

**INDUSTRIAL DEVELOPMENT AUTHORITY
OF THE TOWN OF FRONT ROYAL & COUNTY OF WARREN, VIRGINIA
dba THE ECONOMIC DEVELOPMENT AUTHORITY (EDA)**

At a regular meeting of the Board of Directors of the Industrial Development Authority of the Town of Front Royal and the County of Warren, Virginia, Trading as Economic Development Authority held on Friday, January 14, 2022, at 9:00 AM. The meeting was conducted virtually via Zoom due to the Governor's Health State of Emergency regarding COVID-19.

Board Members Present: Jeff Browne (Chairman); Greg Harold; Jorie Martin; Jim Wolfe; Tom Patteson, Scott Jenkins

Others Present: Vicki Cook Board of Supervisors; Cheryl Cullers, Board of Supervisors; Sharon Pandek, EDA attorney; Ed Daley, Warren County Administrator; Matt Robertson, Warren County Finance Director; Alisa Scott, Warren County Deputy Finance Director; Joe Petty, Warren County Planning Director; Alex Bridges, Northern Virginia Daily; Roger Bianchini, Royal Examiner

Jeff Browne called the meeting to order at 9:00 AM

Adoption of Agenda

On a motion by Greg Harold, seconded by Jorie Martin, and by the following vote, the Board of Directors approved the agenda as presented:

Browne, Aye; Martin, Aye; Harold, Aye; Patteson, Aye, Jenkins, Aye Wolfe, Aye

Approval of Minutes

On a motion by Greg Harold, seconded by Scott Jenkins, and by the following vote, the Board of Directors approved the meeting minutes from December 3, 2021, as presented:

Browne, Aye, Martin, Aye, Harold, Aye, Patteson, Aye, Jenkins, Aye, Wolfe, Aye

Closed Meeting

On a motion by Greg Harold, seconded by Scott Jenkins, and by the following vote, the Board of Directors entered into a closed meeting at 9:10 for the following:

- 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, Avtex Redevelopment, V, 1321 Happy Creek Rd, and 426 Baugh Drive, and legal advice related thereto, pursuant to Va. Code § 2.2-3711.A.3 and 8.
- 1 matter – Consultation with legal counsel and briefings 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., 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 matters- Personnel- Discussion of a personnel matter relating to 2 specific EDA Board Members pursuant to Va. Code §2.2-3711.A.1.

Browne, Aye; Harold Aye; Jenkins, Aye; Martin, Aye, Patteson Aye, Wolfe, Aye

The Board voted to come out of closed session at 10:45:

On a motion by Jorie Martin, seconded by Jim Wolfe, and by the following vote, the EDA Board of Directors certified to the best of each member's knowledge only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711(A.8) of the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the public body.

Browne, Aye; Harold, Aye; Jenkins, Aye; Martin, Aye, Patteson, Aye Wolfe, Aye

On a motion by Jorie Martin, seconded by Scott Jenkins, and by the following vote, the Board of Directors approved a resolution a lease agreement with terms to be finalized by council for Donald E. Bolling, 1321 Happy Creek Road, Front Royal, Virginia 22630, for \$1,600 per month for 1 year with a \$1,600 deposit.

Browne, Aye, Harold, Aye, Jenkins, Aye, Martin, Aye, Patteson, Aye, Wolfe Aye

On a motion by Tom Patteson, seconded by Greg Harold, and by the following vote, the Board of Directors approved a resolution regarding the EDA v. Jennifer McDonald, et al. to authorize its Chair with the assistance from EDA General Counsel as necessary to direct Sands Anderson regarding trial strategy regarding the claims and defenses based on the EDA strategies.

Browne, Aye, Harold, Aye, Jenkins, Aye, Martin, Aye, Patteson, Aye, Wolfe Aye

Committee Reports

Jeff Browne stated that the Executive Committee report has been provided with the agenda, and not going to reiterate the information in the document.

Mr. Browne further mentioned that there is no permanent staff working for the EDA and that the Board of Directors is attempting to handle operations in the meantime. He also stated that Dr. Patteson has tendered his resignation from the Board of Directors and commended for the time he served the Board and community.

Tom Patteson responded stating he was pleased to serve and enjoyed working with EDA administration, Warren County Administration, and general counsel; Sharon Pandek.

Ed Daley expressed thanks for Mr. Patteson's time on the Board.

Jim Wolfe provided an update for the Finance Committee and mentioned they have just received raw data from the Warren County Treasurer. A meeting was requested with Matt Robertson for finance details to create formal reports for the February meeting.

Greg Harold provided an update for the Asset Committee and a comprehensive report has been provided with the agenda, and not going to reiterate the information in the document. Both localities need to look at long term housing issues as the EDA gains success bringing employers to the community.

Jeff Browne proposed a meeting with EDA, Town, and County regarding the McKay Springs location. Also, the Avtex site will require an in-depth conceptual plan and research on its development and impact on the community.

Mr. Browne also provided updates regarding the TPOF Grant and incentives for the Nature's Touch facility. VDEP, Taryn and himself provided a presentation non-EDA property which went well, though further workforce information is needed. The EDA is still awaiting a response from C-Cap regarding lease.

Prior to the marketing report Mr. Browne suggested that funds be reallocated to marketing, building repairs and appraisals.

Scott Jenkins provided an update for the Marketing Committee and a report has been provided with the agenda, and not going to reiterate the information in the document.

Mr. Jenkins further mentioned upcoming Call Trips with VEDP and whether there will be Warren County representation. He also discussed the presented budget requires staff and the website should be updated.

Jeff Browne introduced Alisa Scott, Warren County Deputy Finance Director, to the group and the importance of appraisal opportunities.

Alisa Scott mentioned that the Warren County has the ability to provide a Broker Opinion of Value, and if needed can procure further appraisal services.

County Administrator Report

Ed Daley mentioned that there are no additional reports.

No town staff present so there will be no update from them

Old Business

Jeff Browne mentioned the importance to update the strategic plan for accomplishing goals, positive marketing, and reflect the need for staff.

Tom Patteson provided an update on the search committee and expressed there was some disappointment that the candidates for the administrative assistant position accepted other job opportunities and that there has been a paucity of applicants for the Director positions. He suggested further marketing for the positions, narrowing the qualifications, and clarification of direction.

Ed Daley followed up with comments regarding the future direction and marketing of the Director position. It is important to find someone who wants to be in Warren County and part of the community.

Jorie Martin asked if the Director is required to live in Warren County.

Dr. Daley responded by it is recommended that they be in Warren County though if they are on the fringe, it may be acceptable. And being engaged in the community is important.

New Business

Jeff Browne mentioned to turn in COI documents, communication will be sent regarding a budget line-item reallocation based on high priorities, and a special meeting may also be coming up.

Adjournment

Greg Harold made the motion to adjourn, seconded by Jim Wolfe, and by unanimous vote the motion was approved.

Browne, Aye, Harold, Aye, Jenkins, Aye, Martin, Aye, Patteson, Aye, Wolfe Aye

Jeff Browne adjourned the meeting approximately 11:15 AM.