submitted,



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Harry Wilkins, Secretary/Treasurer