

BRUNSWICK COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY

Board of Directors Meeting

Electronic Meeting

June 9, 2020

5:00 p.m.

IDA Board Meeting Minutes

The following Board Members were present:

Ms. Gloria Menyweather-Woods, Chair, Sturgeon District
Mr. Morris Taylor, Vice-Chair, Red Oak District
Mr. Ray Thomas, Secretary/Treasurer, At-Large
Mr. Will Ford, Member, Meherrin District
Mr. Buck Brockwell, Ex-Officio Member, Town of Lawrenceville
Mayor Curt Williams, Ex-Officio Member, Town of Alberta

Also present:

Mr. Michael Dotti, Business Director
Dr. Alfonzo R. Seward, Board of Supervisors,
Sturgeon District
Mr. Everette Gibson, Interim Manager, Town of
Lawrenceville
Ms. Rebecca Spengler, Vice-Mayor, Town of
Alberta
Mr. Anthony Taylor, Council Member, Town of
Alberta
Ms. Trina Stahl, Stahl Accounting and Tax, Inc.

The following were absent:

Mr. William Brown, Member, At-Large
Ms. Arnika Green, Member, Powellton District
Ms. Alfreda Jarrett Reynolds, Member, Totaro District
Mr. Andrew Dugger, Ex-Officio Member, Town of Brodnax
Ms. Tessie Bacon, IDA Attorney

I. Call to Order

The Chair called the meeting to order at 5:10 p.m.

II. Invocation

The Chair asked the Business Director to begin the meeting with the Invocation. After the Invocation the Business Director introduced Ms. Trina Stahl of Stahl Accounting and Tax, Inc. as the firm that will be managing IDA financials effective July 1, 2020.

III. Approval of Agenda

The Business Director requested that the following item be added to the Agenda: Under Item "VII. New Business:" F. Federal Grant Application.

Motion: Mr. Ray Thomas moved, seconded by Mr. Will Ford to approve the Agenda with addition as requested.

Upon vote of those present the motion was unanimously carried.

IV. Citizens Comments

There were no citizen comments.

V. Approval of Minutes

Regularly Scheduled Meeting – May 12, 2020

Board member Mr. Ray Thomas said the minutes need to be corrected to show that Board members Ms. Arnika Green and Mr. William Brown were absent at the May 2020 electronic meeting.

Motion: Mr. Ray Thomas moved, seconded by Mr. Will Ford that the minutes of the *May 12, 2020 Regularly Scheduled Meeting* be approved with the corrections as requested.

Upon vote of those present the motion was unanimously carried.

VI. Consent Agenda

A. April 2020 Financial Report

B. May 2020 Checkbook Register

Motion: Mr. Ray Thomas moved, seconded by Mr. Will Ford to approve the April 2020 Financial Reports and May 2020 Checkbook Register.

Upon vote of those present the motion was unanimously carried.

VII. New Business

A. Update on I-85 Park

The Business Director said that the Alberta Town Council held a public hearing and zoning was approved for the Heritage RV Park Resort to be located in the I-85 Business Park in Alberta. He said that the lay down yard is about 60% complete. The Business Director thanked everyone involved with the approval process for moving projects forward at the I-85 Business Park in Alberta .

B. Business Idea for 121 W. Hicks Street (Nancy's Shoe Shop)

The Business Director said a business idea for this location fell though.

C. Benchmark Community Bank – Escrow Account/Authorized Users

The IDA Chair requested a motion to add herself, Mr. Morris Taylor, Mr. Ray Thomas and Ms. Melissa Boucher as authorized users for the Benchmark Community Bank escrow account.

Motion: Mr. Ray Thomas moved, seconded by Mr. Will Ford to approve adding Mr. Ray Thomas, Mr. Morris Taylor, Ms. Gloria Menyweather-Woods and Ms. Melissa Boucher as authorized users on the escrow account at Benchmark Community Bank.

Upon vote of those present the motion was unanimously carried.

D. Financial Record Retention/Disposal

The Business Director requested a Motion for the IDA to begin the bid process to look for a company that specializes in digitizing office files for record retention and disposition in accordance with guidelines for County and Municipal Governments.

Motion: Mr. Ray Thomas moved, seconded by Mr. Will Ford to approve the bid process for a company that specializes in digitizing office files for record retention and disposition in accordance with guidelines for County and Municipal Governments.

Upon vote of those present the motion was unanimously carried.

E. Election of Officers – Fiscal Year 07/20-06/21

The IDA Chair said a Chair, Vice-Chair and Secretary/Treasury need to be appointed at the July IDA Board meeting for the Fiscal Year 2020-2021 and asked that Board members think about nominations for the upcoming year.

F. Federal Grant Application

The Business Director informed the Board that the IDA is working on a large federal grant in excess of \$250,000 to repair the Sledge & Barkley Building from previous years hurricane damage. The first part of the grant is completed and the IDA is now working on the second part. The grant is 100% and there is no matching funds needed. The Business Director is asking Board approval to have Ms. Melissa Boucher sign the grant as IDA Financial Officer and Ms. Gloria Menyweather-Woods to initial the grant.

Motion: Mr. Ray Thomas moved, seconded by Mr. Will Ford to approve the Business Director’s request to have Ms. Melissa Boucher sign the grant as IDA Financial Officer and the IDA Chair to initial the grant request.

Upon vote of those present the motion was unanimously carried.

VIII. Old Business

A. St. Paul’s Timber Appraisal

The Business Director asked the Board to approve Board member Will Ford arranging timber appraisals for the timber located on the 414 acre St. Paul’s property tract the IDA owns.

Motion: Mr. Ray Thomas moved, seconded by Mr. Morris Taylor to approve Board member Will Ford arranging timber appraisals for the timber located on the 414 acre St. Paul’s property tract the IDA owns.

Upon vote of those present the motion was unanimously carried.

B. St. Paul’s College Study Update

The Business Director said the Saint Paul’s College Campus Re-Use Project prepared by Sanford Holshouser was included in each Board members’ packet. He said the first half of the study had been completed but the second half had not been completed due to time constraints. He said the County and Town are asking for the IDA to participate in an extension and to commit additional funds if necessary. After discussion Board members said more information regarding financial support would be needed before making a decision.

C. Approval of Revised IDA By-Laws

Motion: Mr. Ray Thomas moved, seconded by Mr. Will Ford to approve the revisions to the IDA By-Laws.

Upon vote of those present the motion was unanimously carried.

D. Approval of Budget

The Business Director asked for approval of the IDA budget for Fiscal Year 2020-2021.

Motion: Mr. Ray Thomas moved, seconded by Mr. Will Ford to approve the IDA budget for Fiscal year 2020-2021.

Upon vote of those present the motion was unanimously carried.

IX. Directors Report – No Report

X. Board of Directors’ Comments

The Business Director thanked Board member Will Ford’s wife for allowing him to participate in the electronic meeting while on vacation in Maine.

XI. Closed Session

MOTION TO CONVENE CLOSED MEETING

June 9, 2020

Mr. Ray Thomas moved, seconded by Mr. Will Ford 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 contract extension of specific employee.

As permitted by Virginia Code Section 2.2-3711 (a)(5), discussion concerning 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 Mr. Morris Taylor.

Roll Call Vote:

Voting Aye: Ms. Gloria Menyweather-Woods, Mr. Morris Taylor, Mr. Ray Thomas, Mr. Will Ford

Voting Nay: None

Absent During Vote: Ms. Arnika Green, Mr. William Brown, Ms. Alfreda Jarrett-Reynolds

Absent During Meeting: Ms. Arnika Green, Mr. William Brown, Ms. Alfreda Jarrett-Reynolds

Motion: Mr. Ray Thomas moved, seconded by Mr. Will Ford to grant authority to the Business Director to purchase property located in Alberta, Virginia; lease the building located at 319 N. Main Street, Lawrenceville, VA and proceed with the sale of the building located at 127 W. Hicks Street, Lawrenceville, Virginia.

Motion: Mr. Ray Thomas moved, seconded by Mr. Will Ford to approve a two-year contract extension for the IDA Business Director.

Upon vote of those present the motion was unanimously carried.

XII. Adjournment

Motion: Mr. Will Ford moved, seconded by Mr. Morris Taylor, that the meeting be adjourned.

Upon vote of those present the motion was unanimously carried.

The June 9, 2020 Board of Directors electronic meeting of the Brunswick County Industrial Development Authority was adjourned at 6:05 p.m.