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## **Board of Directors Minutes April 7, 2009 Meeting**

Michael Martin, Chair of the CAEZ Board of Directors, called the meeting to order at 6:10 p.m. A quorum was established.

**Board Members Present:** Michael Martin, Russell Deering, Linda Rhodes, Joe Hoffman, Earl McCune, Mardell Nevans, Birl O'Dell, Malcolm Parker, Mike Pierson, and Peter Silitch.

**Board Members Absent:** Mike Chapman, David Boothe, Larry Dent, Earl Elliott, Ken Eskew, John Gibson, Janine Potasnik, and Doyle Tawney.

Michael introduced Lea Summers, Cynthia Brown, Crystal Douglas, and Crystal Taylor, students at Clay County High School and participants in the Youth Advantage Workforce WV program. As part of the program, the students are to observe meetings of different organizations in the community to see how meetings are conducted and how they can best contribute to the community.

**Approval of the March 3, 2009 Meeting Minutes:** Malcolm Parker made a motion to approve the March 3, 2009 meeting minutes, seconded by Peter Silitch. **Motion carried.**

**Treasurer's Report:** Birl O'Dell made a motion to approve the March 2009 treasurer's report as presented, seconded by Malcolm Parker. **Motion carried.**

**Housing Committee:** The Committee did not meet.

Concerning New Home Construction Loan #1, Connie spoke with the attorney and asked that he send the owners the agreement stating that they need to pay off the loan, sign the deed over to CAEZ, or the next step would be acquiring their assets. The transfer of the assets has been approved by the WV Housing Development Fund.

Chuck Thomas from WV Housing Development Fund called and asked if CAEZ would take over the CHDO project in Kanawha County. This would be for the outskirts of Kanawha County which includes Sissonville, Clendenin, Nitro, Dunbar, Chesapeake, and Marmet. They have \$140,000.00 per home construction. Connie spoke with the architect firm and said they would be willing to do this project as well. It was asked if the staff could handle this project. An additional staff person may be needed to be hired to complete this project. Peter Silitch made a motion to authorize the Executive Director to pursue this Kanawha County CHDO project, seconded by Malcolm Parker. **Motion carried.**

**Economic Development Committee:** The Committee did meet this evening.

**Braxton County:** A letter was received from the Department of Transportation stating that the application for State designation of the Elk River under the WV Byways and Backways Program has been given provisional approval for the Elk River Byway. This will start at Clendenin, go through Clay and Gassaway and end in Sutton.

**Fayette County:** Several properties were looked at in Mt. Hope. At one time there had been ten duplexes on one property and has since been torn down. Michael attended the Mt. Hope Housing Authority Board of Commissioners meeting and told them what CAEZ was doing with the CHDO project. The Mt. Hope Housing Authority Board of Commissioners approved to gift to CAEZ the Stadium Terrace property. The necessary steps are being taken to complete the survey and prepare the deed. The Committee approved to recommend to the Board that CAEZ accepts the Upper Stadium Terrace property from the Mt. Hope Housing Authority. Russell Deering made a motion upon the recommendation of the Economic Development Committee that CAEZ accept the Upper Stadium Terrace property from the Mt. Hope Housing Authority, seconded by Malcolm Parker.

**Motion carried.**

**Nicholas County:** Paperwork for Phase I of the Summersville water project has been given to the Public Service Commission. Once this is approved, the project will go to bid. This phase will serve approximately 300 customers. A letter was received from Farmers Home on Phase II stating that the project would be funded for \$3,284,444.00. Phase II and III will serve approximately 300 people. When complete the flow capacity of this project will be from Summersville to Gauley Bridge to possibly Montgomery.

The Nettie/Leivasy PSD is making progress on their project. The contracts have been bid and are getting ready for construction.

**Clay County:** Connie stated there is \$50,000.00 left on the USDA Grant. The basement needs to be repaired because it leaks. There has been interest in housing a daycare there. The fire marshal and sanitarium has been out to look at the space. The interested party is going through the process to meet the requirements for a daycare. It was suggested that CAEZ reopen a line of credit for \$50,000.00 at the Clay County Bank. The Committee approved to recommend to the Board that CAEZ reestablishes a \$50,000.00 line of credit with the Clay County Bank. Peter Silitch made a motion upon the recommendation of the Economic Development Committee to authorize the Executive Director to reestablish a \$50,000.00 line of credit at the Clay County Bank, seconded by Linda Rhodes. **Motion carried.**

The roof on the office needs to be repaired. The building belongs to the Clay County Commission. It was suggested that the commission be asked if a roof could be put on the office and if they would pay for half of the cost. Bids will be taken on the work. The Committee approved to recommend to the Board that Connie be authorized to proceed with getting the roof repaired and to ask the Clay County Commission to pay for half of the cost. Peter Silitch made a motion upon the recommendation of the Committee to authorize Connie to proceed to get the roof fixed but ask the Clay County Commission to split the cost 50/50 but if they do not wish to do this that CAEZ pay for the entire repair, seconded by Russell Deering. **Motion carried.** It was suggested that CAEZ ask the Clay County Commission to renew the CAEZ office lease for a period of 15 years.

There is approximately \$12,000.00 in the Dundon Account. There is \$7,200.00 earmarked for the cabins. It was suggested that the \$7,200.00 be placed in a savings account and the remainder in the account be used for the electrical work at the lodge. The Committee approved to recommend to the Board that the \$7,200.00 be placed in a savings account and the remainder be used to complete the wiring at the lodge. Peter Silitch made a motion upon the recommendation of the Economic Development Committee to place \$7,200.00 in a savings account and use the remainder for electrical work at the lodge, seconded by Malcolm Parker. **Motion carried.**

CAEZ will receive \$190,000.00 from Senator Byrd's office to complete the lodge. Also, CAEZ will receive \$190,000.00 from Congresswoman Capito's office for the Clay-Nicholas Highway.

Critters Enterprise received the bid on the sewer system at the campground.

At the last meeting, Terry Lively, Vice President of the Golden Delicious Festival, came to the committee to ask that they consider helping the festival with funding. The Committee reviewed the expense sheet for the festival. Michael Martin made a motion to recommend to the CAEZ Board that if the funds are available that CAEZ sponsor the gospel sing at the festival in the amount of \$2,000.00, seconded by Malcolm Parker. **Motion carried.** This recommendation will be brought before the Board this evening.

Andy Waddell from WYAP Radio asked that CAEZ help fund the three Summer Celebrations, Memorial Day, Independence Day, and Labor Day weekends. This is to help promote tourism in the county. Michael Martin made a motion to recommend to the CAEZ Board that CAEZ give WYAP Radio a total of \$1,000.00 for the celebrations, seconded by Russell Deering. **Motion carried.** This recommendation will be brought before the Board this evening.

**New Business:** A proposal was given to the Committee to upgrade CAEZ's website. Connie has the full proposal. It was suggested to make sure that in the agreement that CAEZ would have access to the website to update. Michael Martin made a motion to recommend to the Board that the Executive Director be authorized to proceed with hiring the contractor to update the website if the scope of work is satisfactory to the Executive Director, contingent on the Finance Committee approval, seconded by Malcolm Parker. **Motion carried.** This recommendation will be brought before the Board this evening.

**Loan Committee:** The Loan Committee met, reviewed, and approved one loan application for \$15,000.00 to purchase a 1982 International 7900 Truck with 26 inch steel roll back bed. Peter Silitch made a motion upon the recommendation of the Committee to approve the loan for \$15,000.00 for six years at 4.5% interest for the purchase of the 1982 International 7900 Truck, seconded by Malcolm Parker. **Motion carried.**

The Loan Committee also reviewed and approved a loan for \$15,000.00 for six years at 4.5% interest for the purpose of opening a tax service business in Clendenin. The office equipment will be used as collateral for this loan. Malcolm Parker made a motion upon the recommendation of the Committee to approve the loan for \$15,000.00 for six years at 4.5% interest for the purpose of opening a tax service business in Clendenin, seconded by Peter Silitch. **Motion carried.**

Loan #3 has had a judgment in CAEZ's favor. The applicant has to pay \$4,895.00 to bring the loan current and then pay \$200.00 per month until the loan is paid in full. Connie stated that if she would do this, it would be brought before the Board this evening for review. The Committee decided to wait until the 6:00 p.m. meeting to see if she attends and let the full Board make the decision. At the last meeting, the Board approved to sale the vehicle at a Clay County Commission auction.

Peter Silitch made a motion to go into Executive Session to discuss a personnel matter at 7:13 p.m., seconded by Malcolm Parker. **Motion carried.**

Russell Deering made a motion to come out of Executive Session at 7:38 p.m., seconded by Malcolm Parker. **Motion carried.**

Michael stated to the Board and public that no decisions were made in Executive Session.

**New Business:** None.

**Other:** Malcolm Parker made a motion to nominate the existing officers of the CAEZ Board of Directors for the 2009 – 2010 fiscal year, which consists of Michael Martin, Chair; Russell Deering, Vice Chair; Linda Rhodes, Secretary; and Earl McCune, Treasurer; seconded by Peter Silitch.

There were no further nominations. Birl O'Dell moved to close the nominations, seconded by Malcolm Parker. **Motion** carried.

The motion to keep the existing officers for 2009 – 2010 was approved. **Motion carried.**

Birl O'Dell made a motion to adjourn at 7:41 p.m., seconded by Malcolm Parker. **Motion carried.**

**Next meeting: Tuesday, May 5, 2009, at 6:00 p.m. at the CAEZ Office.**

Ken Eskew, Earl Elliott, and Janine Potasnik called to say they would not be attending the meeting this evening.

### **Monthly Activity Report for April 2009**

April 1, 2009 – Worked on Board Packets

April 2 and 3, 2009 – Administration

April 6, 2009 – Administration

April 7, 2009 – Economic Development Committee meeting

    Loan Committee Meeting

    Board of Directors meeting

April 8, 2009 – Worked on Board Packets

April 9, 2009 – Terry Snyder, CCB, CHDO

April 10, 2009 – HOLIDAY

April 13, 2009 – Administration

April 14, 2009 – Administration

April 15, 2009 – Met with Micro Loan applicant

    Administration

April 16, 2009 – WV Economic Development Council

April 17, 2009 – Edward Carrol, CB Novis

April 21, 2009 – Worked on CHDO project

    Met with Micro Loan applicant

    Finance Committee meeting at 5:00 p.m.

April 22, 2009 – Worked on CHDO project

    Morgantown, Jerry Sizemore

April 23, 2009 – Worked on CHDO project

April 27, 2009 – Closing CHDO project

April 29, 2009 – Worked on CHDO project

April 30, 2009 – Worked on CHDO project