

BRUNSWICK COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY

Board of Directors Meeting
116 West Hicks Street – IDA Office
Lawrenceville, Virginia 23868
November 13, 2018
Meeting Time: 6:00 p.m.

IDA Board Meeting Minutes

The following Board Members were present:

Mr. Michael Dotti, Chair
Mr. Ray Thomas, Secretary/Treasurer
Mr. William Brown, Member
Mr. Bill Hudson, Member
Ms. Gloria Menyweather-Woods, Member
Mr. Buck Brockwell, Ex-Officio Member

The following were absent:

Mr. Morris Taylor, Vice-Chair
Dr. Charlette Woolridge, County Administrator
Ex-Officio Member
Ms. Diane Ashley, Ex-Officio Member
Mr. Ben Spence, Ex-Officio Member
Mr. Henry Robinson, Member

Other officials/guests present:

Honorable John Zubrod, Brunswick County
Board of Supervisors, Meherrin District
Mr. Carthan Currin, Economic Development Director,
Brunswick County
Mr. C. J. Dean, Manager, Town of Lawrenceville
Ms. Tessie Bacon, Attorney

I. Call to Order

The Chair called the meeting to order at 6:00 p.m.

II. Invocation and Pledge of Allegiance

Board Member Ms. Gloria Menyweather-Woods asked everyone to join her in the Invocation and Pledge of Allegiance to the United States flag.

III. Approval of Agenda

Motion: Mr. William Brown moved, seconded by Ms. Gloria Menyweather-Woods to approve the agenda as presented.

Upon vote of those present, the motion was unanimously carried.

IV. Citizens Comments - None

V. Approval of Minutes

Regularly Scheduled Meeting – October 9, 2018

Motion: Mr. Ray Thomas moved, seconded by Ms. Gloria Menyweather-Woods to approve the minutes of the October 9, 2018 monthly board minutes.

Upon vote of those present, the motion was unanimously carried.

VI. Consent Agenda

A. September 2018 Financial Report

B. October 2018 Checkbook Register

Motion: Mr. Ray Thomas moved, seconded by Ms. Gloria Menyweather-Woods to approve the September 2018 Financial Report and October 2018 Checkbook Register as submitted.

Upon vote of those present, the motion was unanimously carried.

VII. New Business

A. KASS Update

The IDA Chair said the Town of Lawrenceville is accepting bids to have the building that KASS will be occupying painted. He said the equipment for KASS is ready for shipment from overseas and will take approximately 25 days to deliver.

B. Property Update

The Chair said the IDA recently purchased approximately 418 acres of land that is adjacent to the former Saint Paul's College campus and property located at 315 North Main Street previously owned by Dr. Elton Brown. He said the IDA is actively marketing both properties and several prospects have expressed an interest in the properties.

C. Contractors/Builders

The Chair said the IDA plans to advertise for bids from qualified contractors to provide prices on a cost plus percentage basis for general maintenance, plumbing and electrical repairs.

D. Intern Program Update

Ms. Jeannell Jones, Finance/Project Manager is meeting with the Principal and two Guidance Counselors from Brunswick High School in December to discuss plans to have two interns at the IDA and they will focus on marketing and other IDA project related activities.

E. Public Use of IDA Conference Room

Board Member Mr. Bill Hudson said he received a request from a Boy Scouts Troop to use the conference room at the IDA as was done many years ago. Melissa Boucher, IDA Office Manager, said the former Executive Director stopped allowing groups to use the conference room due to the large volume of confidential information in the office. The Board agreed to keep the former Executive Director's policy on use of the IDA conference room in place.

VIII. Old Business

A. Non-Disclosure Agreement

The IDA Chair said he asked the IDA Attorney to prepare a more simplified Non-Disclosure agreement for Board members, staff and other key personnel to sign as the previous agreement presented was too complex. The IDA Attorney said she needed to correct the formatting on the first page of the Non-Disclosure agreement and would submit the document to the IDA Office Manager for distribution prior to the next meeting.

IX. Chairman's Report

The Chair said the IDA is leading the way to bring a YMCA to Brunswick County. He said a steering committee has been formed and community interviews have taken place. He also said that it has been suggested that a consultant be hired to look at ways Brunswick County can raise the \$300,000 to \$500,000 needed to move the YMCA project forward.

He said the IDA continues to work closely with the Town of Lawrenceville and County Officials to seek ways to attract businesses to Brunswick County.

This concluded the Chair's report.

X. Committee Reports

A. Personnel – The IDA Chair asked Mr. Ray Thomas and Ms. Gloria-Menyweather Woods to serve on the Personnel Committee and they both agreed to serve on the Personnel Committee.

B. Finance – No report.

C. Property – Board Member Mr. Bill Hudson said "For Lease" signs have been ordered from Extreme Signs to place in buildings the IDA recently purchased. He suggested that the Property Committee meet to develop a plan for the leasing of properties the IDA has purchased. Mr. Hudson said he has received one bid on trimming trees and repairing lights at the Brunswick Industrial Park and another bid is expected. He also said the telescoping flagpole is not staying up at the Brunswick Industrial Park and he asked Frank Arthur, the contractor who installed the pole, to make the necessary repair. Mr. Hudson recommended that the IDA purchase several For Sale signs and place them on the small tract of land in front of the prison that the IDA owns. He went on to say that he purchased a 12-foot cattle gate to be placed at the entrance of the land the IDA recently purchased. The Chair thanked Mr. Hudson for his property report.

D. Marketing – No report.

XI. IDA Board of Directors' Comments

The Chair reminded everyone that the Lawrenceville Christmas Parade is December 7, 2018 and the IDA staff will be serving cookies and hot chocolate prior to the start of the parade.

XII. Closed Session

MOTION TO CONVENE CLOSED MEETING

November 13, 2018

Mr. Ray Thomas moved, seconded by Ms. Gloria Menyweather -Woods that this Board convene in closed meeting to discuss the following:

As permitted by Virginia Code Section 2.2-3711(a)(1), other specific personnel matter;

As permitted by Virginia Code Section 2.2-3711(a)(3), a matter involving the acquisition of real property for a public purpose.

CERTIFICATION AFTER CLOSED SESSION

Motion by Mr. Ray Thomas that the Board certify that to the best of each Board member's knowledge:

- (i) only public business matters lawfully exempted from the open session requirement by Virginia law were discussed in closed session to which this certification applies, and
- (ii) only such public business matters as were identified in the motion convening the closed session were heard, discussed or considered by the Board.

Motion seconded by Ms. Gloria Menyweather-Woods.

Roll Call Vote:

Voting Aye: Mr. William Brown, Mr. Michael Dotti, Mr. Bill Hudson, Ms. Gloria Wesson Menyweather-Woods, Mr. Ray Thomas

Voting Nay: None

Absent During Vote: Mr. Morris Taylor

Absent During Meeting: Mr. Morris Taylor

Motion: Mr. Ray Thomas moved, seconded by Ms. Gloria Wesson Menyweather-Woods that the IDA advertise for the position of Executive Director.

Upon vote of those present, the motion was unanimously carried.

Motion: Mr. Ray Thomas moved, seconded by Mr. William Brown that the IDA research the feasibility of a new construction project in the County.

Upon vote of those present, the motion was unanimously carried.

Motion: Mr. Ray Thomas moved, seconded by Ms. Gloria Menyweather-Woods that the IDA Chair be given authority to sign the contract for the I-85 Business Park and oversee the completion of necessary work at the I-85 Business Park with expenses up to \$300,000.00.

Upon vote of those present, the motion was unanimously carried.

XIII. Adjournment

Motion: Mr. Ray Thomas moved, seconded by Mr. William Brown that the meeting be adjourned.

Upon vote of those present, the motion was unanimously carried.

The November 13, 2018 Board of Directors' Meeting of the Brunswick County Industrial Development Authority was adjourned at 7:15 p.m.