

**Pendleton County Economic & Community Development Authority  
Meeting Minutes**

Place: Pendleton Community Building, Franklin WV  
Date: February 9, 2022  
Time: 4:00 p.m.

Members Present: Bob Horn, Joan Ashley, Dayne Davis, Cory Thomas, Jamie DiFalco, Kristin Dingess, Jeremy Harper, Carl Hevener, Brooke Alt, Jamie DiFalco, Briana Bruns, and Amber Nesselrodt-Office Administrator, and Laura Brown-Executive Director

Guests Present: n/a

Members Absent: Carl Warner and Bill Loving

**I. Call To Order**

Chairman Kristin Dingess, called the meeting to order at 4:04 p.m.

**II. Approval of the Meeting Minutes**

*The Board moved to approve the December 8, 2021 regular meeting minutes. Motion was made by Dayne Davis to approve the minutes. Joan Ashley seconded the motion. The motion was carried with an unanimous vote.*

**III. Approval of the Financial Statement**

*The Board moved to approve the December financials. Motion was made by Dayne Davis to approve the minutes. Joan Ashley seconded the motion. The motion was carried with an unanimous vote.*

*The Board moved to approve the January financials. Motion was made by Dayne Davis to approve the minutes. Joan Ashley seconded the motion. The motion was carried with an unanimous vote.*

**IV. Committee Reports**

*Recreation:*

“Sweet Water Trails”- The EDA continues to support Experience Learning with the bike trail project. We are waiting to hear back on the grant proposal which has been submitted for \$779,000, and \$200,000 from Experience Learning. They would like more information on how COVID has made an impact. The funds will be used for bike trails, a welcome center, and camping. Growth in tourism leads to economic development.

*Business Recognition:*

Maple Days is February 19<sup>th</sup> and March 19<sup>th</sup>, 2022

Maple producers in the county will be holding special events/tours/tastings

The Future Generations Appalachian Program works alongside with the WV Maple Syrup Association- The program focuses on sustainable land-use practices and woodlot management, and you can receive maple syrup training through their certificate program. They will be speaking at the EDA roundtable March 2, 2022.

Future Generations asked how the EDA could be involved with Maple days, and we have partnered with them for our Be Local Campaign. The EDA will be featuring a local maple producer each week during Maple Days- we will highlight each producer in Pendleton County and include directions to their site and special events they are having- events/tours/tastings. We will have 2 gift basket giveaways- one during our round table on March 2 and the other the last week of Maple Days during the week of March 19th.

Restaurants and businesses participating in Maple Days can register on the WV Maple Association page and offer a maple "dish" during Maple Days. It is an interactive map, where people can search the map and select different maple activities/tours or restaurants to try locally.

#### **V. Old Business**

*Business Roundtable:* The next Business Roundtable has been scheduled for March 2, 2022 at 6pm at the Oak Flat Ruritan. There will be a presentation by Robert Hammer with the Small Business Association and a presentation by the Future Generations University Appalachian Program on Agritourism.

#### **VI. New Business**

##### *A. E.L. Robinson Presentation- Pendleton Industrial Park Wastewater Update*

Brandon Conley met the EDA board via Zoom. He stated that the original project was 5.9 million, but they are now looking at an "individual industrial project" for an estimated 2.5 million. The individual industrial permit would allow 15,000 gallon flow per day. They are waiting on the beneficiary form and then Region 8 will start writing the grant. Laura Brown stated that she reached out to Swilled Dog to complete the beneficiary form but did not receive a response. Laura stated that Bill Loving will reach out to them to explain the beneficiary form and that there are no disadvantages to completing the form. The board asked how long the grant process will take once that is submitted- Brandon stated that he was unsure. Joan Ashley made a motion to move forward with E.L. Robinson and the Individual Industrial Permit. Jeremy Harper seconded the motion. The motion carried with an unanimous vote.

*B. PCIP land-* Laura Brown stated that she was approached to ask the Board if they would be interested in selling the land behind the Pendleton Industrial Park. The board agreed that they were not interested in selling the land. No action was taken.

*C. Cleaning Bids-* Brooke Alt made a motion to go into executive session, Bob Horan seconded the motion. The board entered executive session at 4:41pm  
A motion was made to come out of executive session by Dayne Davis. Jeremy Harper seconded the motion. The board came out of executive session at 4:56pm. Dayne Davis made a motion to select Wright Way Cleaning Services LLC for a one year lease with a 6 month probationary period and any breach of the contract

would terminate the contract and the 2<sup>nd</sup> highest bidder would then be selected. Cory Thomas seconded the motion. The motion carried with an unanimous vote.

*D. Pendleton Business Center-* A representative from Advance Technology and Sheriff Bowers came to the PBC to view the building and placement of security cameras. Advance Technology will work on a quote to submit to the EDA to purchase security cameras. The quote had not been received by our office before the board meeting. The board tabled the discussion until the next meeting.

*E. Office Equipment-*

*I.* Laura Brown stated that the EDA would like to purchase a smartboard for the office that can be transported to meetings and special events. The EDA will use the smartboard for Zoom meetings, presentations, etc. Cory Thomas made a motion to approve the EDA to have a budget of \$5,000 (five thousand dollars) to purchase a smartboard. Briana Bruns seconded the motion. The motion carried with an unanimous vote.

*II.* The EDA would like to purchase a commercial printer to better support the operations and workload of copies, scans, etc in the office. The current desktop small printer is not adequate. Brooke Alt is donating a new printer from the county 4-H office that is not being used. Jamie DiFalco made a motion to approve the EDA to purchase a printer with a budget of \$650 (six hundred and fifty thousand dollars) Cory Thomas seconded the motion. The motion carried with an unanimous vote.

*III.* Laura Brown stated that there needs to be an asbestos assessment at the Pendleton Business Center. The board suggested that we need more information and tabled the discussion.

*F. Grants Program-* Laura Brown stated that the EDA would like to continue the Grants Program for small businesses. The EDA would like to apply for the Eastern Grant- along with PCB contributing \$1,750 for a total of \$6,500 in grant funds which is a 30% increase from last year. Briana Bruns made a motion to approve the EDA applying for the Eastern Grant and continuing the Grants Program. Cory Thomas seconded the motion. The motion carried with an unanimous vote.

*G. Mon Forest Towns-* Laura Brown has been attending the MonForest Town meetings since the summer of 2021. Laura Brown requested that she be the representative for the potential addition of Mon Forest in Seneca Rocks partnership, with Brooke Alt as alternate. Briana Bruns made a motion to approve Laura Brown as the MonForest Towns representative for Seneca Rocks with Brooke Alt as alternate. Dayne Davis seconded the motion. The motion carried with an unanimous vote.

*H. By-Laws-* Laura Brown requested an amendment to Article IV section 2 to include that once a lease is approved by the Board, and the Tenants sign the lease, the Executive Director can sign the said lease. Jamie DiFalco made a motion to approve adding the Executive Director as a signer on a lease. Jeremy Harper

seconded the motion. (The Board will revote at the next meeting since 2 votes are required for change By Laws)

*I. County Plan-* Laura Brown stated that she would like the EDA Board's support in developing a county strategic plan. According to stated code 8A: a plan takes 1-2 years to develop. Laura stated that the County Commission will need to develop a resolution allowing the EDA to develop a county plan. The planning commission will consist of no fewer than 5 people and no more than 15 people, and Laura Brown will be the EDA representative. Dayne Davis made a motion to ask the County Commission to develop the resolution to develop the county plan. Joan Ashley seconded the motion. The motion carried with an unanimous vote.

*J. Personnel -* Dayne Davis made a motion to go into Executive Session to discuss a personnel matter. Briana Bruns seconded the motion. The EDA Board entered into Executive Session at 5:57pm. Dayne Davis made a motion to come out of Executive Session. Cory Thomas seconded the motion. The EDA Board came out of Executive Session at 6:10pm. Dayne Davis made a motion to go forward with talking to the Pendleton County Chamber Board and CVB Board regarding future collaborations between the offices. Jeremy Harper seconded the motion. The motion carried with an unanimous vote.

**VII. Director's Report**

see attached.

**VIII. Public Comment**

There was no public comment.

**IX. Adjournment**

Dayne Davis moved to adjourn the meeting. Cory Thomas seconded the motion. The motion carried unanimously. Chairperson Kristin Dingess adjourned the meeting at 6:17 pm.

# Pendleton County Economic & Community Development Authority



100 Thorn Creek Road P.O. Box 602  
Franklin, WV 26807-0602

Phone: 304.358.2074  
E-mail address:  
eda@pendletoncounty.com

## *Special Meeting Minutes*

Date: Thursday February 24, 2022  
Place: Pendleton Community Building in Franklin  
Time: 4:00 p.m.  
Members Present: Joan Ashley, Jamie DiFalco, Kristin Dingess, Briana Bruns, Dayne Davis, Cory Thomas, Bob Horan, Carl Hevener, Brooke Alt, Carl Warner, Bill Loving, and Amber Nesselrodt, Office Administrator, and Laura Brown, Executive Director

Members Absent: Jeremy Harper

### **I. Call to Order**

*Meeting was called to order at 4:00pm by Chairman Kristin Dingess.*

### **II. New**

Laura Brown discussed using StepToe & Johnson as the legal representative for the EDA. Our current legal representative is not available as often as we need. StepToe & Johnson's rate is \$265 per hour which is \$60 lower than the current legal representative. StepToe & Johnson do not have a retainer and they have very vast resources. Joan Ashley made a motion to accept StepToe and Johnson for legal services for the EDA. Bob Horan seconded the motion. The motion carried with an unanimous vote.

The board discussed the Thrasher Broadband Engagement letter and giving authority to Laura Brown to sign when it is time to sign. Brooke Alt made a motion to accept Laura Brown signing the Thrasher Broadband Engagement letter. Cory Thomas seconded the motion. The motion carried with an unanimous vote.

The board discussed using StepToe and Johnson for legal services for broadband. They would represent the EDA in connection with the development and operation of a broadband system in Pendleton County. Dayne Davis made a motion to accept StepToe and Johnson for legal services for broadband. Briana Bruns seconded the motion. The motion carried with an unanimous vote.

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The board discussed the new cleaning lease and tabled the discussion until the April board meeting in order to gather more information.

Pendleton County Industrial Park-Laura Brown discussed the need for the Executive Director to be able to sign documents. A motion was made by Carl Warner to approve either the Executive Director or the Chair to sign all documents. Cory Thomas seconded the motion. The motion carried with an unanimous vote.

Pendleton County Industrial Park- the board discussed the need to advertise for a Bid for the shrub removal and addition of gravel at Shell #2. The board will vote on the Bids at the April meeting. Cory Thomas made a motion to put out a bid for the shrub removal and addition of gravel at Shell #2. Carl Warner seconded the motion. The motion carried with an unanimous vote.

Pendleton County Industrial Park- Valkyrie Farms is interested in renting space at Shell #2. The board discussed concerns with making sure they are insured and follow federal, state and local guidelines. Also concerns with the fire inspection. Laura Brown stated Brewer Fire Protection Consultants will be inspecting the building next Tuesday. The board discussed concerns that there is only one bathroom and the building would need to be divided to allow for two tenants. Color Craft (Corporate Communications) currently rents space in part of Shell #2. The board discussed concerns with needing to split the electric and water meters. The board decided to table the discussion until they could gather more information regarding water and electric expenses.

Bob Horan made a motion to adjourn the meeting. Jeremy Harper seconded the motion. The meeting was adjourned at 5:12pm.

### **III. Public Comment**

*No public comment.*

### **IV. Adjournment**

Bob Horan made a motion to adjourn the meeting. Jamie DiFalco seconded the motion. The meeting was adjourned at 5:12pm.

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## *Special Meeting Minutes*

Date: Thursday March 22, 2022  
Place: Pendleton Community Building in Franklin  
Time: 4:00 p.m.  
Members Present: Joan Ashley, Jamie DiFalco, Kristin Dingess, Carl Hevener, Brooke Alt, Bob Horan Bill Loving, and Amber Nesselrodt, Office Administrator, and Laura Brown , Executive Director

Members Absent: Carl Warner, Jeremy Harper, Brianna Bruns, Dayne Davis, Cory Thomas

### **I. Call to Order**

*Meeting was called to order at 4:02p by Chairman Kristin Dingess.*

### **II. New**

#### *A. Pendleton Industrial Park Waste Water Plant*

*E.L. Robinson met via Zoom*

*E.L. Robinson stated that the project would cost about \$490,000, and they are requesting the EDA to put 20% down towards funding the project. Terry Lively, with Region 8, stated that the grant would help to elevate the sewage problems at PCIP and be in compliance with the DEP. The loan would also help with the growth of the park. Randall stated that at the last meeting there was unanimous support for the plat project. Brandon Conley stated that to be industrial specific, Swilled Dog would need nutrients added at a cost of \$6000-\$8000 a year. The Individual Industrial permit would support 15,000 gallons a day and can handle everything. Swilled Dog would be required to comply with the Individual Industrial permit. The Individual Industrial permit would need to identify all users. However, The EDA would be the permittee, not the tenants. Moving forward, the debt for the EDA would be a WVEDA loan- Pendleton Community Bank will draft a letter in support and be a place holder. Terry stated the grant application will be stronger with the letter from the bank.*

*Concerns if costs increase- construction to start in November 2023 with 6 months to complete. Brandon stated that there will be a contingency built in but he is comfortable with the quoted numbers- The total for the project is 1,960,000 and he noted with "fluff" built in.*

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*Brooke Alt made a motion to move forward with the grant application and to request funding for the 20% local share. Bob Horan seconded the motion. Bill Loving abstained. The motion carried.*

### **III. Public Comment**

*No public comment.*

### **IV. Adjournment**

*Brooke Alt made a motion to adjourn the meeting. Jamie DiFalco seconded the motion. The motion carried with a unanimous vote. Chairperson Kristin Dingess adjourned meeting at 4:34pm.*