

Industrial Development Authority of the Town of Front Royal
and the County of Warren, Virginia, trading as
ECONOMIC DEVELOPMENT AUTHORITY
P.O. Box 445, 400-D Kendrick Lane
Front Royal, Virginia USA 22630
540.635.2182 office; www.wceda.com
400-D Kendrick Lane
Front Royal, Virginia
January 22, 2021 8:00 a.m.

AGENDA

The EDA Board of Directors continues to meet virtually due to the COVID-19 crisis

1. **CALL TO ORDER – Chair Jeff Browne**
2. **ADOPTION OF AGENDA - ADDITIONS OR DELETIONS**
3. **APPROVAL OF MINUTES**
 - November/December 4 Regular Meeting
 - January 6 Special Meeting
4. **CLOSED MEETING**
 1. 5 matters - Discussion of disposition of publicly held real property where discussion in open meeting would adversely affect the bargaining position or negotiating strategy of the public body, Royal Lane, Afton Inn, McKay Springs, Avtex/Royal Phoenix, 426 Baugh Dr., and legal advice related thereto, pursuant to Va. Code §§ 2.2-3711.A.3 and 8.
 2. 2 matters - Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community, Kelly Industrial Park, and Avtex/Royal Phoenix, pursuant to Va. Code §2.2-3711.A.5.
 3. 2 matters – Consultation with legal counsel and briefings by staff members pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, EDA v. Jennifer McDonald, et al., and EDA v. Town of Front Royal, pursuant to Va. Code § 2.2-3711.A.7.
5. **COMMITTEE REPORTS**
 - A. **Executive Committee**
 1. Meeting dates for 2021
 2. Strategic Planning process
 - B. **Finance Committee**
 - C. **Asset Management Committee**
6. **COUNTY ADMINISTRATOR'S REPORT**
7. **TOWN MANAGER'S REPORT**

8. EXECUTIVE DIRECTOR'S REPORT

New Business Motion- Authorize EDA participation Regional Talent Attraction Website collaboration

ADJOURN

The next EDA regular board meeting for November/December will be Friday, February 26, 2021, at 8 a.m.



400 Kendrick Lane Suite D
 P.O. Box 445
 Front Royal, VA 22630
 T: 540.635.2182 www.wceda.com

DATE 1/22/2021	ITEM 3	SUBJECT: Board Minutes	
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EXPLANATION & SUMMARY:

Board minutes for the following meeting(s) follow:

- November/December 4 Regular Meeting
- January 6 Special Meeting

Action Required: Review and discussion. Will require appropriate motion(s) to amend, correct, or adopt the minutes for each meeting as presented.

SUBMITTED BY: Gretchen Henderson	DISPOSITION OF BOARD: <input type="checkbox"/> APPROVED <input type="checkbox"/> OTHER (DESCRIBE)	PROCESSED BY:
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BOARD OF DIRECTORS MEETING
INDUSTRIAL DEVELOPMENT AUTHORITY
of the Town of Front Royal and County of Warren, Virginia
dba as the Economic Development Authority (EDA)

**The meeting was conducted electronically using ZOOM due to the COVID-19 pandemic*

December 4, 2020, at 8:00 a.m.
Regular Meeting UNOFFICIAL Minutes

Present*: Jeff Browne, Chair; Greg Harold, Secretary; Jorie Martin, Treasurer; Tom Patteson, Director; Melissa Gordon, Director; Jim Wolfe, Director. Also present were EDA Legal Counsel Sharon Pandak of Greehan, Taves, and Pandak; Doug Parsons, Executive Director; Gretchen Henderson, Administrative Assistant and Recorder.

Others Present*: Walt Mabe and Delores Oates, Warren County Board of Supervisors; Ed Daley, Interim County Administrator; Roger Bianchini, Royal Examiner; Alex Bridges, Northern Virginia Daily.

Mr. Browne called the meeting to order at 8:01 a.m.

Agenda

Executive Director Doug Parsons requested that one matter be added to Item 1-400 Kendrick Lane, Suite B. Additionally, he requested that one item be added to Item 2-400 Kendrick Lane, Suite B.

Mr. Harold made the motion, seconded by Mr. Wolfe, to adopt the agenda as amended. The vote in favor was unanimous as follows:

VOTE

AYES: Browne, Patteson, Martin, Harold, Gordon, Wolfe

NAYS: 0

ABSTAIN: 0

ABSENT: 0

Motion to Go into Closed Meeting was made by Mr. Harold and seconded by Dr. Patteson.

1. 3 matters - Discussion of disposition of publicly held real property where discussion in open meeting would adversely affect the bargaining position or negotiating strategy of the public body, 426 Baugh Drive, Afton Inn, and 400 Kendrick Lane, Suite B, and legal advice related thereto, pursuant to Va. Code §§ 2.2-3711.A.3 and 7.
2. 2 matter - Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community, Stephens Industrial Park and 400 Kendrick Lane, Suite B, pursuant to Va. Code §2.2-3711.A.5.

3. 2 matters – Consultation with legal counsel and briefings by staff members pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, EDA v. Jennifer McDonald, et al., and EDA v. Town of Front Royal, pursuant to Va. Code § 2.2-3711.A.7.
4. 1 matter - Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by counsel, First Bank & Trust, pursuant to Va. Code § 2.2-3711.A.8.

WHEREAS, pursuant to Va. Code §§2.2-3711.A.3, 5, 7, and 8 such discussion(s) may occur in closed meeting;

The vote in favor was unanimous as follows:

VOTE

AYES: Browne, Patteson, Martin, Harold, Gordon, Wolfe
NAYS: 0
ABSTAIN: 0
ABSENT: 0

The Board entered into Closed Meeting at 8:07 a.m.

Closed Meeting ended at 10:06 a.m.

Director Jorie Martin excused herself from the meeting at 10:04 a.m. due to a schedule conflict. She did not participate in any discussions or voting for the remainder of the meeting.

Motion to Certify Closed Meeting was made by Mr. Wolfe and seconded by Mr. Harold. The vote in favor was unanimous as follows:

VOTE

AYES: Browne, Patteson, Harold, Wolfe, Martin, Gordon
NAYS: 0
ABSTAIN: 0
ABSENT: 0

Motions out of Closed Meeting

A motion was proposed by Greg Harold, seconded by Jim Wolfe to:

- Send a letter to the Town of Front Royal stating the position that the EDA can proceed to convey good title of the Afton Inn property to 2 East Main, LLC, or any other purchasers. Additionally, with respect to concerns about Town actions as part of this transaction, the EDA extends an offer to meet with Town officials to discuss the matter.

- Authorize the EDA, through Asset Management Chair Greg Harold, to submit a demolition permit application with the Town of Front Royal to demolish the Afton Inn. The EDA would use this option if it cannot otherwise sell the property.

The vote in favor was unanimous as follows:

VOTE

AYES: Browne, Patteson, Harold, Wolfe, Gordon

NAYS: 0

ABSTAIN: 0

ABSENT: Martin

Adjourn

All business having being completed, a motion to adjourn was made by Dr. Patteson and seconded by Mr. Wolfe. The vote in favor was unanimous as follows:

VOTE

AYES: Browne, Patteson, Harold, Wolfe, Gordon

NAYS: 0

ABSTAIN: 0

ABSENT: Martin

The meeting was adjourned at 9:17 a.m.

Until the Governor's State of Emergency has been lifted, all EDA board meetings will be conducted virtually.

The next EDA regular board meeting for November/December is Friday, January 22, 2021.

BOARD OF DIRECTORS MEETING
INDUSTRIAL DEVELOPMENT AUTHORITY
of the Town of Front Royal and County of Warren, Virginia
dba as the Economic Development Authority (EDA)

**The meeting was conducted electronically using ZOOM due to the COVID-19 pandemic*

January 6, 2021, at 8:00 a.m.
Regular Meeting UNOFFICIAL Minutes

Present*: Jeff Browne, Chair; Greg Harold, Secretary; Jorie Martin, Treasurer; Tom Patteson, Director; Jim Wolfe, Director. Also present were EDA Legal Counsel Sharon Pandak of Greehan, Taves, and Pandak; Doug Parsons, Executive Director; Gretchen Henderson, Administrative Assistant and Recorder.

Others Present*: Walt Mabe and Cheryl Cullers, Warren County Board of Supervisors; Ed Daley, Interim County Administrator; Alex Bridges, Northern Virginia Daily.

Director Melissa Gordon was absent.

Mr. Browne called the meeting to order at 8:02 a.m.

Agenda

Mr. Harold made the motion, seconded by Dr. Patteson, to adopt the agenda as presented. The vote in favor was unanimous as follows:

VOTE

AYES: Browne, Patteson, Martin, Harold, Wolfe

NAYS: 0

ABSTAIN: 0

ABSENT: Gordon

Motion to Go into Closed Meeting was made by Mr. Harold and seconded by Dr. Patteson.

1. 2 matters – Consultation with legal counsel and briefings by staff members pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, Town of Front Royal v. EDA, and EDA v. Town of Front Royal, pursuant to Va. Code § 2.2-3711.A.7.
2. 2 matters - Consultation with legal counsel regarding a specific legal matter requiring the provision of legal advice - Proposed Master Agreement with Warren County for Performance Grant and Cincinnati Insurance, pursuant to Va. Code §2.2-3711.A.8.

WHEREAS, pursuant to Va. Code §§2.2-3711.A.7 and 8, such discussion(s) may occur in closed meeting;

The vote in favor was unanimous as follows:

VOTE

AYES: Browne, Patteson, Martin, Harold, Wolfe
NAYS: 0
ABSTAIN: 0
ABSENT: Gordon

The Board entered into Closed Meeting at 8:06 a.m.

Closed Meeting ended at 8:40 a.m.

Director Greg Harold excused himself from the meeting at 10:04 a.m. due to a schedule conflict. He did not participate in any discussions or voting for the remainder of the meeting.

Motion to Certify Closed Meeting was made by Mrs. Martin and seconded by Dr. Patteson. The vote in favor was unanimous as follows:

VOTE

AYES: Browne, Patteson, Wolfe, Martin
NAYS: 0
ABSTAIN: 0
ABSENT: Gordon, Harold

Motions out of Closed Meeting

On a motion by Jorie Martin and seconded by Tom Patteson, the Board unanimously passed a resolution regarding Cincinnati Insurance. The EDA made a claim on its insurance policy with Cincinnati Insurance Company ("Cincinnati") under the Policy's Commercial Crime Coverage, which has a \$500,000 limit of liability, regarding alleged misconduct by its former executive director Jennifer McDonald. The EDA and Cincinnati desire to resolve the claim by Cincinnati making payment to the EDA in the amount of \$500,000 upon the EDA executing the attached Release of Cincinnati from any further liability. The vote in favor was unanimous as follows:

VOTE

AYES: Browne, Patteson, Wolfe, Martin
NAYS: 0
ABSTAIN: 0
ABSENT: Gordon, Harold

On a motion by Jorie Martin and seconded by Greg Harold, the board unanimously passed a resolution approving the Commonwealth of Virginia's Commonwealth Opportunity Fund Performance Agreement with Silent Falcon UASA Technologies. Warren County has been awarded a grant for \$161,482 from the Commonwealth's Development Opportunity Fund ("COF") to induce Silent Falcon UASA Technologies ("Silent Falcon") to locate in the County and creating and maintaining a significant number of new jobs; The County will provide those grant funds to the EDA so that the EDA can provide the funds to or use them for Silent Falcon provided that Silent Falcon meets criteria relating to Capital Investment and New Jobs.

The vote in favor was unanimous as follows:

VOTE

AYES: Browne, Patteson, Wolfe, Martin
NAYS: 0
ABSTAIN: 0
ABSENT: Gordon, Harold

Finally, on a motion by Greg Harold and seconded by Tom Patteson, the Board unanimously approved a motion to extend the date of settlement with 2 East Main, LLC for the purchase of the Afton Inn to February 12, 2021. The vote in favor was unanimous as follows:

VOTE

AYES: Browne, Patteson, Wolfe, Martin
NAYS: 0
ABSTAIN: 0
ABSENT: Gordon, Harold

New Business

On a motion by Jorie Martin and seconded by Tom Patteson, the board unanimously approved an annual grazing lease with Jeremy Baldwin for \$1,000. The vote in favor was unanimous as follows:

VOTE

AYES: Browne, Patteson, Wolfe, Martin
NAYS: 0
ABSTAIN: 0
ABSENT: Gordon, Harold

Adjourn

All business having being completed, a motion to adjourn was made by Mrs. Martin and seconded by Mr. Wolfe. The vote in favor was unanimous as follows:

VOTE

AYES: Browne, Patteson, Harold, Wolfe, Gordon
NAYS: 0
ABSTAIN: 0
ABSENT: Martin

The meeting was adjourned at 8:45 a.m.

Until the Governor's State of Emergency has been lifted, all EDA board meetings will be conducted virtually.

The next EDA regular board meeting for November/December is Friday, January 22, 2021.

DATE:

MOTION:

SECOND:

**RE: APPROVAL OF COMMONWEALTH'S DEVELOPMENT OPPORTUNITY
FUND PERFORMANCE AGREEMENT WITH SILENT FALCON UAS
TECHNOLOGIES**

WHEREAS, Warren County ("County") has been awarded a grant for \$161,482 from the Commonwealth's Development Opportunity Fund ("COF") to induce Silent Falcon UASA Technologies ("Silent Falcon") to locate in the County and creating and maintaining a significant number of new jobs; and

WHEREAS, the County will provide those grant funds to the Industrial Development Authority of the Town of Front Royal and County of Warren *dba* the Warren County Front Royal Economic Development Authority ("EDA") so that the EDA can provide the funds to or use them for Silent Falcon provided that Silent Falcon meets criteria relating to Capital Investment and New Jobs;

NOW, THEREFORE, BE IT RESOLVED that the EDA hereby approves the attached Commonwealth's Development Opportunity Fund Performance Agreement with Silent Falcon UAS Technologies, Warren County and the Virginia Economic Development Partnership, and authorizes its Chair to sign the Performance Agreement.

Votes:

Ayes:

Nays:

Abstain:

Absent from Vote:

Absent from Meeting:

DIRECTOR	_____	DATE	_____
	Jeff Browne		
DIRECTOR	_____	DATE	_____
	Jorie Martin		
DIRECTOR	_____	DATE	_____
	Greg Harold		
DIRECTOR	_____	DATE	_____
	Tom Patteson		
DIRECTOR	_____	DATE	_____
	Melissa Gordon		
DIRECTOR	_____	DATE	_____

DATE:

MOTION:

SECOND:

RE: APPROVAL OF SETTLEMENT WITH CINCINNATI INSURANCE COMPANY OF POLICY CLAIM FOR EMPLOYEE THEFT

WHEREAS, the Industrial Development Authority of the Town of Front Royal and County of Warren *dba* the Warren County Front Royal Economic Development Authority (“EDA”) made a claim on its insurance policy with Cincinnati Insurance Company (“Cincinnati”) under the Policy’s Commercial Crime Coverage, which has a \$500,000 limit of liability, regarding alleged misconduct by, among others, its former executive director Jennifer McDonald; and

WHEREAS, the EDA and Cincinnati desire to resolve the claim by Cincinnati making payment to the EDA in the amount of \$500,000 upon the EDA executing the attached Release of Cincinnati from any further liability;

NOW, THEREFORE, BE IT RESOLVED that the EDA hereby approves the settlement and the attached Release, and authorizes its Chair and Secretary to sign the Release on its behalf.

Votes:

Ayes:

Nays:

Abstain:

Absent from Vote:

Absent from Meeting:

DIRECTOR	_____	DATE	_____
	Jeff Browne		
DIRECTOR	_____	DATE	_____
	Jorie Martin		
DIRECTOR	_____	DATE	_____
	Greg Harold		
DIRECTOR	_____	DATE	_____
	Tom Patteson		
DIRECTOR	_____	DATE	_____
	Melissa Gordon		
DIRECTOR	_____	DATE	_____
	Jim Wolfe		

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400 Kendrick Lane Suite D
 P.O. Box 445
 Front Royal, VA 22630
 T: 540.635.2182

www.wceda.com

DATE 1/22/2021	ITEM 4	SUBJECT: Closed Meeting	
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1. 5 matters - Discussion of disposition of publicly held real property where discussion in open meeting would adversely affect the bargaining position or negotiating strategy of the public body, Royal Lane, Afton Inn, McKay Springs, Avtex/Royal Phoenix, 426 Baugh Dr., and legal advice related thereto, pursuant to Va. Code §§ 2.2-3711.A.3 and 7.
2. 2 matters - Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community, Kelly Industrial Park, Avtex/Royal Phoenix, pursuant to Va. Code §2.2-3711.A.5.
3. 2 matters – Consultation with legal counsel and briefings by staff members pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, EDA v. Jennifer McDonald, et al., and EDA v. Town of Front Royal, pursuant to Va. Code § 2.2-3711.A.7.

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Front Royal Warren County Economic Development Authority (“Authority”) has convened in closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Va. Code §2.2-3712 requires a certification by the Authority that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Authority hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Authority.

SUBMITTED BY:	DISPOSITION OF BOARD: <input type="checkbox"/> APPROVED <input type="checkbox"/> OTHER (DESCRIBE)	PROCESSED BY:
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DATE 1/22/2021	ITEM	SUBJECT: Executive Committee	
<p><u>Board of Directors meeting dates for calendar year 2021:</u></p> <p>January 22, 2021</p> <p>February 26, 2021</p> <p>March 26, 2021</p> <p>April 23, 2021</p> <p>May 21, 2021</p> <p>June 25, 2021</p> <p>July 23, 2021</p> <p>August 27, 2021</p> <p>September 24, 2021</p> <p>October 29, 2021</p> <p>November/December 3, 2021</p>			
SUBMITTED BY: 	DISPOSITION OF BOARD: <input type="checkbox"/> APPROVED <input type="checkbox"/> OTHER (DESCRIBE) 	PROCESSED BY: 	

January 22, 2021

Finance Committee Report:

Financial Position for Cash:

The EDA will need additional funds from the county as of March 1 2021. The EDA staff has billed for the 4th quarter early. If the money is received by 1st of March, funds will not be needed until mid- April. The requested fund amount does not account for reimbursement of the Leach Run Parkway expenditures.

Subject: Finance-Bank Account Balance Update for February and March

Estimated February Begin Balance	\$35,945.98	
+Estimated Income	+75,960.91	(incl full Baugh Drive reimbursement, all rental incomes, all N/R)
-Estimated Exp and Debt Service	-170,010.15	(\$10,000 added to cover potential/unexpected expenses)
<u>-Estimated February Payroll</u>	<u>-19,241.15</u>	
Estimated End February balance	-\$77,344.41	

Begin March	\$0	(assumes county reimbursed negative balance end of February)
+Estimated Income	+75,960.91	(incl full Baugh Drive reimbursement, all rental incomes, all N/R)
-Estimated Exp and Debt Service	-170,010.15	(\$10,000 added to cover potential/unexpected expenses)
<u>-Estimated March Payroll</u>	<u>-19,241.15</u>	
Estimated End of March balance	-\$113,290.39	

In summary we will need **\$190,634.80** from the county in order to pay all expenses and debt service through April 1.

The LRP reimbursement is \$50,871. Had we received it we would only need \$119,764.10 to cover expenses and debt service through April 1.

Audit: Brown Edwards has set the first week in February to complete both the draft 2018 and 2019. Once the drafts are complete they will be ready for review by Sands Anderson in relationship to the pending litigation. Once the drafts are ready for review by the board and Finance Committee the meetings for review will be set up.

Insurance: The two remaining policies with Stoneburner and Carter will be ready to move by the February meeting.

COUNTY OF WARREN



County Administrator's Office
Warren County Government Center
220 North Commerce Avenue, Suite 100

Front Royal, Virginia 22630

Phone: (540) 636-4600

FAX: (540) 636-6066

Email: edaley@warrencountyva.net

Dr. Edwin C. Daley
Interim County Administrator

BOARD OF SUPERVISORS

CHAIR

Cheryl L. Cullers
South River
District

VICE CHAIRMAN

Archie A. Fox
Fork
District

Tony F. Carter
Happy Creek
District

Walter J. Mabe
Shenandoah
District

Delores R. Oates
North River
District

Dr. Edwin C. Daley
Interim County
Administrator

Memorandum

TO: Chair and Members of the Economic Development Authority
FROM: Dr. Edwin C. Daley, ICMA-CM, Interim County Administrator
DATE: January 22, 2021
RE: County Administrator's Report

Coronavirus Update – County staff continue to monitor the situation and take the necessary precautions. As you are aware, we are still in the Governor's "Phase Three" of Virginia's "Path Forward".

The COVID-19 vaccination process is underway in Warren County. Valley Health, in partnership with the Loud Fairfax Health District and the County are working together to provide the vaccine locally. To date, our Health Care Providers and First Responders were afforded the opportunity to receive the vaccination. Those who are age 75 and older have also begun to receive the vaccine. Our correction workers, childcare, and education related staffs will be afforded the opportunity to receive the vaccination in the near future. As more doses of the vaccine become available, they will be distributed in accordance with CDC and the Virginia Department of Health guidance. Please check the County and Valley Health website for current information regarding the availability of the vaccine. Additionally, CVS and Walgreens are providing the vaccine to our local congregate living facilities. To date, the majority of these facilities have either begun receiving the vaccination, or are scheduled to receive the vaccine in the coming weeks.

The relative the number of COVID-19 cases in our locality continues to increase. This was expected as we emerge from the recent holiday period. As such, we urge everyone to remain vigilant.

Regarding the CARES Act, we received the documentation required from the Town regarding the first and second round fund distribution to Town small businesses and public safety related expenses. The reimbursement to the Town is complete, for receipts received. We are in the process of reviewing the Town's receipts received for the Municipal Utility assistance fund. Finally, the County staff is in the process of compiling the appropriate documentation and closing out the associated County CARES Act accounts. We continue to report to the Department of Accounts as directed, and are optimistic to complete an associated external audit by early this Spring.

Front Royal-Warren County
Rivers of Opportunity-Mountains of Success

Coronavirus Vulnerable Revenue – To compare the impacts of Coronavirus on revenues, the following chart shows figures for March through December 2019 in comparison to March through December 2020.

Year in Comparison (Mar. – Dec.)			
	2019	2020	% Difference
Business License Revenue	\$431,216.18	\$444,207.05	+3.01%
Meals Tax Revenue	\$859,141.79	\$712,234.16	-17.01%
Lodging Tax Revenue	\$200,049.89	\$204,449.75	+2.20%

Tourism Committee – The Town Council and Board of Supervisors voted in June to outsource tourism services moving forward. Jones Lang Lasalle Americas, Inc. (JLL) has been selected. An MOA has been approved by the Town and County for the Joint Tourism Committee. A meeting is being scheduled with JLL to move the process forward.

Wayfinding Signage – The construction intent documents have been completed for the bidding process. County and Town staff are working together to determine what tasks can be completed in house and what items need to go out to bid.

Development Review Committee – The Development Review Committee did not meet in December 2020. The Committee will meet again on January 27, 2020.

Building Inspections – In review of the new construction for 2020, there were a total of 191 new home starts through December 31st. Of that number, 40 were located in Town limits and the remaining 151 outside of Town limits. As a comparison, in 2019 there were a total of 150 new home starts.

The growth rate is well below the 2-3% maximum outlined in the Warren County Comprehensive Plan, but is slightly above the 0.88% average experienced since January 1, 2009.

In December, the permits remained level with the number in 2019, with 187 permits issued, and the total number of inspections are up significantly from 797 to 1,052 (32%).

Year in Comparison (Jan. – Dec.)			
	2019	2020	% Difference
Inspections Completed	11,866	12,455	+4.96%
Permits Issued	2,269	2,465	+8.64%
Single Family Dwellings	150	191	+27.3%

Parks and Recreation – Park staff prepared for major winter snowstorm event on December 14th and 15th. Park Staff previously checked the trucks, plows and other necessary equipment. Park staff placed snow markers in parking lots – SSP/WCGC/HHSC Complex/WCCC/EDA (Kendrick Ln.) on December 14th in preparation of winter storm. Park crew worked 2 shifts on December 16th and 2 shifts on December 17th. Park crew plowed and salted the Company 10 Fire Department lot, the Public Safety Building, Samuels Public Library, HHSC parking lots, WCCC, WC Courthouse, RES Youth Center parking lots and other County facilities. Park crews also salted and cleared the sidewalks and entranceways. General Services Technicians crew plowed and salted the Government Center parking lots. Park staff night crew was sent home at 12:00 pm; Park staff day crew worked until 7:00 pm. Park crew completed clearing sidewalks/checked all County facilities and cleared parking lots at all County park facilities on December 18th. I would like to take this time and thank Brad and the park

crew for their hard work in completing the plowing, clearing and clean-up of all County facilities in a timely manner. Their first priority is the safety of all County staff and our community citizens.

- Administration staff is currently revising the WCCC rules and regulations and COVID-19 NOTICE TO PARKS AND RECREATION FACILITY USERS for Caitlin Jordan, Assistant County Attorney to review in the immediate future.
- Park staff completed spreading weed preventer in Mega Playground/Music Park in Rockland Park on December 15th. J.K. Enterprises blew and spread new engineered wood fiber mulch (2 loads) on December 15th. J.K. Enterprises completed blowing and spreading the new engineered wood fiber mulch (1 final load) on December 29th.
- Jonathan Clatterbuck, Equipment Operator and Clark Moats, General Services Technician completed park/playground Inspections on January 8th. Park staff began playground repairs on January 11th.
- Recreation Division Activity Winter Wonders – Winter Themed Activity Box – Warren County Parks and Recreation Department has created the “Winter Wonders” winter themed activity box! Each box will include supplies, ingredients and instructions for several winter themed, activities, crafts and sweet treats. The box is free and limited to the first 50 registrants. Limit one (1) per household and registrant must be under the age of 13 years old. For more information, contact the Warren County Community Center by phone at (540) 635-1021 or via email at wccinfo@warrencountyva.net. Registrations will be accepted till December 26, 2020 by visiting parksandrecreation.warrencountyva.net. Pick up information will be available after registration has ended. Contactless curbside pickup will be available. More information can be obtained by contacting the Warren County Community Center, Monday through Friday, 8:00 a.m. - 5:00 p.m., evening and weekend hours may vary, at (540) 635-1021 or via email at wccinfo@warrencountyva.net. This program is eligible for online registration; visit us on the web at parksandrecreation.warrencountyva.net. Please visit us on the web at www.warrencountyva.net/parks-and-rec. Like us on Facebook at [Warren County Parks and Recreation](#).

Public Works – There were 2917.45 tons of solid waste disposed of at the convenience sites in the County during the month of December, which reflects an increase of 43 tons from December 2019.

Department of Social Services – This past holiday season, 26 families/groups worked with DSS to provide Christmas gifts to 64 children in Warren County. Since November 2020, 5 children have had their adoptions finalized with their “forever families”. In the month of December, DSS received:

- 117 SNAP Applications
- 106 Medicaid Applications
- 17 TANF Applications
- 8 Child Care Applications
- 7 Crisis Applications

The Thermal Shelter currently has 22 people staying at the shelter, 3 of whom are women. The shelter has hosted 2 veterans and 16 which are considered “chronically homeless”. A pressing need continues to be shower facilities due to the elderly patrons and incontinence issues.

Department of Fire and Rescue Services – Status of ongoing grants: SAFER Grant complete except for ongoing documentation for reimbursement from FEMA; Assistance to Firefighters Grant complete, SCBA purchased, training held, fit testing held and SCBA exchanges on all apparatus; Ballistics Grant/OEMS ballistic protection for responders, especially involved in shooting situations – Received notification the grant request was not awarded; OEMS Ambulance Grant was also not awarded.

- Staff working to sell 64 SCBA Cylinders to support Countywide SCBA Program.
- Rivermont Fire Station inspections with volunteers and Brandy Rosser. “Punch out” items still being addressed with Brandy. All furniture has been delivered.
- Radio Communications committee meeting and changes to Board
- 14 staff treated/isolated for COVID-19 to date, released to return to work; two currently on positive isolation. (as of 1/11/2021)
- Staff beginning to work with Chiefs Advisory Staff to evaluate FY-2020 AFG Grant and Departmental Needs
- Staff continues to work with VDH to schedule COVID Vaccine and implement throughout response system

Project Updates

Rivermont Fire Station – The project is nearing completion. A Ribbon Cutting will be scheduled for December. A spring Open House is also being discussed that would include activities with the Airport.

Commercial/Industrial Projects – Work continues on the following projects:

- The new Warren Memorial Hospital is nearing the final phases to start final inspections, anticipating a phased opening schedule.
- Chipotle is now open.
- Five Guys is now open.
- Equus Warehouse facility – Continues to work with DEQ and the County on resubmissions.

Upcoming Projects – 2021

Project	Ad/Bid Date	Cost	Estimated Completion Date	Status
Bentonville Boat Landing Grant	2021	\$5,000	TBD	Grant application submitted in October; grant funding expected to be awarded in January 2021
Rockland Park Bathhouse Renovation	N/A	\$75,000-\$100,000	Summer 2020	On Hold
North Warren Fire Station Roof	Summer 2020	\$105,000	Fall 2020	Project should begin in the next couple of weeks

Rivermont Fire Station	Spring 2019	\$5.3 Million	Fall 2020	Awaiting furniture in December
Fire Training Facility	Fall 2019	\$250,000	Summer 2020	On Hold
AT Connector: Phase 1	Winter 2021	\$1 million \$200,000 local match	2021	Completing survey work
Morgan Ford Boat Landing	N/A	\$150,000	Spring 2021	Construction documents out for review/comment
Thompson Kiss and Ride – Light Installation	N/A	\$7,500	Fall 2020	Quotes received to install lighting; work should begin this month
Laundromat Demolition	N/A	N/A	Summer 2020	Asbestos removed – Ready for interior demolition
LOVEworks Sign	N/A	\$12,000	TBD	On Hold
Warren County Government Center Signage	N/A	\$5,000	Summer 2020	Phase I installed Phase II in November

Status of Available County Positions:

Position	Department	Status	Target Date
County Administrator	Administration	BOS reviewed the apps rec'd to date; on hold	TBD
Deputy County Administrator	Administration	Internal applications received; interviews began week of 01/11/2021	TBD
Deputy Finance Director/Vacant Pos.	Finance	Finance Director to determine need for position, i.e., Deputy or Budget Manager or Analyst	TBD
General Services Director	General Services	Ad posted 01/05/2020; application reviews to begin 01/15/2020	TBD, ASAP
Fire Chief	Fire & Rescue	James Bonzano, II hired effective 01/01/2021	Complete
Administrative Assistant – FT	Finance	Applicant hired effective 01/07/2021	Complete
Administrative Assistant	Planning	Offer made and accepted; selected candidate to start 02/01/2021	02/01/2021

Deputy Clerk I	Circuit Court Clerk's Office	Offer made and accepted; selected candidate to start 02/01/2021	02/01/2021
Custodian - PT	General Services	Re-advertising; accepting applications	ASAP
Park Ranger – PT	Parks & Rec	Accepting applications; new hire expected to begin this month	Mid to late January 2021
Facility & Recreation Supervisors– PT	Parks & Rec	Accepting applications; interviewing as rec'd – also depending on programming; some have already started	ASAP

ECD

Executive Director's Report

January 22, 2021

To: The Honorable Jeff Browne and Members of the WCEDA Board
From: Doug Parsons, Executive Director
Subject: Executive Director's Report
Date: January 22, 2021

1. Budget and Audits:

We presented our draft FY22 budget at the Board of Supervisors work session on January 12. We project savings in utilities and insurance due to the sale of three properties over the last year. Legal fees continue to be a major expense as well as debt service. We're asking for money to enhance our marketing effort of the 426 Baugh Drive building and our properties and capital improvements funds to renovate 400 Kendrick Lane for future tenants.

Brown Edwards, Carolyn and Gretchen are working on the punch list for the FY18 audit.

2. New Website:

We have a draft of the new website ready for the Board of Directors to view. We have testimonial videos from Chris Thompson at Interchange, Lee Cranford at the VA Inland Port and General Wesley at the Randolph Macon Academy that will appear on the site to promote the County. Our thanks to the Northern Shenandoah Valley Regional Commission for the data they've provided and to Brian Kelly at RMA for the videos and aerial pictures of the Inland Port.

3. WCEDA Owned Properties:

The new sump pumps have been installed at 400 Kendrick Lane and worked well during the heavy rains at Christmas. We're working to shut off the water supply and heat to the parts of the building currently unrented to save money in utility costs.

4. Silent Falcon

We continue to work with Silent Falcon to get them settled in Warren County. They are looking for high school and college students that are interested in becoming UAV pilots and I've reached out to Dr. Ballenger, the Superintendent of the Warren County Public Schools to work on this initiative. We continue to work toward renovating the hangar and to seek office space for the company. We've identified several possibilities in Front Royal and Warren County.

5. Prospects:

We're working on two new projects, one for the Avtex site and one for a parcel in the northern 340/522 corridor. I can discuss these as well as other ongoing projects in more detail in closed session.

6. VEDP Business Ready Sites Program:

The Region 8 site enhancement project grant decision has been postponed until March. I will update the Board as I get more information.

7. Collaborative Efforts:

Chairman Browne and I are working with the County Broadband committee to identify the current capacity of Broadband service in Warren County and to form a strategy to increase the availability and quality of internet service for our citizens and businesses. We are researching resources and grants to pursue better service for the citizens of Warren County, especially in the rural areas.

We've been working with our neighbors in Clarke, Frederick, Page and Shenandoah Counties on a Regional Talent Attraction Website designed to attract educated, talented workers to the northern Shenandoah Valley. The group is asking us for \$1,000 toward this effort.

8. Leach Run Parkway:

Carolyn Stimmel and B.J. Wilson continue to make progress on reconciling financial records on the Leach Run Parkway project. Carolyn estimates they are about 85% done with that work.

I've reached out to our engineers and VDOT to work toward closing out the project. The EDA will need to transfer certain parcels or portions of parcels that are under Leach Run and the associated right of way to the Town for the road to be accepted into the Urban Maintenance Program. We will work cooperatively with VDOT and the Town to complete this work over the next few weeks.



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DATE	ITEM	New Business:	
1/22/2021	8-A	<p>Motion- Authorize EDA participation Regional Talent Attraction Website collaboration and \$1,000 toward website development.</p> <p>The economic development authorities in the area have invited Warren county to participate in a collaboration to attract new, young, skilled, and professional workers to the Northern Shenandoah Valley. They are developing a Regional Talent Attraction website to illustrate the advantages of working and living in this region.</p> <p>The goal is to create one regional website for information on living and working in the Northern Shenandoah Valley region. The website will be a resource for employers to share with candidates, as well as for those looking to relocate and newcomers.</p> <p>The group has invited the Front Royal Warren County EDA to participate and asked for \$1,000 toward the development of that site. Participation ensures that the Front Royal Warren County EDA will have a presence on this regional website.</p>	
SUBMITTED BY: EDA Board of Directors	DISPOSITION OF BOARD: <input type="checkbox"/> APPROVED <input type="checkbox"/> OTHER (DESCRIBE)		PROCESSED BY:

