



Agenda

Port Wentworth Development Authority

Port Wentworth City Hall

September 15, 2023

8:00am

- I. Welcome and Call to Order**
 - a. James Touchton, Director of Economic Development**
 - James Touchton called the meeting to order.
- II. Approval of Agenda**
 - a. Port Wentworth Development Authority Directors**
 - Gabrielle Nelson made a motion to approve the agenda and it was second by Shawn Randerwala. Approved
- III. Adoption of Bylaws (includes adoption of meeting schedule) & Election of Chair**
 - a. James Touchton, Director of Economic Development**
 - Attorney Scott Robichaux explained the bylaws and Roberts Rules of Order to the board.
 - Gabrielle Nelson made a motion to approve the bylaws/rules of procedures and the use of Roberts Rules of Order, and it was second by Morgan Halloran. Approved Unanimously.
 - Gabrielle Nelson made a motion to appoint Charlene Middleton as the PWDA Chair, and it was second by Morgan Halloran. Approved Unanimously.
- IV. Election of Vice-Chair, Secretary and Treasurer (or Secretary/Treasurer) and Asst. Secretary**
 - a. Newly Elected Chairman**
 - Gabrielle Nelson made a motion to appoint Zahnay Smoak as Secretary and Thomas Kilmartin as Treasurer, and it was second by Shawn Randerwala. Approved Unanimously.

V. New Business

a. Newly elected Chairman/Executive Director

i. Appointment of Executive Director

- Gabrielle Nelson made a motion to appoint James Touchton as Executive Director, and it was second by Shawn Randerwala. Approved Unanimously.

ii. Appointment of Special Counsel

- Gabrielle Nelson made a motion to appoint Scott Robichaux for legal counsel and approved outside counsel, and it was second by Charlene Middleton. Approved Unanimously

iii. Accounting/Auditing Firm

- Shawn Randerwala made a motion to utilize Mauldin and Jenkins as the accounting/auditing firm, and it was second by Charlene Middleton. Approved Unanimously.

iv. Approval of Financials

- Charlene Middleton made a motion to use Truist Bank at the banking institution, and second by Morgan Halloran. Approved Unanimously.

VI. Announcements

- James Touchton introduced Dan McRae who gave a presentation to the board with the following points about development authority:
 - Foundation
 - Organizational structure of the development board
 - Constitutional Provisions
 - Role of the Board
 - Jurisdiction
- Scott Robichaux discussed a resolution to have the City help the Ghost Pirates bring their new facility to the City.
- Gabrielle Nelson made the motion to approve the resolution, and second by Charlene Middleton. Approved Unanimously.

VII. Adjourn

- Gabrielle Nelson made a motion to adjourn, and second by Morgan Halloran. Approved Unanimously.