

Putnam County Development Authority, Inc.
Board of Directors Meeting
Hurricane Municipal Building: 3255 Teays Valley Road, Hurricane WV 25526
Tuesday, April 15th, 2025 at 4:30pm

AGENDA

- o Call to Order & Announcements
 - o Board member changes
- o Approval of Minutes – March 2025
- o Approval of Financials
- o Committee Reports:
 - o Executive, 04/01/2025
- o Executive Director Report:
 - o County Commission funding & fundraising update
 - o Legislative updates
 - o Workforce development: Hometown Advantage, FAME
 - o Marketing plan for 2301 Virginia Avenue
- o Executive Session:
 - o Stonewall Capital & partners update
 - o 2301 Virginia Avenue
 - o Putnam Business Park: screening, Phase II, wetlands
 - o Prospect activity
- o New Business
 - o Consideration and vote of [financing options for 14025 Charleston Road](#)
 - o Consideration and vote of quotes for [14025 Charleston Road exterior work](#)
 - o Consideration and vote of [Putnam Business Park screening quote](#)
 - o Consideration and vote of [insurance policy for 2301 Virginia Avenue](#)
 - o Property development discussion and action
 - o Discussion and action on personnel matters
- o Adjournment

FOR CHAIRMAN

CALL TO ORDER & ANNOUNCEMENTS

At _____pm, acknowledging a quorum is present, I call the meeting to order.

Announcements:

1. Please indicate to the PCDA team if you are attending meetings or not to ensure a quorum is present each month.
2. We would like to thank Dr. Doug Tate for his service to the PCDA board of directors. Doug has decided to step down in order to assist PCDA more thoroughly through Alpha Innovations.
3. Tonight, we welcome Steve Tankersley, also known as “Tank”, to the PCDA board of directors. Tank is the General Manager of Cross Lanes United Rentals, is a resident of Winfield, and has been a huge supporter of Morganne’s team.

MINUTES

The meeting minutes from March 2025 were in your packet. Are there any questions or comments? If there is no objection, we will adopt the motion to accept the minutes as presented. (Wait for any objections.) Hearing no objections, the motion to approve the March 2025 meeting minutes is adopted.

FINANCIALS

The financial reports ending on April 8, 2025 are in your packet. I will request Treasurer Rocky Young to review the reports.

Are there any questions or comments? If there is no objection, we will adopt the motion to accept the minutes as presented. (Wait for any objections.) Hearing no objections, the motion to approve the April 8, 2025 financial reports carries.

COMMITTEE REPORTS

The Executive Committee met on April 1, 2025. There were no actions taken.

EXECUTIVE DIRECTOR

At this time, I will ask our Executive Director to provide her report to the board.

EXECUTIVE SESSION

I move that we enter into executive session. May I have a second motion?

All in favor please say I. Those opposed? Motion carries to move into executive session at _____ pm.

Are there any questions prior to closing the executive session? If there is no objection, we will exit the executive session and resume the open meeting. (Wait.) Hearing no objections, the motion to enter open session at _____ pm carries.

NEW BUSINESS

1. We have several items to discuss and vote on this evening. Director Tenney, will you please present the financing options for 14025 Charleston Road, “Kanawha Manufacturing Building”, to refinance the soon-to-expire Poca Valley Bank loan?
 - Do we have a motion? A second?
 - Repeat the motion: We have a motion to approve the term presented by _____ Bank to refinance 14025 Charleston Road, Red House.
 - Is there any debate or discussion?
 - All in favor say I. All those opposed, the same sign.
 - Motion carries to approve the terms presented by _____ Bank to refinance 14025 Charleston Road, Red House.
2. PCDA was successful in obtaining a \$50,000 HUD grant for exterior improvements to 14025 Charleston Road. The team solicited three quotes in the fall and the board accepted the terms of Harris Brothers to repair holes and openings. After receiving the approval for the drawdown from HUD, the team was required to solicit three bids again and again only received one. Harris Brothers honored their original price of \$43,270.

Unless there are any objections, I move to accept the proposal as presented. (Wait for objections or questions). Hearing no objections, the motion carries to accept the proposal from Harris Brothers for exterior work on 14025 Charleston Road.

3. After much discussion on the Putnam Business Park screening requirements for Diesel Drilling’s permit, it was determined that the original quotes presented would not meet the Putnam Planning & Zoning Ordinance for non-incorporated areas. There is a height requirement for the defined greenery. PCDA requested the three original quotes to be updated reflecting the height requirements. Director Tenney, will you please present the updated quotes?
 - Due to potential perception of a conflict of interest, please let the record show that I abstain from this vote.
 - Do we have a motion? A second?
 - Repeat the motion: We have a motion to approve the term presented by _____ to screen Diesel Drillings parcel in the Putnam Business Park.
 - Is there any debate or discussion?
 - All in favor say I. All those opposed, the same sign.

- Motion carries to approve the terms presented by _____ to screen Diesel Drillings parcel in the Putnam Business Park.
4. The PCDA believed they would be closing today on 2301 Virginia Avenue. In order to close, they required an insurance policy. The executive committee was polled and voted to accept the terms of property insurance through the WV Board of Risk Management at \$10,000 annually. The building is added onto our liability policy at a substantial discount.
 5. At this time, are there are any other items to discuss? If not, I will accept a motion to adjourn. Second? All in favor say I. The I's have it. The meeting is adjourned at _____ pm.