

Brooke County EDA Meeting Minutes
August 26, 2015 at 5:30pm
Elevation Books & Art

Attendance: George Kondik- Vice Chairman, Honorable Stacey Wise, Honorable Tim Ennis, Ruby Greathouse, Pat Sutherland, Amy Nickerson, Matt Borrer, Mike Paprocki,, Shari Beckstrand, Ed DiPino, Kyle Wales, Warren Scott, Mary Fran Kowala, Tonette Alward, Grace Davis, Matthew Reven, John Casinelli, Janice McFadden, Brandon Porco and Norm Schwertfeger

~ George Kondik opened the meeting at 5:30pm.

Greeting and Update from Brandon Porco- Brandon reported that he opened his new business in Wellsburg after the former Christian Bookstore was closed and up for sale. He relocated the business to the current location and hopes to work with all of the county churches and help strengthen the ministerial group in the county to fulfill their mission to the community. Brandon plans to establish a casual coffee shop as part of the bookstore and hopes to engage college students, churches and citizens in need of a peaceful environment to improve their focus and concentrate on their goals. Brandon also briefly mentioned his background and training in helping others develop a business plan and expressed a willingness to work in collaboration with the EDA to promote business development in Brooke County.

Minutes from previous meeting- Ed DiPino made a motion to approve the minutes of the previous meeting, second by John Casinelli and passed.

Communications- George received a letter from the Brooke County Museum expressing appreciation to the EDA for the contribution toward completing Air Conditioning at the County Museum. George also read a thank you card from the Brooke Farmer Market in appreciation of the donation they received from the EDA.

Financial Report- George Kondik read the treasurer's report prepared by Patty Welling for August 26, 2015. The balance in the account reflects a total of \$22,093.78 as of August 26, 2015. Motion by Ruby Greathouse and Second by Pat Sutherland to approve Treasurers Report and passed.

- A. The Chair advised the Board of the Corporate Authorization Resolution for bank signatures for the officers to sign checks including: Patty Welling, Norm Schwertfeger and George Kondik. Motion by Ruby Greathouse and second by John Casinelli and passed.
- B. The Board received a request from Norm Schwertfeger for he and Kyle Wales, VISTA worker to attend the Economic Development Conference in Bridgeport, WV. \$150 per person registration, \$88 for one night lodging. Pat Sutherland motion to approve 2nd by Ed DiPino and passed.
- C. Request to approve Kyle to attend Faces of Leadership Conference travel, lodging and meals. The registration is reduced to \$75 and one night lodging is \$105. Motion by Ed DiPino and second by ruby Greathouse and passed.

- D. Request to fund 2 nights lodging of \$85 per night or \$170.00 total for Grace Davis, Councilwoman Windsor Heights to Community Leadership Academy at Lakeview and 1 night lodging for Cynthia Hoffman of \$85. Motion by Ed DiPino and 2nd by Pat Sutherland and passed.

- I. AmeriCorp VISTA update- Norm introduced Kyle Wales, temporary full time VISTA worker for Brooke County for the year. Kyle began working in late July and will be working with us for a year. Kyle indicated that he has been working with the Brooke Farmer Market. He developed a web page and uses Facebook to promote the markets. Kyle also works with the Brooke Senior Center and uses their van to pick up residents from the senior programs to transport people to the markets in Follansbee and Wellsburg. Kyle also reported that he has worked with the Brooke County Assessor's office to begin work on identifying abandoned buildings and land that may be available for development. These properties will be listed on the EDA web site in the future. Kyle is also working with the Brooke County Museum to begin audio tapes of descriptions of various sites in the museum from Ruby Greathouse. The tapes will eventually be made available for people to listen to descriptions of various areas and artifacts located in the museum.

- II. Brief report on What's Next WV- Norm and Kyle attended the training in Bridgeport. Norm indicated he will provide a brief video at next meeting and discuss if the board feels the program would be useful for Brooke County.

- III. Museum update- Ruby gave a brief report on the progress at the County museum. She secured funding to purchase and install the Air Conditioning at the museum. A state grant for \$7,000 had not been processed and the Commission fronted the money so the project can be completed and will be reimbursed when the funds are received. Ruby is also utilizing Kyle Wales to help organize and move things throughout the museum as needed.

- IV. Former Board of Education/ Incubator building update – Shari Beckstrand reported on progress to date in making additional restorations in the building to enable small businesses to occupy the facility and use an incubator concept in helping to create new business opportunities. Shari requested help in making needed repairs to the historic building with fascia on the roof, front stairway and some exterior brick work. She would like to seek grant funding with the state if feasible.

- V. Janice McFadden reported on the recent comprehensive plan completed at Brooke Hills Park. The plans call for considerable new development at the park. Janice reviewed those plans with the group and discussed the board's prioritization of many of the new construction and development at the park.

Development Updates:

- A. County Assessor Report- Tom Oughton was not present and no report given.
- B. BDC Northern Panhandle- Pat Ford was not present and Commissioner Wise gave a brief update.
- C. BHJ Report- Mike Paprocki reported on progress with the South Brooke County Ohio River Bridge project. Work is proceeding with the bridge and it will be a design build project with additional funds needed to complete the project which is currently slated for a 60 month project to complete.
- D. County Commissioners- Commissioner's Stacey Wise and Commissioner Tim Ennis were present and had nothing new to report at this time.
- E. WVDO- Matt Borrer was present and greeting the group and gave a brief review of his responsibilities and work that he does with the Business development Corporation and local businesses in Brooke County. Matt has responsibility for all of the counties in the northern half of West Virginia and tries to make a monthly visit to Brooke County to work on Business Retention and Expansion potential with existing businesses. Matt indicated that many of the things that he and others are working on with various companies are considered confidential and he can't share the specifics with the board.

Upcoming Training Opportunities- Norm shared a list of training opportunities that were available in the upcoming months:

- A- WV Brownfield Conference in Morgantown, September 15-16.
<http://wvbrownfields.org/2015-conference-registration/>
 - B- WV Economic Development Council Fall Conference, Bridgeport, WV. September 20-22.
<http://www.wvedc.org/about/meetings>
 - C- Create WV Conference, Fayetteville, WV. September 24-26.
<http://www.createwv.org/#!about-the-conference/c1wov>
 - D- Community Leadership Academy: 9/30-10/2, 2015 at Lakeview in Morgantown
<http://cla.ext.wvu.edu/>
 - E- Faces of Leadership: October 13-14, 2015 Charleston Civic Center
<http://www.volunteerwv.org/2/training/FOL/2015/Call%20for%20Presenters%202015%20.pdf>
- VI. Next Meeting Date October 7, 2015 Brooke Library unless notified elsewhere.

Pat Sutherland motion to adjourn, Second by Ruby Greathouse and the Chair adjourned the meeting at 7:30pm.

Respectfully Submitted,

Norman Schwertfeger Norm Schwertfeger, Secretary- BCEDA