

**BRUNSWICK COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY**

Board of Directors Meeting  
116 West Hicks Street – IDA Office  
Lawrenceville, Virginia 23868  
December 13, 2018

(re-scheduled from December 11, 2018 due to inclement weather)

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. Bill Hudson, Member  
Ms. Gloria Menyweather-Woods, Member  
Dr. Charlette Woolridge, County Administrator  
Ex-Officio Member

**The following were absent:**

Mr. Morris Taylor, Vice-Chair  
Mr. William Brown, Member  
Ms. Diane Ashley, Ex-Officio Member  
Mr. Buck Brockwell, Ex-Officio Member  
Mr. Ben Spence, Ex-Officio Member  
Mr. Henry Robinson, Member

**Other officials/guests present:**

Honorable Barbara Jarrett-Harris, Brunswick County  
Board of Supervisors, Totaro District  
Ms. Tessie Bacon, IDA Attorney

**I. Call to Order**

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

**II. Invocation and Pledge of Allegiance**

The Chair asked everyone to join him in the Invocation and Pledge of Allegiance to the United States flag.

**III. Approval of Agenda**

The IDA Chair requested that Item VII. “New Business:” H. Long and Foster Commission be placed after the Approval of Agenda.

**Motion:** Mr. Ray Thomas moved, seconded by Ms. Gloria Menyweather-Woods to approve the agenda with the addition as requested.

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

**VII. H. Long and Foster Commission Letter**

The IDA Chair provided a letter dated October 3, 2018 from Ms. Nancy Steinke, Manager Broker of Long and Foster Real Estate verifying that he will not profit personally from his activities in real estate while serving as IDA Chair. He pledged to donate any commission received as a result of his role serving the IDA to the YMCA of Brunswick County.

**IV. Citizens Comments**

Ms. Sylvia Allen reminded the Board that the ad deadline for the winter edition of Explorer Magazine is December 31, 2018.

**V. Approval of Minutes**

***Regularly Scheduled Meeting – November 13, 2018***

**Motion:** Mr. Ray Thomas moved, seconded by Ms. Gloria Menyweather-Woods to approve the minutes of the November 13, 2018 regularly scheduled monthly board minutes.

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

**VI. Consent Agenda**

**A. October 2018 Financial Report**

**B. November 2018 Checkbook Register**

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

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

**VII. New Business**

**A. Securing Land Adjacent to former St. Paul's College**

The IDA Chair requested approval from the Board to spend up to \$400.00 for a gate to be installed at the entrance to the land the IDA recently acquired that is adjacent to the former St. Paul's College. He also requested that locks be placed on the buildings located on the property.

**Motion:** Mr. Ray Thomas moved, seconded by Ms. Gloria Menyweather-Woods to approve up to \$400.00 for a gate to be installed at the entrance and locks placed on buildings on the property the IDA recently purchased that is adjacent to the former St. Paul's College.

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

**B. General Discussion on Future of Property**

The Chair said general discussions are taking place regarding opportunities for agricultural and vocational training programs on properties located in Brunswick County.

### **C. Bank of America Credit Card**

The IDA Chair requested approval for a credit charge to be used by IDA staff for attending seminars with a spending limit of \$2500.00.

**Motion:** Mr. Ray Thomas moved, seconded by Ms. Gloria Menyweather-Woods to secure a credit card with a limit of \$2500.00 from a local bank for IDA staff to attend workshops/seminars related to IDA functions.

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

### **D. Part-time General Laborer**

The IDA Chair requested approval to hire a part-time general laborer as needed by IDA staff at a rate of \$10.00 per hour. He said the position would be advertised in the local newspapers.

**Motion:** Mr. Ray Thomas moved, seconded by Ms. Gloria Menyweather-Woods to approve hiring a part-time general laborer as needed by IDA staff for general maintenance at a rate of \$10.00 per hour.

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

### **E. Conflict of Interest Forms**

The annual filing of Conflict of Interest forms are due February 1, 2019. The IDA Office Manager will distribute the proper forms to IDA Board members to be submitted by the due date.

### **F. IDA Website Design Proposal**

The IDA Chair said he received one proposal for a complete website re-design from Mr. Michael Grimm of Poor Jellyfish. The IDA Board requested that Mr. Grimm give a brief overview of the website redesign at the January Board meeting.

### **G. Town of Lawrenceville/Southern States Painting Bids**

The IDA Chair said Lawrenceville Town Manager Mr. C. J. Dean presented two bids the Town received to paint the former Southern States building where KASS will be occupying. Trustfort Construction submitted a bid of \$35,000.00 and Carter Construction submitted a bid of \$23,000.00. Board member Mr. Thomas suggested that the IDA have input in the selection of colors to be used on the painting of the building and everyone present agreed.

**Motion:** Ms. Gloria Menyweather-Woods moved, seconded by Mr. Ray Thomas to accept the lowest bid of \$23,000.00 from Carter Construction to paint the former Southern States building that KASS will be occupying.

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

### **H. Non-Disclosure Agreement**

The IDA attorney corrected the formatting issue on the Non-Disclosure Agreement and new copies were re-distributed by the IDA Office Manager for Board members to review and sign.

## **VIII. Old Business**

### **A. I-85 Billboard Update**

The IDA Chair said the I-85 Billboard is in place and several citizens have made great comments on the design.

### **B. Intern Program Update**

The Finance/Project manager gave a brief overview of the intern program planned to begin at the IDA in January, 2019. She said the students will work three times a week at the IDA and the school will be responsible for their transportation. She went on to say other intern programs are planned.

### **C. Henry Robinson Update**

The IDA Chair said Mr. Henry Robinson submitted his letter of resignation from serving on the IDA Board and the letter was forwarded to the Brunswick County Board of Supervisor Chair and County Administrator.

### **D. KASS Update**

The IDA Chair said equipment has shipped from overseas for the KASS project and should be ready for installation by the first of the year.

## **IX. IDA Finance Update**

### **Town of Lawrenceville Loan – Final Payment**

### **Overpayment in Lieu of Taxes – Lawrenceville Correctional Center**

### **Other**

The IDA Chair said the IDA made the final payment in towards the Town of Lawrenceville loan. He also said an overpayment in lieu of taxes from the Lawrenceville Correctional Center was received in error and the IDA sent that check back to State funds.

## **X. Chairman's Report**

The IDA Chair gave an overview of accomplishments the Brunswick County IDA achieved in 2018. He said relationships with the County and Town officials are being repaired and restored. Cost savings measures have been taken and internet and office technology has been and continues to be updated. He said the IDA underwent a successful annual audit with Robinson, Farmer, Cox with no violations for fiscal year 2017. He also said an intern program is being developed between the IDA and local schools with plans to expand the program in the future. He went on to say that the IDA Property Committee reviewed and made improvements to our industrial parks. Mr. Dotti continued on to say that the current IDA Board is very strong and working to educate the public on what the IDA is doing to attract businesses and move Brunswick County forward in preserving and advancing the community's human and fiscal resources to provide quality services for residents and businesses.

## **XI. Committee Reports**

### **A. Personnel – No Report**

### **B. Finance – No report**

**C. Property**

Dr. Ackerman contacted the IDA staff regarding continuing leaks to the roof. Commercial Solutions, who made repairs to the roof earlier in the year, was contacted and returned to Dr. Ackerman’s office to make additional repairs covered under warranty. While technicians were making repairs to Dr. Ackerman’s roof DSS contacted the IDA to report new leaks on their roof and Commercial Solutions made repairs to DSS roof as well.

**D. Marketing**

**XII. IDA Board of Directors Comments**

Board member Mr. Ray Thomas said he wanted to commend Mr. Mike Dotti for his volunteer work as IDA Chair on moving the IDA forward to attract more businesses to the County.

**XIII. Closed Session**

**MOTION TO CONVENE CLOSED MEETING**

December 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) Consideration or interviews of candidates for employment; Salary or other compensation of a specific employee

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

As permitted by Virginia Code Section 2.2-3711(a)(5), a prospective business or industry.

**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. Michael Dotti, Mr. Bill Hudson, Ms. Gloria Wesson Menyweather-Woods, Mr. Ray Thomas

**Voting Nay:** None

**Absent During Vote:** Mr. Morris Taylor, Mr. William Brown, Mr. Henry Robinson

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**Motion:** Mr. Ray Thomas moved, seconded by Ms. Gloria Wesson Menyweather-Woods that the IDA recognize and formally approve the raise of \$2500.00 effective October 23, 2018 for Finance/Project Manager Jeannell Jones per her contract.

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

**Motion:** Mr. Ray Thomas moved, seconded by Mr. Bill Hudson that the IDA retain former Finance Manager Anne D. Burke at a rate of \$45.00 per hour for consultation services as needed.

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

**Motion:** Mr. Ray Thomas moved, seconded by Ms. Gloria Menyweather-Woods that the IDA increase Office Manager Melissa Boucher's annual salary by \$5,000.00 effective January 1, 2019.

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

**XIV. Adjournment**

**Motion:** Mr. Ray Thomas moved, seconded by Mr. Bill Hudson that the meeting be adjourned.

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

The December 13, 2018 Board of Directors' Meeting of the Brunswick County Industrial Development Authority was adjourned at 7:30 p.m.