

Putnam County Development Authority, Inc.  
Board of Directors Meeting  
Area 34 971 WV-34 Hurricane, WV 25526  
Tuesday, August 19th 2025 4:30pm

### Meeting Minutes

**CALL TO ORDER:** Chairman CD Caldwell called the meeting to order at 4:37 p.m. Chairman Caldwell noted that a quorum was present and that the meeting could lawfully conduct business.

**PUBLIC COMMENTS:** None.

**MEMBERS PRESENT:** CD Caldwell, Zach Crede, Brian Ellis, Scott Edwards, Carrie Grimm, Alan Noffsinger, Steven Tankersley, Rocky Young

**MEMBERS ABSENT:** Glenn Jeffries, Jack McLane, Matt Paxton, Gary Young

**MEMBERS ATTENDING VIRTUALLY:** Heather Vanater

**STAFF PRESENT:** Morganne Tenney, Megan Lomax, Kristin Nossaman

**COMMENTS AND ANNOUNCEMENT:** None.

**APPROVAL OF MINUTES:** The July 15th, 2025, meeting minutes were distributed and reviewed. Scott Edwards made a motion, seconded by Steven Tankersley, to approve the meeting minutes as presented. The motion was carried by voice vote.

**FINANCIAL REPORTS:** The financial reports for the period ending June 30, 2025 and July 30th, 2025, were presented by Treasurer Rocky Young. Scott Edwards made a motion to approve the report as presented, which was seconded by Zach Crede. The motion was approved by voice vote.

**PROPERTY DEVELOPMENT COMMITTEE:** The Property Development Committee did not convene in July.

**PERSONNEL COMMITTEE REPORT:** The Personnel Committee did not convene in July.

**EXECUTIVE COMMITTEE REPORT:** The Executive Committee met on August 6, 2025. During the meeting, the Committee reported the approval of the Phase II purchase of the Putnam Business Park. Additionally, the Executive Committee approved the sale of equipment acquired from for property sale of 2301 Virginia Avenue. These items will be auctioned in November through Alex Lyon Auctioneers, with United Rentals providing assistance in transporting the equipment to the auction site. The Committee also reviewed an offer from Doug Brown to purchase the property at 2301 Virginia Avenue. After discussion, the Executive Committee decided to decline Mr. Brown's offer. Finally, the Committee approved the signing of an engagement agreement for accounting services with Suttle & Stalnaker.

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**EXECUTIVE DIRECTOR REPORT:**

**Retention:** Megan Lomax provided an update on the drainage issue at Agsten Construction. Through ongoing communication with Agsten, Craig Real Estate, and the Department of Highways, a resolution has been reached with the drainage design assistance of Aaron Randolph of Randolph Engineering. A DOH permit has been secured, and a local contractor will begin work to ensure the area drains properly and the roadway is no longer affected.

**Leads:** Executive Director Tenney provided updates on several ongoing projects:

- The Executive Committee has approved an offer made by Roger Goldizen to purchase Phase II of the Putnam Business Park for \$1,000,000. This offer was contingent upon his signing the purchase contract by August 15, 2025, submitting a nonrefundable deposit of \$100,000, and completing the purchase within 60 days (October 15th, 2025). If there is a need for an extension of the closing date the Executive Committee will allow for an additional non-refundable deposit of \$100,000 to extend closing an additional 30 days. The Executive Director met with Mr. Goldizen on August 15th, 2025 to sign the contract and the \$100,000 deposit was received for the purchase of the property.
- There is interest by a new project, Project Heat, in the last available parcel in the Business Park. This project was initiated through an Advantage Valley RFI that was submitted by the PCDA team. The interested party is an international manufacturer.
- Jeff Hoops has initiated the development of a truck stop at the intersection of Route 35 and I-64 in Scott Depot. The project is expected to include a truck stop, retail/ commercial businesses, and industrial space. PCDA is working with utility providers to ensure that utilities can be located on the site. Mr. Hoops has been communicating with local truck stops to gauge interest in relocation to the intended site of the truckstop.

The Putnam County Development Authority Foundation continues to advance the site development project funded by Appalachian Power. Due to the potential sale of Phase II, the focus of this initiative has shifted from including the Putnam Business Park to exclusively encompassing the 380.5-acre South Buffalo site. Seven engineering firms were invited to participate; with five submitted proposals. The project was awarded to Thrasher Engineering. PCDA will be working with Thrasher to ensure that work is completed by the end of the year deadline.

Executive Director Tenney also shared that, in an effort to attract a tenant for the 2301 Virginia Ave. building and highlight other available sites in Putnam County, PCDA hosted a Familiarization Tour on August 5, 2025. Attendees included representatives from the

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Department of Economic Development, utility providers, and Commissioner Pearson. Attendees had the opportunity to tour the Culloden Building, the Putnam Business Park, the South Buffalo site.

Due to recent interest in the soccer fields as part of 2301 Virginia Ave., Tenney reported that an agreement has been made with Randolph Engineering to complete a survey of the estimated five-acre parcel. The Executive Committee has set the price for the surveyed portion of the property at \$2.5 million. Once the survey is complete, the property will be listed for sale separately from the industrial building.

Tenney shared that mowing quotes have been received for the mowing of the property surrounding the industrial building. At this time it was determined that it is not a priority to move forward with mowing.

Due to recent interest in the purchase of the 14025 Road building, the Executive Committee determined the sale price for the building is \$3.5 million.

**Talent Development:** PCDA continues to lead the Kanawha Valley FAME apprenticeship program.

**Events:** The PCDA Annual Dinner is scheduled for September 11, 2025. Executive Director Tenney announced that this year's theme will be "*Putnam County is Home.*" The investment commitment drive has raised over \$85,000 in investments for the Putnam County Development Foundation. It is anticipated that additional sponsors will be signing up in the next two weeks.

PCDA staff will be attending the State of the Valley on 8/20/25.

Executive Director Tenney will be attending the WV Chamber Summit on 8/27-8/29/25

PCDA staff will attend the mandatory West Virginia Economic Development Council Conference from September 21-24 and will be out of the office during that week.

PCDA will once again partner with BridgeValley on Manufacturing Day, scheduled for October 3rd, to help introduce high school students to the wide range of career opportunities available in the manufacturing sector.

PCDA is partnering with the Putnam Career & Technical Center (PCTC) for the Hometown Advantage Career Fair, which will be held on October 23rd. Executive Director Tenney encouraged Board Members with hiring needs to participate in the event. Chairman Caldwell noted that Kanawha County Schools will help promote the fair to further expand student and community engagement.

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Upcoming Events for PCDA:

- State of the Valley 8/20/2025
- WV Chamber Summit 8/27-8/29/25
- Labor Day, Office Closed 9/1/25
- Annual Dinner 9/11/2025
- Office Closed 9/12/25
- WVEDC 9/21-9/24/25
- Manufacturing Day 10/3/25
- TBD Groundbreaking for E.T. 10/7-10/9/25
- Residential Contractor Connect Event 10/10/25
- Columbus Day, Office Closed 10/13/25
- Next PCDA Board Meeting 10/21/25
- Hometown Advantage Career Fair 10/23/25
- PCDA & PROTEC Board Meetings 11/18/25
- Offices closed November 27-28, December 25-26 and 31
- Baby Tenney due January 6th

**EXECUTIVE SESSION:**

Scott Edwards motioned to enter executive session for the purpose of site development discussion at 5:14 pm, which Alan Noffsinger seconded by Rocky Young. The motion was carried by voice vote. At 5:31 pm, Alan Noffsinger moved to exit the executive session, seconded by Zach Crede. The motion was carried by voice vote.

**NEW BUSINESS:**

Written ballots were collected from the board members to select the 2025 PCDA Annual Dinner Volunteer of the Year and Community Development of the Year awards.

**ADJOURNMENT:**

With no further business, Zach Crede made a motion to adjourn, which Brian Ellis seconded. The meeting adjourned at 5:32 p.m. The next meeting will be held at Area 34 and is scheduled for October 20th, 2025, at 4:30 p.m.

Respectfully submitted by Rocky Young, Treasurer.

