

BRUNSWICK COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY

Board of Directors Meeting
116 West Hicks Street – IDA Office
Lawrenceville, Virginia 23868
April 10, 2018 @ 6:00 P.M.
5:30 p.m.

IDA Board Meeting Minutes

The following Board Members were present:

Mr. Michael Dotti, Chair
Mr. Morris Taylor, Vice-Chair
Mr. Ray Thomas, Secretary/Treasurer
Mr. William Brown, Member
Mr. Bill Hudson, Member
Ms. Gloria Wesson Menyweather-Woods, Member
Dr. Charlette Woolridge, County Administrator
Ex-Officio Member
Mr. Buck Brockwell, Ex-Officio Member

The following were absent:

Ms. Diane Ashley, Ex-Officio Member
Mr. Ben Spence, Ex-Officio Member

Other officials/guests present:

The Honorable Barbara Jarrett-Harris, Chair, Brunswick County
Board of Supervisors, Totaro District
The Honorable Bernard L. Jones, Brunswick County
Board of Supervisors, Red Oak District
Ms. Leslie Weddington, Assistant County Administrator
Mr. Carthan Currin, Economic Development Director,
Brunswick County
Mr. C. J. Dean, Manager, Town of Lawrenceville

I. Call to Order

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

II. Invocation and Pledge of Allegiance

Board Member Mr. Bill Hudson asked everyone to stand and join him in the Invocation and Pledge of Allegiance to the United States flag.

III. Approval of Agenda

The Chair requested that Item “VII. New Business:” O. Roof Repair at Dr. Ackerman’s Office be placed on the Agenda

Motion: Mr. Bill Hudson moved, seconded by Mr. William Brown to approve the agenda with the addition as requested.

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

The Chair noted that at last month’s IDA Board meeting he did not allow Ex-Officio Mr. Buck Brockwell to view a document. The Chair said he was in the wrong for not allowing an Ex-Officio to view the document and wanted the minutes to reflect his apology to Ex-Officio Mr. Buck Brockwell.

IV. Citizens Comments

Mr. Phil Gilson provided an update on his glass blowing and seamstress business located on Brickyard Street in Lawrenceville, Va. He said they have several events planned in the near future that will provide their business with international coverage. Mr. Gilson distributed to everyone a copy of Early American Life magazine and he is listed in their directory of traditional American crafts as Colonial American period-style glass blowing. The IDA Chair thanked Mr. Gilson for his update and asked him to schedule a time to meet and discuss ways to further establish his business in Brunswick County.

V. Approval of Minutes

Regularly Scheduled Meeting – March 13, 2018

Motion: Mr. Bill Hudson moved, seconded by Ms. Gloria Menyweather-Woods to approve the minutes of the March 13, 2018 Regularly scheduled meeting.

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

VI. Consent Agenda

A. February 2018 Financial Report

B. March 2018 Checkbook Register

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

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

VII. New Business

A. Seeding/Brunswick Industrial Parks

Motion: Mr. Ray Thomas moved, seconded by Ms. Gloria Menyweather-Woods to submit separate Request for Proposals (RFP) for grass cutting and re-seeding at the Brunswick Industrial Park and the I-85 Business Park.

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

The IDA Chair said trailers were being parked and left unattended at the Brunswick Industrial Park and this problem needs to be addressed by the Board.

B. Communications Log

The IDA Chair informed Board members that a communications log is being kept in the IDA office for everyone to review. He said the purpose of the log is to be transparent in the operations of the IDA. He also said the communications log contains copies of all documents that he signs as well as emails related to the day to day operations of the IDA office.

C. Audit of Properties Progress Report

Board Members Mr. William Brown and Mr. Bill Hudson recently visited each of the Industrial Parks and provided an update on issues that need to be addressed such as landscaping at each entrance to the Parks. He also recommended placing a flag pole with the American flag at each entrance. He distributed booklets containing information and photos of the Parks to Board members for their review.

D. Funding of IDA

The County did not appropriate any operational or capital funding to the IDA for Fiscal Years 2018 and Fiscal Year 2019.

E. 2nd Board Meeting During Month

The IDA Chair said he was not suggesting a second monthly IDA Board meeting each month but said the IDA conference room was available for Committees to use if they needed to meet and discuss items.

F. IDA By-Laws Committee

Board Members Mr. Bill Hudson and Ms. Gloria Menyweather-Woods volunteered to serve on the By-Laws Committee. They will review the IDA By-Laws and brings their recommendations back to the full Board for their review at the next IDA monthly Board meeting.

G. Appoint Committees

The following were appointed by the IDA Chair to serve on IDA Committees:

- Personnel:** Mr. Michael Dotti, Mr. Morris Taylor
- Finance:** Ms. Gloria Menyweather-Woods, Mr. Morris Taylor
- Property:** Mr. William Brown, Mr. Bill Hudson, Mr. Ray Thomas
- Marketing:** Mr. Michael Dotti
- Rules Committee:** Mr. Bill Hudson, Mr. William Brown

H. Who to Contact With Business Ideas

The IDA Chair asked Board members to direct any prospects or new business ideas for Brunswick County to Mr. Carthan Currin, Economic Director for Brunswick County.

I. Display Racks

The IDA Chair asked the Office Manager to purchase a display rack for the IDA front office so that marketing materials and other publications are available to the Public.

J. Board Member IDA E-Mail Address/Business Cards

Motion: Mr. Bill Hudson moved, seconded by Ms. Gloria Menyweather-Woods that Richweb set up IDA e-mail addresses for Board members to use to communicate IDA Board matters without having to use their personal e-mail accounts and that business cards be ordered for IDA Directors and the Office Manager from Edmonds Printing Company.

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

K. County Website/IDA Website Integration – FOIA Disclosure

The IDA Chair said having a County and IDA website was confusing to the Public. He suggested having information about the IDA placed on the Brunswick County website. He asked Board members to consider this option and it will be discussed further at the next IDA Board meeting.

L. 2009 Ford Escape

The IDA Chair said the IDA does not need the 2009 Ford Escape and made the suggestion to donate it to the auto shop at Brunswick High School or donate it to the County. The County Administrator said the County is interviewing for a Tourism Coordinator that could use the vehicle but she would need to discuss with the Board of Supervisors before a decision could be made.

M. Two CD's – To be discussed in Closed Session.

N. Civic Organizations – Brunswick Chamber, Rotary, etc.

The IDA Chair said it is important that the IDA support local civic organizations such as the Lake Gaston Chamber of Commerce, Brunswick County Chamber of Commerce and the Lawrenceville Rotary. He asked Board members to bring any other organizations that the IDA should support to the next monthly Board meeting.

Motion:

Mr. Bill Hudson moved, seconded by Ms. Gloria Menyweather-Woods that the IDA continue ongoing memberships with the Brunswick Chamber of Commerce and the Lawrenceville Rotary and to join the Lake Gaston Chamber of Commerce.

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

O. Roof Repair – Dr. Ackerman's Office

Commercial Solutions, a Raleigh, NC company highly recommended to make roof repairs, has been contacted to make the necessary repairs to a drainpipe that is leaking into Dr. Ackerman's office whenever it rains. The repair work will include a one-year warranty.

VIII. Chairman's Report

The Chair Mr. Michael Dotti said the Virginia Industrial Development Authority (VIDA) has a two-day conference scheduled for May 22-23, 2018 in Roanoke, Virginia. He said there is a IDA budget for seminars and conferences if any Board member was interested in attending the upcoming conference.

Mr. Dotti distributed to Board members a survey that Virginia Main Street staff is conducting in nearby Blackstone, Virginia. He said he would like to see a similar survey mailed to area citizens for their input. He said this is something the IDA can do to support the County in marketing Brunswick County.

IX. Old Business - None

X. IDA Board of Directors' Comments - None

XI. Board of Directors' Brainstorming

XII. Closed Session

MOTION TO CONVENE CLOSED MEETING

April 10, 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), a personnel matter involving salary or other compensation of a specific employee and other specific personnel matter related to Finance Manager's position; and Virginia Code Section 2.2-3711 (a) (3), a matter involving the disposition of publicly held real property.

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, Mr. Ray Thomas, Ms. Gloria Wesson Menyweather-Woods, Mr. Morris Taylor

Voting Nay: None

Absent During Vote: None

Absent During Meeting: None

Motion: Mr. Ray Thomas moved, seconded by Mr. Morris Taylor to dispose of currently held real estate property as proposed in the Resolution to Approve Sale of Interest in Real Property.

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

Motion: Mr. Ray Thomas moved, seconded by Ms. Gloria Menyweather-Woods that the IDA adjust the salary of IDA personnel to the amount the Personnel Committee recommended.

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

Motion: Mr. Ray Thomas moved, seconded by Mr. Morris Taylor that the IDA Board retain Creedle, Alga and Jones to manage the IDA finances.

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

XIII. Adjournment

Motion: Mr. Morris Taylor moved, seconded by Ms. Gloria Menyweather-Woods that the meeting be adjourned.

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

The April 10, 2018 Board of Directors' Meeting of the Brunswick County Industrial Development Authority was adjourned at 7:20 p.m.