

**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, February 25, 2022, at 9:00 AM at the Warren County Government Center Caucus Room.

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

Others Present: Vicky Cook Board of Supervisors; Cheryl Cullers, Board of Supervisors; Zach Packard EDA attorney; Ed Daley, Warren County Administrator; Joe Petty, Director of Economic Development; Alex Bridges, Northern Virginia Daily; Royal Examiner video

Jeff Browne called the meeting to order at 9:02 AM

**Adoption of Agenda**

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

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

**Closed Meeting**

On a motion at 9:04 AM by Jim Wolfe, seconded by Scott Jenkins, and by the following vote, the Board of Directors entered into a closed meeting for the following:

- 4 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, CCAP Lease, Northern Shenandoah Valley Regional Commission lease, and 426 Baugh Drive, and legal advice related thereto, pursuant to Va. Code § 2.2-3711.A.3 and 8.

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

On a motion at 9:55 AM by Jim Wolfe, seconded by Scott Jenkins, 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; Wolfe, Aye

**Committee Reports**

Mr. Browne provided the following updates for the Executive Committee Administration:

- 400 Kendrick Lane, Suite A may require some rehab work. The cost may be from \$60k-\$100k and posed the question if the work is worth considering at this time.
- There are ongoing conversations with prospect looking at Warren County to expand or start their business here.
- The civil case may require depositions from the current EDA Board of Directors, and given no current member was serving at the time in question, Mr. Browne will represent the group for questions.
- There are multiple grant opportunities available, GoVirginia and VEDP are hosting informational sessions in the coming days to learn more.
- Presented moving the monthly meetings back to 8:00 AM.
  - Based on following discussion the group will consider moving the meeting time back to original schedule of 8:00 AM.

Jim Wolfe provided the following updates for the Finance Committee:

- Work has been happening on the FY2022-2023 Budget and a review of the EDA allocation.
- The County Finance Director, Matt Robertson, will be providing updated reports and P&L statements.

Greg Harold provided the following updates for the Asset Committee:

- They are looking to close up the property at 1321 Happy Creek Road once the current tenant has moved out.
  - Jorie Martin asked the question if they should completely close it or maintain the dwelling.
- Expressed the need to fill the two vacant EDA Board of Director positions.

### **County Administrator Report**

Ed Daley mentioned the county's continued support of the Shenandoah Rail Trail and the Avtex Trail projects.

### **Old Business**

Jim Wolfe presented the existing Strategic Plan and provided a red-lined copy for review. There is a proposed meeting with some EDA Board members and County staff to discuss future Planning and Development for Warren County.

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 the following:

- Upcoming Call Trips with VEDP and whether there will be Warren County representation.
- The presented budget requires staff and the website should be updated.
- A grant writer may be a valuable addition as there are many opportunities that the EDA may be able to take part in.
- The EDA should try and have a paid internship during the summer months to assist in marketing and grant projects.

Budget

Jim Wolfe presented options for reallocating budget items given the EDA has been with staff for a few months of the FY2021-2022 Budget.

Ed Daley clarified the budget process and that most, if not all, of the items in the presented reallocation is within the current County budget for the Department of Economic Development. The EDA should work with the County Director of Economic Development, Joe Petty, on any of those items. There are budget items that the EDA as an independent authority is still obligated to retain.

### **New Business**

On a motion by Jorie Martin, seconded by Jim Wolfe, and by the following vote, the Board of Directors approved a lease agreement with CCAP.

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

Greg Harold asked the question if the EDA needs to legally take any action to transfer the budget duties to the County of Warren.

Jeff Browne mentioned that there has been communication with the recently formed Front Royal Economic Development Authority, and welcomes continuing the positive dialogue and attendance at future meetings.

### **Adjournment**

Jorie Martin 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; Wolfe, Aye

Jeff Browne adjourned the meeting approximately 11:10 AM.