

BRUNSWICK COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY

Board of Directors Meeting
116 West Hicks Street – IDA Office
Lawrenceville, Virginia 23868
July 10, 2018

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
Mr. Ben Spence, Ex-Officio Member

The following were absent:

Ms. Diane Ashley, Ex-Officio Member
Mr. Henry Robinson, Member

Other officials/guests present:

The Honorable John Zubrod, Vice-Chair, Brunswick County
Board of Supervisors, Meherrin District
Mr. Carthan Currin, Economic Development Director,
Brunswick County

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 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:”E. Recognition of Finance Manager’s Retirement be placed after the Approval of Agenda. He also requested that Item “VII. New Business:” F. VEDP Website be added to the Agenda.

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

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

The IDA Chair presented Finance Manager Mrs. Anne Burke with a plaque, flowers and a beautiful glass bottle hand-crafted by local glassblower Mr. Phil Gilson as she retired from her position with the IDA. The plaque reads, “Thank you for your service and dedication to the Brunswick County Industrial Authority. June 2006 – June 2018.

IV. Citizens Comments

Ms. Sylvia Allen said that a special publication focusing on Brunswick Stew is being produced and asked the IDA to consider placing an ad in the magazine.

Dr. Charlette Woolridge thanked everyone that attended the ribbon cutting for the Brunswick County By-Laws Visitor Center. Ex-Officio Mr. Buck Brockwell said the recent video produced about Brunswick County was impressive. He also said several people had mentioned to him that the Brunswick County website looked great and was very user friendly.

V. Approval of Minutes

Regularly Scheduled Meeting – June 12, 2018

Motion: Mr. Ray Thomas moved, seconded by Ms. Gloria Menyweather-Woods to approve the minutes of the June 12, 2018 Regularly scheduled meeting.

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

VI. Consent Agenda

A. May 2018 Financial Report

B. June 2018 Checkbook Register

Motion: Mr. Ray Thomas moved, seconded by Mr. William Brown to approve the May 2018 Financial Report and June 2018 Checkbook Register as submitted.

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

VII. New Business

A. Election of Officers

The Chair moved, seconded by Mr. Bill Hudson that Board Member Mr. Ray Thomas be re-elected to serve as Secretary of the IDA.

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

Board Member Mr. Bill Hudson made the motion to nominate Board Member Ms. Gloria Menyweather-Woods to serve as Vice-Chair of the IDA but Ms. Menyweather-Woods declined stating she was not ready to accept the position of Vice-Chair at this time.

Board Member Ms. Gloria Menyweather-Woods moved, seconded by Mr. Ray Thomas that Board Member Mr. Morris Taylor be re-elected to serve as Vice-Chair of the IDA.

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

Board Member Mr. Ray Thomas moved, seconded by Mr. Bill Hudson that Board Member Mr. Mike Dotti be re-elected to serve as Chair of the Brunswick County Industrial Development Authority.

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

B. Appointment of Committees

The Chair requested that this item be placed on next month's Agenda to allow him time to discuss with individual Board members the committee they wished to serve on.

C. IDA By-Laws

The Chair said Attorney Tessie Bacon had finalized IDA By-Laws with the suggested changes by IDA Board members. A copy of the revised By-Laws is included in each Board Member packet.

D. Beautification of Incorporated Towns

The Chair said he would like the Board to look at ways to improve the appearance of downtown Lawrenceville. He suggested the possibility of placing flag poles, flower pots and other items to beautify the town.

E. Recognition of Finance Manager's Position

Previously covered after Approval of Agenda.

F. VEDP Website

Ex-Officio Mr. Buck Brockwell distributed to Board Members an email he received about the launching of VEDP's new website. He said the website has a wealth of information related to site availability in Virginia. He also said it is very important that Brunswick County maintain a site inventory on the website.

VIII. Old Business

A. Office Renovation

The Chair said the engineering firm of Jeff Robinson & Associates is preparing a structure analysis of the IDA office building for the renovation of the second and third floors.

IX. Chairman's Report

The Chair said bush hogging at both of the Industrial Parks has been completed and entrance landscaping at both parks has begun. He said Justin Robinson recently took drone photography of both parks and that photography is on the IDA website and will be used in future marketing of the parks to attract industry. He also said he plans to meet with the Director of Social Services to make an assessment of what repairs are needed at the Department of Social Services building. He also said the IDA continues to work closely with the Town of Lawrenceville to discuss improvements to the appearance of downtown. He said the DEQ cited a small violation on the North Water System that the IDA owns in their annual water test report.

X. Committee Reports

A. Personnel – To be discussed in Closed Session.

B. Finance – No report.

C. Property

The IDA Chair said the sign had been designed and is ready to be ordered for the I-85 billboard. He also said contractors are performing bush hogging and maintenance work at both of the industrial Parks.

D. Marketing

The IDA Chair said the IDA is placing a full page ad in the Taste of Brunswick publication.

XI. IDA Board of Directors' Comments – No Comments.

XII. Closed Session

MOTION TO CONVENE CLOSED MEETING

July 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 matter involving specific personnel matter;

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

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. Morris Taylor, Mr. Ray Thomas

Voting Nay: None

Absent During Vote: None

Absent During Meeting: None

Motion: Mr. Ray Thomas moved, seconded by Mr. William Brown that the IDA look at acquiring property with a set limit amount of \$160,000 contingent upon an engineer's report.

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

XIII. Adjournment

Motion: Mr. Ray Thomas moved, seconded by Mr. Morris Taylor that the meeting be adjourned.

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

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