

**MINUTES -- BCEDA QUARTERLY MEETING**

Wednesday, August 29, 2018 -- Brooke Hills Park, Bald Eagle Shelter, Wellsburg, WV

1. **TOUR:** 4:30 pm - 11 people toured the Brooke Hills Park and viewed the extensive development of facilities and programs (<https://brookehillspark.com/>).
2. **DINNER:** 5:30 pm - Special thanks to the Brooke County Park and Recreation Commission, the Board of Directors for Brooke Hills Park, for hosting the tour, providing the facilities (Bald Eagle Shelter), and preparing the meal for this event.
3. **MEETING:** Mr. Casinelli opened the meeting at 6:15 pm.

**A. Board Reports**

- 1) Attendance – Based on the sign in sheets 23 people attended meeting – see attendance summary at the end of the minutes.
- 2) Minutes –Ms. Joan Simonetti Beck reported that Minutes for the May meeting minutes have been distributed by email approximately two weeks ago. These are also posted on the Brooke county website [www.brookewv.org](http://www.brookewv.org) Mr. Swanson has completed monthly financial reports for inclusion as addenda to the minutes for this, and prior months' 2018 meetings. Mr. Swanson motioned that the minutes be approved as distributed and with the Financial Reports attached; Ms. Yancoseck Gamble seconded that motion; the motion carried based on a voice vote.
- 3) Finance Report – Mr. Swanson reported that the checking account at First National Bank had a balance as of 8/5/18 of \$19,120.82. No expenses were incurred during the month. See attachment 2 – pdf document.
- 4) Audit Preparation – Mr. John Casinelli reported that he was in contact with Ms. Hodge, of the WV State Auditor's Office. The Chief Inspector Division of the West Virginia State Auditor's Office is giving the EDA's board the option to vote on how many years they want audited. Note: A minimum of the three most recent fiscal years must be audited (i.e., FY 2016, FY 2017 and FY 2018) and the EDA's board can vote to waive the prior fiscal years. The group discussed timeframe. Mr. Schwertfeger motioned that the audit cover the most recent three (3) years (i.e., FY 2016, FY 2017 and FY 2018); Ms. Yancoseck Gamble seconded that motion. The motion carried.
- 5) Correspondence/Special Communications – Ms. Joan Simonetti Beck advised that a Post Office Box was acquired, #11, in Wellsburg, WV. Mr. Swanson and Ms. Beck shall carry the keys to the box. In addition, an Outlook account has been set up for business correspondence and a master distribution list to support general communications.

**B. BCEDA Committee Reports**

- 1) Ag Day – Ms. Ruby Greathouse reported on the 10<sup>th</sup> annual event held at Brooke Hills Park on May 23 (Wellsburg Middle School) and May 24 (Follansbee Middle School ); 211 fifth graders attended this agriculture education and career- focused event. A grant was received from the Northern Panhandle Resource Conservation and Development Council. The Brooke County EDA agreed to be a financial sponsor of the event at our last meeting; the estimated amount is up to \$1000.00. Event participants include WVU Extension Services, Family Roots Farms, Henthorn Sugar Farms, Bethany College equine program, local farmer Amy Cross; Burpee Garden Products; Yoder's Produce. Other sponsors and

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supporters included the Northern Panhandle Resource Conservation and Development Council; Brooke County Economic Development Authority; Brooke Hills Park board; Brooke County Commission; and Brooke County Board of Education.

- 2) Bridge Committee – Ms. R. Greathouse advised that a meeting was held with municipal planning, city and county government officials as well as other interested residents. Construction for the \$131 million Brooke County Bridge project has commenced. Flatiron Construction was awarded the project and is working closely with West Virginia and Ohio Divisions of Highways and Natural Resources, the Coast Guard, the Army Corp of Engineers, the railroads (Wheeling & Lake Erie Railway and Norfolk Southern), BHJ Metropolitan Planning Commission, the Brooke County Commission, and municipalities adjacent to the construction sites. The current timeline calls for the bridge to be completed in March 2021, cutting the trip between Wellsburg and Brilliant by 17 miles (or 20 minutes, in local parlance) according to the latest BHJ website report on the project.
- 3) Business Education Team – Joan Beck reported that Ms. M. E. Yancosek Gamble has agreed to cochair our newly formed team, which is an outgrowth of our May BCEDA quarterly meeting discussions. We are excited about the team of people who have agreed to partner with us which includes Follansbee and Weirton chambers, local businesses, Bethany College, Brooke County School System, SBA/SBDC, West Liberty University Entrepreneur Center, WV Northern Community College, WVU Extension Services, and Wheeling Jesuit University. Initial goals are to develop a resource portal for small business; publicize business training initiatives and workshops in the region; foster an entrepreneurs' on-line network; and build partnered initiatives to support entrepreneurship. Ms. Yancosek Gamble shared the Social Media Audit project that her Communications and Media Arts class is undertaking this fall working with local businesses; this promotes a value added experience for both businesses and college students. **See attachment - Bethany Communications and Media Arts.** Ms. Beck mentioned that Donna Schramm, SBDC Center Manager, shared a resource for on-site and on-line programs in Cyber Security, Business Fundamentals, and other topics  
<http://wvsbdc.com/training-calendar.html>
- 4) Real Estate Forum – Mr. Swanson and other local real estate agents will support the regional and local economic development agencies in matching potential buyers to property listings.

C. **Updates from Municipalities, Towns, Villages, Chambers** – Bethany and Wellsburg provided an update on upcoming events and projects.

D. **Development Updates – All:**

- 1) Stacy Wise announced that the vote to renew the 5-year levy is slated for November 6. In addition, she provided the group with an insight into current county projects. Several facility upgrades are in the works including the courthouse facility upgrade; BHJ is assisting with grant applications to support these and other projects. During a recent BHJ meeting, it was announced that grants are being pursued to expand broadband in Brooke and Hancock counties. This is one of many infrastructure projects that are critical success factors for community development.
- 2) Brooke Hills Park – Ms. McFadden advised that the Park would be ending its summer season Labor Day weekend. Mr. Billiard announced that several events are planned at the Park during September, October, and November. In addition, the Park's Club House offers a great meeting room facility for local businesses and social/civic groups. Mr. Casinelli again

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extended BCEDA appreciation to Mr. Mullenbach, Ms. McFadden, and Mr. Billiard for sponsoring our meeting. “Good things are happening to grow the Park’s resources to serve community needs”, remarked Mr. Casinelli.

- 3) Brooke County Library – Ms. Alexandra Eberle announced that on September 12 the library will hold a Lunch and Learn; it will provide valuable information on agencies that will be supported by the levy. Ms. Beck offered to send the event flier to the BCEDA 175 person mailing list. Alex agreed to forward the information to her.
- 4) Brooke County Library Bataan/Corregidor World War II Museum – Mr. Jim Brockman, museum curator and executive director, reported on several facility/building/fund raising initiatives.
- 5) Public Service District – Mr. Terry Bonaventura and Mr. Bill Liposchack updated the group on the status of current and future infrastructure projects. Terry and Bill responded to questions from the group. A meeting is planned for September 19, at the PSD office in Wellsburg at 5:00 pm to discuss the Washington Pike study.
- 6) Wellsburg Revitalization – Larry Swanson stated that the Visioning Team has completed its work. A group of concerned citizens, championed by Ms. Weld and Mr. Swanson, are working with Mayor Simonetti, the City Council, the Chamber, other organizations and several community leaders to put together a cohesive strategy for revitalization.
- 7) SBDC/SBA Recognition – Joan Beck mentioned that the 2019 Small Business Recognition process has begun. To nominate a business for one of the categories, contact Donna Schramm at 304.214.8973 or [Donna.L.Schramm@wv.gov](mailto:Donna.L.Schramm@wv.gov). The award categories are <https://www.sba.gov/offices/district/wv/clarksburg/resources/sba-small-business-week-award-information>

## E. Other Old/New Business – All

- September 5-7, 2018 - Brownfields Conference, Charleston, WV (Main Street/OnTrac Training); two people will be attending the event and will share resources acquired during the conference.
- September 18, 2018, 5:00 pm - New Business Ribbon Cutting  
<https://www.wellsburgchamber.com/>
- September 19, 2018, 5:00 pm – Pubic Service District Project Review meeting, Wellsburg, WV
- September 20, 2018 - Regional Bike Trail Meeting, 12:30 – 2:00, Millsop Center, Weirton, WV
- September 18-20, 2018 - WV Governor’s Conference on Tourism, Morgantown, WV
- September 23-25, 2018 - WV Economic Development Council Fall Conference, Canaan Valley Resort
- September 29, 2018 - 2<sup>nd</sup> Annual **Oktoberfest**, 12 pm – 7 pm, Brooke Hills Park  
<https://brookehillspark.com/event/oktoberfest-2/>
- October 2018 – Celebrate **National Women’s Small Business Month** – Congratulate a woman business owner you know!
- October 4, 2018 - 3<sup>rd</sup> Annual **Pitch** Contest – Norm Schwertfeger announced that this is being held at Brooke Hills Park, 6 pm – 9 pm. The chamber and its sponsors are seeking contestants. The business and community members are welcome to attend the event. Luke Diserio and David Klick are heading up the team, comprised of Chamber and BCEDA members; the next meeting of this committee is Wednesday, September 12.
- October 5, 2018 - National Manufacturing Day
- October 15, 2018 – Get your application in to Leadership Ohio Valley and learn more about your community <https://www.weirtonchamber.com/programs/leadership-weirton/>
- October 18, 2018 – National Chamber of Commerce Day

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- November 14, 2018 - 3<sup>rd</sup> Annual Economic Summit, Dee Jays, 5:30 pm– Heather Stone, Coordinator **PLACE THIS DATE ON YOUR CALENDAR -- MORE INFORMATION TO FOLLOW!**
- February 2019 – **We are seeking a Meeting Host!** Location and Date is **TBD**

**NOTE:** If you have events or special announcements that you want to have included with our quarterly communications, feel free to send these to the BCEDA for distribution support at [bceda\\_2003@outlook.com](mailto:bceda_2003@outlook.com)

- F. **Adjournment** – It was moved and seconded by Norm Schwertfeger and Pat Sutherland to close the meeting. Mr. Casinelli adjourned the business meeting at 7:30 pm.

Respectfully Submitted,

*Joan Simonetti Beck*

2018-19 Recording Secretary

## **Attachments**

- Attendance Summary
- Quarterly Financial Report Submitted by Treasurer Larry Swanson (First National Bank Account)
- Bethany Communications and Media Arts Handout dated August 29, 2018 presented by M.E. Yancosek Gamble
- Event Fliers

## **BCEDA Quarterly Meeting Attendance**

August 29, 2018

Joan Simonetti Beck  
Bud Billiard  
Terry Bonaventura  
Jim Brockman  
John Casinelli  
Gregory Chase, PhD  
Ed DePino  
Alexandra Eberle  
Susan Freshour  
Tim Hooper  
M. E. Yancosek Gamble  
Ruby Greathouse  
William Liposhack  
Karen McClain  
Janice McFadden  
Joe Mullenbach  
Pat Sutherland  
Norm Schwertfeger  
David Singer  
Larry Swanson  
Stacey Wise

9-18-18