



Minutes

Tucker County Development Authority

April 18, 2019 – 6:00 PM 494 Riverstone Road, Davis, WV 26260

Board Members Present:

Al Tomson – Vice President (arrived late), Roscoe ‘Ronnie’ Beall - Treasurer, Sandra Frank – Secretary, JR Helmick, Ben Nelson, Titus Helmick, Dennis Filler, Robby McClung

Board Members Not Present: Wayne Smith – President, Patrick Darlington - County Commissioner, Matt Quattro, Bruce Kolsun, Cory Chase, Dan Dilly

Quorum present? Yes

Attendees:

Steve Leyh, Executive Director, Tucker County Development Authority
Janet Preston, Woodlands Community Lenders
Victor Hutchinson, New Heritage Distilling
Jeff Nelson

Call To Order

The meeting was called to order at 6:11 PM by Sandra Frank, Secretary.

Minutes

Ronnie Beall moved to approve the minutes from March 21, 2019 and March 28, 2019 meetings and the motion was seconded by JR Helmick. The minutes of the previous meeting were approved unanimously.

Communications and Billing

An invitation to the National Youth Science Foundation Reception on May 4 at 6 PM was presented.

A letter from the Air National Guard notifying the Development Authority about an Environmental Assessment related to air space.



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A letter from the Department of the Army requesting Right-of-Entry to the Industrial Park for an Environmental Assessment of Formerly Used Defense Sites. Dennis Filler motioned to grant access; the motion was seconded by Ronnie Beall and passed unanimously.

A letter from Amy Wagner, City of Parsons Representative resigning her seat on the Development Authority. The City of Parsons has nominated Kennetha Greenlief to fulfill the vacancy. Her application will go before the County Commission for approval.

6:15 PM Al Tomson Arrived

Treasurer's Report

The financial report was emailed to the board. Vice President Al Tomson asked if there were any questions about the report. The financial report will be placed on file for audit.

Executive Director's Report

Toured Miners & Merchants Bank Building

- Vice President Al Tomson and I toured the third floor of the building.

Industrial Park Tour

- Walked the Industrial Park property with the folks from BCWorkshop to see first-hand the terrain to help develop the master plan.

Convention and Visitors Bureau Meeting

- Attend the March meeting of the CVB where we passed our annual budget. I'm happy to report that hotel-motel occupancy tax revenues continue to grow in Tucker County.

Woodlands Meetings

- Met with Dave Clark about numerous projects including the Miners & Merchants Bank Building and the Workforce Housing project.

Hardwood Alliance Zone

- Participated in the monthly Hardwood Alliance Zone meeting in Elkins where we are working with the WVU Appalachian Hardwood Center to create a hardwood industry survey to help develop a strategic plan.

Central West Virginia Development Meeting



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- Attended multiple meetings of the Central West Virginia Development Association in Buckhannon where we are finalizing details to apply for a USDA ReConnect Broadband Grant.

Garrett Regional Medical Center Forum

- Attended a community stakeholder forum at Garrett Regional Medical Center in Oakland, MD. Nearly 20% of their patients are from Tucker County.

Working with Entrepreneurs

- I continue to meet and work with numerous individuals who are interested in starting new businesses in Tucker County.

Tracking Key Legislation in Charleston

- House Bill 2020 'Budget Bill' was passed and signed by the Governor
- Provides an increase in the Local Economic Development Partnership Program from \$792,000 to \$1,250,000
- This action should increase our LED Grant to approximately \$22,000 for FY220.

Finalized the Pro Poly of America Lease

- Met President Wayne Smith to sign the Pro Poly of America lease of the industrial park shell building.
- PPA moved into the building today – April 18, 2019
- We switched electric service over, worked with Frontier to get phone and internet to the building and the Town of Davis to turn the water on.
- Unfortunately, the pipes behind the bathroom walls broke this morning. PPA staff is fixing them, but I wanted to let you know.
- PPA plans to begin manufacturing on May 13.

Attended the Public Planning Commission Meeting

- Attended the Davis Town Hall meeting to listen to public comment about the subdivision ordinance.

Presented at the Tucker County Parks & Recreation Board Meeting

- Attended the Tucker County Parks & Recreation Board meeting to present a proposal to seek a grant to provide broadband internet to that part of the county.

Old Business

Davis Center Redevelopment



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Executive Director Leyh reported that he continues to meet and discuss the Davis Center, but there hasn't been any additional movement. He recommended that Davis Center Redevelopment be removed from future agendas until needed.

Miners & Merchants Bank Building

A letter was sent to Miners & Merchants Bank on April 1 thanking them for allowing Vice President, Al Tomson and Executive Director Leyh to tour the third floor. The letter requested permission for an architect to tour the building. The purpose of which is to provide a clearer picture of what the building could be used for and how TCDA could mitigate costs. The letter also requested a deadline extension beyond April 8 so that TCDA could discuss the architect's findings. The bank agreed to extend their deadline and Dave Clark was going to reach out to Architect Michael Mills about his availability. However, as of today, an architect has not been through the building. In the meantime, Executive Director Leyh was contacted by local civic-minded residents who have expressed concern about the parking lot and an interest in the building.

Workforce Housing / Industrial Park Masterplan

The Development Authority had a special meeting with the staff from BCWorkshop last month to provide an update on their work and listen to feedback from the board members. BCWorkshop designated the industrial park property into two zones. Zone A was the area closest to Davis and Zone B was the area that has the access road through it. They then took from traditional development in Tucker County (using Thomas, Davis, Canaan Valley and a state park cabin arrangement as inspiration and provided 3 potential schemes on how to design zone A. The next monthly meeting of the Workforce Housing Task Force Committee will be on May 3 at 10 AM at NYSF.

Industrial Park Sewer Project

Al Tomson reported that we are still working on the project. Doug Martin is the only candidate for Mayor of Davis and that we will try to meet with him in the weeks ahead.

Parsons Blueprint Community

Executive Director Leyh reported that Parsons was one of six places in West Virginia to be selected to participate in the Blueprint Community initiative by the West Virginia Community Development HUB. Steve Leyh will be on the Parsons Team. Blueprint Community is year-long process is designed to create a strategy to build community assets, engage residents, overcome challenges, and attract new investment to the area. Other participating communities are Kingwood (Preston County), Lewis County, Meadow River Valley region (Greenbrier County), Monticello neighborhood of Clarksburg (Harrison County) and New Martinsville (Wetzel County).



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Industrial Park Lot Lease Proposal - Rob Porter

Executive Director Leyh contacted Mr. Porter after the last meeting asking if he would sign a one-year lease and ensure the building have a bathroom with proper water and sewer connections to town. Mr. Porter acknowledged that the proposed one-year lease was acceptable, but the restroom and water and sewer connection were not.

Industrial Park Expansion

We haven't received a response yet from First Energy. We will continue to follow up.

ReConnect Broadband Program

The Central West Virginia Development Association, which is comprised of the Development Authorities from Upshur, Randolph, Lewis, Barbour and now Tucker County. The organization has been meeting in Buckhannon on a regular basis and as an organization we have started the procurement process to secure Engineering services as we move forward with applying for a USDA ReConnect Grant. The purpose of the grant is to provide rural broadband and the grant application opens on April 23, 2019 and is due by May 31.

Executive Director Leyh has secured letters of support from both the County Commission and the Development Authority and has been actively working to secure tower locations in Tucker County.

New Business

Vice President, Tomson asked if there were any objections to changing the order of business and move to allow Woodlands Community Lenders to be the next item of business. There were no objections.

Woodlands Community Lenders Loan Guarantee

Janet Preston of Woodlands Community Lenders and Victor Hutchinson of New Heritage Distillery provided an overview of a planned new small-batch distilling operation in Davis. Funding from Woodlands Community Lenders has been approved, contingent upon all required licenses being received, final lease signed and meeting their required collateral guidelines. They explained that they are seeking a guaranty agreement that if New Heritage Distillery defaulted on its loan with Woodlands, the Development Authority would pay up to \$25,000 on the loan. The estimated date of release for the guarantee would be 2022.

Dennis Filler motioned for the board to go into executive session with the Executive Director at 7:31 PM to consider matters involving the investment of public funds. Ronnie Beall seconded the motion and it passed unanimously.



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Pursuant to the Open Meetings Act, West Virginia Code, Chapter 6, General Provisions Respecting Officers, Article 9A Open Governmental Proceedings, Section 4 - Exceptions

A public agency may hold an executive session and exclude the public to consider:

2.9 To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision: Provided, That information relied on during the course of deliberations on matters involving commercial competition are exempt from disclosure under the open meetings requirements of this article only until the commercial competition has been finalized and completed: Provided, however, That information not subject to release pursuant to the West Virginia freedom of information act does not become subject to disclosure as a result of executive session;

At 8:02 PM Dennis Filler motioned to exit executive session. Robby McClung seconded the motion and it passed unanimously.

Ben Nelson motioned that the Tucker County Development Authority provide a \$10,000 guarantee to New Heritage Distillery. The motion was not seconded.

Shell Building Appraisal

Executive Director Leyh received two quotes to appraise the Shell Building as part of the lease agreement with Pro Poly of America. Professional Appraisal Corporation of Fairmont, WV quoted \$3,000 and committed to completing the work within 60 days. Hart Appraisals in Elkins provided a quote of \$1,750 and committed to completing the work within 60 days.

Sandy Frank motioned to accept the Hart Appraisals quote of \$1,750. The motion was seconded by Dennis Filler and passed unanimously.

Executive Director Leyh asked for guidance from the board on the disposal of surplus garage doors at the Shell Building. The board suggested taking sealed bids for the doors.

Changing May Meeting Date

The Tucker County Chamber of Commerce has scheduled their 41st annual Awards Banquet for May 16 the same night as our regularly scheduled meeting. Sandy Frank motioned to change our next regular meeting to Thursday, May 23, 2019 at 6 PM. Dennis Filler seconded the motion and it passed unanimously.

Planning Commission Subdivision Ordinance



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Dennis Filler provided a brief overview of the subdivision ordinance and explained it is no longer being pursued at this time.

Letter of Support for ARC

ARC is accepting applications for the inaugural class of the Appalachian Leadership Institute, a new leadership and economic development training opportunity for the Region's community leaders. The program includes an extensive nine-month curriculum that runs October – July. It focuses on skill-building, seminars, best practice reviews, field visits, mentoring, and networking. Applications are due June 1. They are only accepting 40 people into the program, but if accepted it is all travel and participation costs are paid. The program is designed to help develop effective economic development project proposals. Executive Director Leyh asked for a letter of support from the Development Authority for his application and participation. Sandy Frank motioned to approve a letter of support. Ronnie Beall seconded the motion and it was unanimously approved.

Public Comment

There was no public comment.

Adjourn

The board voted to adjourn the meeting at 8:20 PM after a motion from Ronnie Beall and a second from Dennis Filler. The motion passed unanimously.

The next regular Tucker County Development Authority meeting will be held on May 23 at 6 PM in the Clower Run Conference Room at the National Youth Science Foundation Building, 494 Riverstone Road, Davis West Virginia.

Minutes respectfully submitted by Sandra Frank, Secretary.