

Pendleton County Economic & Community Development Authority



47 maple Avenue P.O. Box 602
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Regular Meeting Minutes

Date: Wednesday October 12, 2022
Place: Pendleton County Community Building
Time: 3:00 p.m.
Members Present: Joan Ashley, Jeremy Harper, Brooke Alt, Dayne Davis, Briana Bruns, Jamie DiFalco, Bill Loving, Carl Hevener, Bob Horan, and Amber Nesselrodt (Office Administrator) and Laura Brown (Executive Director)

Members Absent: Cory Thomas, Carl Warner, Kristin Dingess

I. Call to Order

Meeting was called to order at 3:00 pm by Vice Chair Person, Dayne Davis.

II. Approval of the Meeting Minutes

The Board moved to accept the August 10, 2022 regular meeting minutes. Motion was made by Bob Briana to accept 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 accept the August 2022 financials. Motion was made by Joan Ashley to accept the financials. Brooke Alt seconded the motion. The motion was carried with an unanimous vote.

The Board moved to accepted the September 2022 financials. Motion was made by Joan Ashley to accept the financials. Brooke Alt seconded the motion. The motion was carried with an unanimous vote

IV. Committee Reports

Finance- The committee met and selected Harold Fortner to conduct the audit for 2022 and 2023. Fortner has accepted the contract and will be coming by the office to start the audit within the next week. The EDA accounts have been consolidated as discussed previously. Next meeting will be January 19, 2023.

Grants- Motion was made by Briana Bruns to go into Executive Session. Motion was made by Joan Ashley to come out of Executive Session. Motion was made by Briana Bruns to accept the awards recipients at presented. Joan Ashley seconded the motion, The motion carried with an unanimous vote.

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V. Old Business

CVB/EDA- The EDA has moved offices to 47 Maple Avenue, Franklin WV. County Commission will pay for all expenses. The office administrator will assist both the EDA and CVB. County Commission approved advertising to hire for the CVB Director.

Bids- There have been no bids for snow removal at PBC or the forklift located at PCIP. The board agreed to re-post the bids and advertise in Grant County and Highland County as well as Pendleton- Will repost for two more weeks.

VI. New Business:

Americorp Rep Jenny Totten Future Generations- No action taken at this time.

LED Resolution- Laura Brown stated the need for the LED Resolution letter in order to move forward in applying for the LED Grant. Motion was made by Bill Loving that the EDA authorizes Laura Brown to receive Grant Funds and move forward with the LED Grant. The motion was seconded by Joan Ashley. Motion carried with an unanimous vote.

PBC- Fire inspection report was completed and reports given to the Board. Roof inspection was completed and a new roof is needed on the manufacturing area. Motion was made by Joan Ashley to send out RFP for the roof repair needed. Briana Bruns seconded the motion. The motion carried with an unanimous vote.

Remote Work Program- Laura discussed the future of having a remote work program, similar to the Ascend program. Going forward, would like to start a remote work program for Pendleton and Grant County and develop a program that attracts people here- The Brad Alys Smith Outdoor Economic Development Collaborative helps with the cost. Laura discussed how the future is remote work. A motion was made by Bill Loving to move forward with working with Grant County on the remote work program. Briana Bruns seconded the motion, The motion carried with an unanimous vote.

PBC Property- Motion was made by Briana Bruns to go into Executive Session. Joan Ashley seconded the motion. Motion was made by Brooke Alt to come out of executive session. Joan Ashley seconded the motion.

Motion was made by Briana Bruns to move forward with the items as presented. The motion was seconded by Bill Loving, The motion carried with an unanimous vote.

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Pendleton County Business Center Lease- Motion was made by Briana Bruns to go into Executive Session. Joan Ashley seconded the motion, Motion was made by Brooke Alt to come out of executive session. Joan Ashley seconded the motion. Motion was made by Briana Bruns to move forward with the items as presented. The motion was seconded by Bill Loving, The motion carried with an unanimous vote.

VII. Public Comment
No public comment.

VIII. Adjournment

Dayne Davis made a motion to adjourn the meeting. Joan Ashley seconded the motion. The meeting was adjourned at 4:15 pm.