

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  
**December 3, 2021 9:00 a.m. <https://us02web.zoom.us/j/81886853862>**

**AGENDA**

***The EDA Board of Directors is meeting virtually via Zoom under Warren County's Emergency Declaration until further notice***

- 1. CALL TO ORDER – Chair Jeff Browne**
- 2. ADOPTION OF AGENDA - ADDITIONS OR DELETIONS**
- 3. APPROVAL OF MINUTES**
  - October 29, 2021 Regular Board Meeting
  - November 22, 2021 Special Board Meeting
- 4. CLOSED MEETING**
  - 6 matters- Discussion of disposition of publicly held real property or an interest therein where discussion in open meeting would adversely affect the bargaining position or negotiating strategy of the public body, Avtex Redevelopment, Stephens Industrial Park. Happy Creek Industrial Park, 1321 Happy Creek Road, 426 Baugh Drive, and 400 Kendrick Lane, and legal advice related thereto, pursuant to Va. Code §§ 2.2-3711.A.3 and 8.
  - 4 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., EDA v. Town of Front Royal, Town of Front Royal v. EDA, and legal advice related thereto and regarding other matters relating to claims of the Town of Front Royal pursuant to Va. Code §§ 2.2-3711.A.7 and 8.
  - 1 matter-Consultation with legal counsel regarding a specific legal matter requiring the provision of legal advice – First Bank & Trust refinancing pursuant to Va. Code §2.2-3711.A.8.
  - 1 matter- Personnel- Discussion of a personnel matter relating to employment of certain EDA staff pursuant to Va. Code §§2.2-3711.A.1.
- 5. COMMITTEE REPORTS**
  - A. Executive Committee**
  - B. Finance Committee**
  - C. Asset Committee**
  - D. Marketing Committee**
- 6. COUNTY ADMINISTRATOR REPORT**
- 7. TOWN MANAGER REPORT**
- 8. OLD BUSINESS**
  - A. EDA INTERN PROGRAM**
  - B. NATURE'S TOUCH LOCAL INCENTIVE VDOT GRANT**
  - C. HVAC UPDATE**

**9. NEW BUSINESS**

- A. MEET AND GREET INLAND PORT**
- B. MARKETING UPDATE VEDP PROPERTY SITES**
- C. ASSESSMENTS ON ALL PROPERTY**

**D. 2022 EDA MONTHLY BOARD MEETING DATES**

- JANUARY 14
- FEBRUARY 25
- MARCH 25
- APRIL 22
- MAY 24
- JUNE 24
- JULY 22
- AUGUST 26
- SEPTEMBER 23
- OCTOBER 28
- DECEMBER 9

**10. ADJOURN**



400 Kendrick Lane Suite D

P.O. Box 445

Front Royal, VA 22630

T: 540.635.2182 [www.wceda.com](http://www.wceda.com)

<b>DATE</b> 12/3/2021	<b>ITEM</b> 2	<b>SUBJECT:</b> Adoption of Agenda	
<p><b>Adoption of Agenda:</b></p>  <p><b><u>VOTES:</u></b>  <b>AYES:</b>  <b>NAYS:</b>  <b>ABSTAIN:</b>  <b>ABSENT:</b></p>			
<b>SUBMITTED BY:</b>  Board of Directors	<b>DISPOSITION OF BOARD:</b> <input type="checkbox"/> <b>APPROVED</b> <input type="checkbox"/> <b>OTHER</b> <b>(DESCRIBE)</b>		<b>PROCESSED BY:</b>



400 Kendrick Lane Suite D

P.O. Box 445

Front Royal, VA 22630

T: 540.635.2182 [www.wceda.com](http://www.wceda.com)

<b>DATE</b> 12/3/2021	<b>ITEM</b> 3	<b>SUBJECT:</b> Approval of Minutes of October 29, 2021 Regular Board Meeting and November 22,2021 Special Meeting	
<p><b><u>VOTE:</u></b>  <b>AYES:</b>  <b>NAYS:</b>  <b>ABSTAIN:</b>  <b>ABSENT:</b></p>			
<b>SUBMITTED BY:</b>  Jorie Martin	<b>DISPOSITION OF BOARD:</b> <input type="checkbox"/> <b>APPROVED</b> <input type="checkbox"/> <b>OTHER (DESCRIBE)</b>		<b>PROCESSED BY:</b>



400 Kendrick Lane Suite D  
 P.O. Box 445  
 Front Royal, VA 22630  
 T: 540.635.2182 [www.wceda.com](http://www.wceda.com)

<b>DATE</b> 12/3/2021	<b>ITEM</b> 4	<b>SUBJECT:</b> Closed Meeting and Certification of Closed Meeting
--------------------------	------------------	--

**RE: AUTHORIZE CLOSED MEETING**

**WHEREAS**, the Front Royal Warren County Economic Development Authority desires to discuss in closed meeting the following matter(s):

- a. 6 matters- Discussion of disposition of publicly held real property or an interest therein where discussion in open meeting would adversely affect the bargaining position or negotiating strategy of the public body, Avtex Redevelopment, Stephens Industrial Park. Happy Creek Industrial Park, 1321 Happy Creek Road, 426 Baugh Drive, and 400 Kendrick Lane, and legal advice related thereto, pursuant to Va. Code §§ 2.2-3711.A.3 and 8.
- b. 4 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., EDA v. Town of Front Royal, Town of Front Royal v. EDA, and legal advice related thereto and regarding other matters relating to claims of the Town of Front Royal pursuant to Va. Code §§ 2.2-3711.A.7 and 8.
- c. 1 matter-Consultation with legal counsel regarding a specific legal matter requiring the provision of legal advice – First Bank & Trust refinancing pursuant to Va. Code §2.2-3711.A.8.
- d. 1 matter- Personnel- Discussion of a personnel matter relating to employment of certain EDA staff pursuant to Va. Code §§2.2-3711.A.1.

**WHEREAS**, pursuant to Va. Code §§2.2-3711.A.1, 3, 7 and 8 such discussion(s) may occur in closed meeting;

**NOW, THEREFORE, BE IT RESOLVED** that the Front Royal Warren County Economic Development Authority does hereby authorize discussion of the aforesated matters in closed meeting.

**VOTE:**

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

<b>SUBMITTED BY:</b>  Board of Directors	<b>DISPOSITION OF BOARD:</b> <input type="checkbox"/> <b>APPROVED</b> <input type="checkbox"/> <b>OTHER</b> <b>(DESCRIBE)</b>	<b>PROCESSED BY:</b>
--	--	----------------------

**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.

**VOTE:**

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**



400 Kendrick Lane Suite D

P.O. Box 445

Front Royal, VA 22630

T: 540.635.2182 [www.wceda.com](http://www.wceda.com)

Page left blank



400 Kendrick Lane Suite D

P.O. Box 445

Front Royal, VA 22630

T: 540.635.2182 [www.wceda.com](http://www.wceda.com)

<b>DATE</b> <b>12/3/2021</b>	<b>ITEM</b> <b>5, 6, 7</b>	<b>SUBJECT:</b> Committee Reports, Executive, Asset, Finance, Marketing <b>County Administrator, Town Manager</b>	
<b>SUBMITTED BY:</b>  Board of Directors	<b>DISPOSITION OF BOARD:</b> <input type="checkbox"/> <b>APPROVED</b> <input type="checkbox"/> <b>OTHER</b> <b>(DESCRIBE)</b>		<b>PROCESSED BY:</b>



<b>DATE</b> 12/3/2021	<b>ITEM</b> 8	<b>SUBJECT:</b> Old Business	
--------------------------	------------------	------------------------------	--

**OLD BUSINESS**

- A. EDA INTERN PROGRAM**
- B. NATURE'S TOUCH LOCAL INCENTIVE VDOT GRANT**
- C. KENDRICK LANE HVAC UPDATE**

<b>SUBMITTED BY:</b>  Board of Directors	<b>DISPOSITION OF BOARD:</b> <input type="checkbox"/> <b>APPROVED</b> <input type="checkbox"/> <b>OTHER</b> <b>(DESCRIBE)</b>	<b>PROCESSED BY:</b>
--	--	----------------------



400 Kendrick Lane Suite D  
 P.O. Box 445  
 Front Royal, VA 22630  
 T: 540.635.2182 [www.wceda.com](http://www.wceda.com)

<b>DATE</b> 12/3/2021	<b>ITEM</b> 9	<b>SUBJECT:</b> New Business	
<p><b>NEW BUSINESS</b></p> <ul style="list-style-type: none"> <li><b>A. MEET AND GREET INLAND PORT</b></li> <li><b>B. MARKETING UPDATE VEDP PROPERTY SITES</b></li> <li><b>C. ASSESSMENTS ON ALL PROPERTY</b></li> <li><b>D. 2022 EDA MONTHLY BOARD MEETING DATES</b> <ul style="list-style-type: none"> <li>JANUARY 14</li> <li>FEBRUARY 25</li> <li>MARCH 25</li> <li>APRIL 22</li> <li>MAY 24</li> <li>JUNE 24</li> <li>JULY 22</li> <li>AUGUST 26</li> <li>SEPTEMBER 23</li> <li>OCTOBER 28</li> <li>DECEMBER 9</li> </ul> </li> </ul>			
<b>SUBMITTED BY:</b>  Board of Directors	<b>DISPOSITION OF BOARD:</b> <input type="checkbox"/> <b>APPROVED</b> <input type="checkbox"/> <b>OTHER</b> <b>(DESCRIBE)</b>		<b>PROCESSED BY:</b>