

**INDUSTRIAL DEVELOPMENT AUTHORITY  
OF THE TOWN OF FRONT ROYAL & COUNTY OF WARREN, VIRGINIA  
dba 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, dba Economic Development Authority held on Friday, August 26, 2022, at 8:00 AM at the Warren County Government Center, Caucus Room, 220 N. Commerce Avenue, Front Royal, VA 22630, and streamed online.

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

Others Present: Joe Petty, Warren County Director of Economic Development; Walt Mabe, Warren County Board of Supervisors; Rick Novak, FR EDA Chair

Others Present (online): Sharon Pandak, EDA attorney; Alex Bridges, Northern Virginia Daily

Jeff Browne called the meeting to order at 8:06 AM

### **Election of Officers**

On a motion by Greg Harold, seconded by Jim Wolfe, and by the following vote, the Board of Directors approved the slate of officers as presented; Chair, Jeff Browne; Vice Chair, Scott Jenkins; Treasurer, James Wolfe; and Secretary, Marjorie Martin:

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

### **Adoption of Agenda**

On a motion by Jorie Martin, seconded by Scott, and by the following vote, the Board of Directors approved the agenda as amended 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 July 22, 2022, as presented:

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

### **Committee Reports**

Jeff Browne provided the following updates for the Executive Committee:

- As part of the Executive update, member Jim Wolfe suggested a future board retreat to discuss updating the Authority's strategic plan.
- Jorie Martin provided an overview of an existing insurance policy for the FRWCEDA office building. The Board approved restructuring the policy that would provide both appropriate coverage and cost savings on the space.
- Mr. Browne provided an update on the lease of Suite C at 400 Kendrick Lane. CCAP will be occupying the suite for their operations starting September 1st.
- Jeff Browne summarized a meeting he had with Chair of the Front Royal Economic Development Authority, Rick Novak, who was in attendance for the meeting. One of the issues discussed that both

Chairs agreed with is a joint EDA retreat to have an opportunity to meet each other in a less formal setting. Rick also provided information on the upcoming Festival of Leaves taking place in Downtown Front royal on Saturday, October 15th.

- Joe Petty provided an update on the Rivermont Acres/Fiddlers Green POA properties and the membership dues that are outstanding.

Jim Wolfe provided the following updates for the Finance Committee:

- Mr. Wolfe and Mr. Petty met earlier in the week to discuss financial records, reports, and process.

Greg Harold provided the following update for the Asset Committee:

- Sharon Pandak provided an update regarding the Avtex Redevelopment site and her ongoing conversations with the EPA Counsel.
- Mr. Harold further mentioned ongoing interest in EDA properties, including the multiple LOIs for Stephens Industrial Park.

Joe Petty provided the following update for the Warren County Department of Economic Development

- Provided the Board with the Report from the County Administrator
- Continuing to work with prospects on various projects.
- Working on plans regarding coordination between County department and EDA.
- Assisting the Finance Department where needed regarding the audit process.
- Working with Jim Wolfe on small business loan updates and creating an updated balance sheet.

## **Unfinished Business**

### **Item 6.A. Bylaw Revisions**

Greg Harold and Jorie Martin made up the Ad Hoc committee with assistance from legal counsel, Sharon Pandak. The Ad-Hoc committee reviewed the Bylaws for additional changes. Effective September 1, a new Virginia Code provision will allow electronic meetings to be held when there is no emergency. Other Bylaw revisions included clarification to a meeting quorum.

On a motion by Jorie Martin, seconded by Greg Harold, and by the following vote, the Board of Directors approved the revisions to the Bylaws with discussed changes:

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

## **New Business**

### **Item 7.A. September Meeting Date**

Due to a scheduling conflict during the scheduled September meeting date and the reduced Board size, there was a recommendation to the move the meeting from Friday, September 23, 2022, to Monday, September 26, 2022, at 8:00 AM.

On a motion by Jorie Martin, seconded by Greg Harold, and by the following vote, the Board of Directors approved the meeting date change as recommended:

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

## **Closed Meeting**

On a motion at 9:36 AM by Jorie Martin, 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, Stephens Industrial Park, 1321 Happy Creek Rd, Avtex redevelopment, Happy Creek Industrial Park, and legal advice related thereto, pursuant to Va. Code § 2.2-3711.A.3 and 8.
- 2 matters – Consultation with legal counsel 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 vs Jennifer McDonald et al, EDA v. Town of Front Royal et al, pursuant to Va. Code § 2.2-3711.A.7 and 8.
- 1 matter – Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, TPOF Agreement, pursuant to Va. Code § 2.2-3711.A.8.

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

On a motion at 11:13 AM by Greg Harold, 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 Va. Code § 2.2-3712 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

### **Adjournment**

On a motion by Jorie Martin and by unanimous vote the motion was approved.

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

Jeff Browne adjourned the meeting at 11:15 AM