

Minutes of the Jefferson County Development Authority  
Regular Board Meeting  
June 18, 2019

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: Andy Blake, Dave Dinges, Sean Feigo, James Gatz, Bob Gillette, Christy Huddle, Gary Kable, Greg Mason, Bob McEachern, Neil McLaughlin, Patsy Noland, Michelle Sudduth, and Mike Tolbert. Quorum Present.

Members absent: Chris Gaidrich and Julia Yuhasz

Also attending: William Rohrbaugh (Legal Representation), Matt Coffey (WVSBDC Business Coach), Lyn Goodwin (Program Manager) and Jane Jones (Administrative Assistant – Recording).

**Public Comment** – Comments were received from Diane Blust and Sharon Wilt.

**Minutes**

Ms. Noland moved to approve the May minutes. Ms. Huddle seconded, and all voted in favor.

**Treasurer's Report**

Mr. Blake presented the Treasurer's report. JCDA accountant, David Decker, will attend the July meeting discuss the financial status of the organization.

**Unfinished Business**

- a) *Legal/Litigation Update*
- b) *Approval of Revised Site Plan for Burr Phase I Lots*
- c) *Consideration of Alternate Environmental Legal Representation*

Ms. Huddle moved to go into Executive Session to discuss the legal/litigation update, approval of revised site plan for Burr Phase I lots and consideration of alternate environmental legal representative. Mr. Feigo seconded, and all voted in favor. Ms. Noland moved to come out of Executive Session, Mr. McEachern seconded, and all voted in favor. In open session, Mr. McLaughlin advised that of the three pending lawsuits, one has been dismissed and the others are still pending. Ms. Noland moved to approve the revision to the site plan for the Burr Phase I lots, with the recommendation to Planning and Zoning to limit the sign height to 35 feet. Ms. Huddle seconded, and all voted in favor. Ms. Noland moved to hire Richard Lewis of Steptoe & Johnson as the alternate environmental legal representation, with limited engagement for the specific case. Mr. Mason seconded, and all voted in favor.

**New Business**

- a) JCDA Committee Assignments – Committees were organized as follows:  
*Agriculture* – Greg Mason, Chair; Bob Gillette, Christy Huddle, Bob McEachern and Gary Kable  
*Government Affairs* – Andy Blake, Chair; Sean Feigo, James Gatz, Michael Tolbert, Julia Yuhasz and Christy Huddle.  
*Business, Development & Marketing* – Neil McLaughlin, Chair; Dave Dinges, Patsy Noland, Michelle Sudduth, Chris Gaidrich and Bob Gillette.
- b) Nominating Committee for FY20 Board Officers –Sean Feigo, Patsy Noland and Michelle Sudduth will serve on this committee to present a slate of officers for the July board meeting.

- c) Consideration of Strategic Planning Process – The board will review the prior strategic plan and schedule an internal planning session prior to scheduling a public planning session.

Item 6 moved up agenda ahead of Executive Session.

**Business Activity Update**

Mr. McLaughlin advised that the West Virginia Development Office visited Jefferson County with a prospect last week. JCDA was also approached by a firm interested in developing a solar energy project.

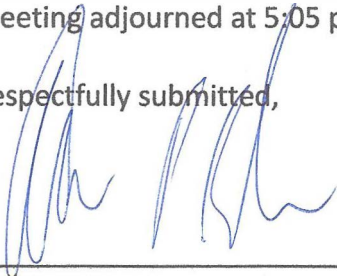
**New Business (Executive Session)**

- d) Discussion of Executive Director Vacancy (Executive Session)
- e) Discussion of Interim Director Appointment (Executive Session)
- f) Consideration of Use in Burr Industrial Park (Executive Session)

Mr. Feigo moved to go into Executive Session to discuss the Executive Director vacancy, Interim Director appointment and consideration of use in Burr Business Park. The motion was seconded, and all voted in favor. Upon returning to Regular Session Ms. Noland moved that Lyn Goodwin be appointed Interim Director of the Jefferson County Development Authority at a salary equal to the minimum salary for that position and that Ms. Goodwin work with the County Administrator to determine a salary for other employees under her direction that have seen additional duties due to being short staffed; all conditional to the County Commission approving the recommendation from the Board. Mr. Tolbert seconded, and all voted in favor. Item F was discussed with no opposition and no further action.

Meeting adjourned at 5:05 p.m.

Respectfully submitted,



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Andy Blake, Secretary/Treasurer