



Regular Meeting Agenda

Warren County Government Center: Admin. Conference Room, 220 N. Commerce Ave, Front Royal, VA

January 27, 2023

8:00 AM

1. Call to Order
2. Adoption of Agenda – Additions or Deletions
3. Approval of Minutes – December 9, 2022
4. Reports
 - A. Executive Committee – Jeff Browne
 - i. Avtex Ad Hoc Update
 - B. Asset Committee – Greg Harold
 - C. Finance Committee/Budget Update – Jim Wolfe
 - D. Board Members Updates
 - E. Warren County Director of Economic Development – Joe Petty
5. New Business
 - A. Happy Creek Technology Park Utility Easement
 - B. VEDP Presentation (9:00 AM) – Abigail Patterson & John Loftus
 - C. Open-Door Business Sessions – Jorie Martin & Joe Petty
 - D. 2023 Meeting Schedule: Work Sessions
 - E. Certificates of Satisfaction - Vote
 - F. C-CAP Lease Amendment - Vote
 - G. Baldwin Grazing Lease - Vote
6. Closed Session
 - A. 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, 1325 Progress Drive, and legal advice related thereto, pursuant to Va. Code § 2.2-3711.A.3 and 8.
 - B. 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.
 - C. 1 Matter – Discussion or consideration, or interviews of prospective candidates for appointment pertaining to Small Business Loan Committee pursuant to Va. Code § 2.2-3711.A.1.
7. Additional New Business (if needed)

**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, December 9, 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; Scott Jenkins; Jorie Martin; Jim Wolfe

Others Present: Joe Petty, Warren County Director of Economic Development; Zach Henderson, Office Manager for Economic Development; Walt Mabe, Warren County Board of Supervisors; Vicky Cook, Warren County Board of Supervisors, Skip Rogers Front Royal Town Council, Ed Daily, County Administrator

Others Present (online): Sharon Pandak, EDA attorney, Roger Bianchini, Royal Examiner

Jeff Browne called the meeting to order at 8:00AM with the following roll call as present: Browne, Harold, Jenkins, Martin, Wolfe.

Adoption of Agenda:

Mr. Jenkins asked if the Avtex property was on the Agenda. Mr. Petty said it was part of a link that will be discussed executive committee, or Board Member updates.

On a motion made by Mr. Jenkins, and seconded by Mr. Harold, the Agenda was approved with the following vote:

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

Approval of Minutes:

On a motion made by Mr. Jenkins and seconded by Mr. Wolfe the minutes for the October 28th regular meeting and the November 17th special meeting were approved as presented with the following vote:

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

Committee Reports:

As part of his Executive Report, Mr. Browne mentioned that in Richmond there is a discussion of creating a second inland port. While it's unclear where it will go, Mr. Browne emphasized the importance of bolstering our own port as a major part of the 2023 objectives and strategic plan. Furthermore, he expressed a desire for its expansion with the help of the Town, County and others. Mr. Jenkins suggested that a representative from the Inland Port give a presentation on their plans, capacity, information, etc. Mr. Petty confirmed that he had invited two representatives to speak at the January meeting and they had expressed enthusiasm to present.

Mr. Harold's reports from the Asset Committee were mostly for the closed session, however, he had spoken to Ms. Martin about money available on a state and federal level and an IRS change to certain funding relating to workforce housing opportunities. Ms. Martin commented that, in addition to federal assistance, there has been a push from the Governor and the Commonwealth on affordable housing programs. Mr. Browne asked what the County is doing for housing. Mr. Petty stated that the County has traditionally looked to the Town for those specific types of housing development, and it would be beneficial to look at the new Town Comprehensive Plan. Mr. Browne asked if the current lull in the construction industry could be ending soon.

Mr. Harold stated that near term would be more difficult, however, things are projected to improve approximately 12 months out based on the current market and potential drops.

Mr. Wolfe's reports for the Finance Committee primarily focused on the budget for FY23-24 and FY24-25. Mr. Petty commented that solicitation of applications for the Small Business Committee is posted on the website and applications can be emailed. He hopes for interviews next month. Mr. Petty then summarized the tracking sheet of the monthly expenditures and revenues, loans, income, etc. He emphasized that the sale of 426 Baugh Drive will greatly impact moving forward rental revenue versus utilities and maintenance. Ms. Martin asked whether the excess funds will be a point of discussion during the meeting in either open or closed. Mr. Browne stated that he spoke to Dan Segal who had reached out to First Bank and Trust regarding the excess funds. They preferred that they be paid toward the First Bank and Trust loan as it has the highest interest rate (3.5%) left of the remaining bank loans. Before a motion was made. Mr. Jenkins asked for the exact amount of the excess funds and the specific loan it will be applied to. Mr. Petty stated that it was going to the consolidated loan and the total amount is \$851,362.39. Mr. Browne stated that the number represents the amount paid for Baugh Drive minus the entirety of the United loan to secure, and minus the transaction costs. In response to Mr. Jenkins's question as to how much the outstanding balance was remaining, Mr. Browne stated that it was \$12,256,044.64 for 30 years.

There was then a motion by Jim Wolfe and seconded by Scott Jenkins to make the excess payment from the Baugh Drive sale for \$851,362.39 to First Bank and Trust Consolidated loan with a balance of \$12,256,044.64 at 3.5%. The vote was as follows:

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

As part of Board Member updates, Mr. Jenkins discussed the Avtex property and emphasized the importance of transferring the conservancy side of the property to the County for recreation and development. The goal is to work with the County to begin getting trails laid in and to start an action plan soon. Mr. Browne stated that it would be important to include the Town since it is within the Town and to work with them to make a detailed presentation for the Town and the County together. Ms. Martin agreed and added that it would be a good idea to seek out clarity and support from the current Board and Council to work together in creating a tangible plan for the property. Mr. Wolfe asked if the presentation can be ready in January and have it in the February meeting for final approval. Ms. Martin asked for a motion so that authorization to make the presentation is reflected in the minutes. Dr. Daley commented that time is a major factor to get the money for the project and urged getting approval in January instead of February.

Ms. Cook asked if the approval is needed from both the Town Council and the Board of Supervisors. Mr. Browne stated that final approval would be by the County Board because the County would provide resources. However, it would be beneficial for Town Council to be involved and supportive because the property is within the Town limits. Mr. Rogers expressed his enthusiasm and is encouraged to get the Council on board. Dr. Daley suggested scheduling a meeting with the Board of Supervisors and invite the Council. Ms. Martin asked when the Avtex presentation should be ready. Dr. Daley stated it should be presented to the Board on January 10th and to let the Town Council know.

Ms. Martin asked for a motion to allow Mr. Petty to make the presentation and for the County to handle the recreation grants, although we apply until the property is owned by the County. Mr. Wolfe made a motion, and Mr. Jenkins seconded that Mr. Petty be authorized to make the presentation and organize a joint meeting to discuss and possibly vote on the issue for the January 10th meeting. The vote was as follows:
Browne, Aye; Jenkins, Aye; Martin, Aye; Wolfe, Aye

Mr. Petty made the website update as well as made a detailed list of what needs to be updated specifically to help streamline the process. Further he stated that the budget and the audit have been taking a lot of time and he has been helped by the new and old Finance Directors as well as the Office Manager. Also a lot of work has been done with Planning on short term tourist rentals. They have sent out a survey to gauge their economic impact on the community, given their rapid growth since 2020.

Unfinished Business:

Mr. Wolfe reviewed the proposed budget and highlighted the new Board member compensation, which had not been included in prior budgets. No funding is shown for auditors, accounting, marketing, or advertising because those have been taken over by the County. Mr. Browne stated that it would be beneficial to know what the County plans to do with the funded line items. Mr. Wolfe continued by stating that the interest rates are a large part of the overall expenditures and operating allotment, and to make the budget balance those expenditures and revenues must match. The allotment from the County is higher because the interest is higher.

Mr. Wolfe stated that there is no mention of money to improve properties to get them to a higher tier level. Mr. Browne and Ms. Martin noted that there is \$20,000 in maintenance (code 5407). Mr. Wolfe questioned if the \$20,000 was enough or should the EDA ask for more to help get a few properties to a higher tier level. Mr. Browne asked if they can be made into separate line items, one for routine property maintenance, and one catered to tier upgrades. Dr. Daley stated that the overall goal for the Board of Supervisors is to get rid of the interest column. However, if upgrading the properties will help to sell them to pay the loans, then that would be a more ideal investment. Mr. Harold asked if \$20,000 is enough to get another tier rating. Mr. Wolfe said it was not; an educated guess based on IT Federal would be \$250,000 and another \$40,000 would be for permit plans, etc. The \$20,000 in the budget is for property maintenance, not necessarily a line item for upgrading the tier. The IT federal building tier upgrade will fall under the EDA budget because even though they do not own the building, they own the property it's on.

Mr. Jenkins suggested that the funding costs for IT Federal be put into the FY 24-25 budget in anticipation of getting that building market-ready. Dr. Daley agreed with this approach because it will put the County on notice and it can approve but also revise later requests during the next fiscal year. Mr. Jenkins then asked about the drop in the tech funding, and Mr. Petty stated that the IT Department is working on merging all tenants under the same system and EDA will be included, but the operations should stay the same. Lastly, Mr. Jenkins suggested that some funding be included in the community projects line item for FY 24-25 for several community initiatives, and suggested \$5,000.

In terms of Mr. Petty's County budget, \$1,000 has been included in travel and training for the quarterly meetings, and historically-sponsored programs such as: Go Virginia, Worlds at Work, etc., which if solely Economic Development would come from the County's Budget. However, if it's on a community scale, it would come from the Board of Supervisors. Mr. Mabe asked if Economic Development was looking for Grant Writing programs or capabilities. Mr. Petty stated that there was an increase in the budget for dues and memberships to help belong to different organizations, and conference and education because VEDA (Virginia Economic Development Association) hosts quarterly meetings and seminars. The Office Manager will also be more knowledgeable of all the upcoming State and Federal Grant opportunities. Ms. Martin asked about the Stephens site. Mr. Petty stated that the survey still needs to be completed, based on the most recent correspondence with them. Mr. Browne requested to see what the County Department is requesting in correlation with the EDA, and Mr. Petty will send this information when he has updated it.

Mr. Petty noted the annual payment on the USDA loan accounts: one was a grant from many years ago, the other is a loan that is currently being repaid at \$21,000 a year. Next year the interest is projected to be less because there is a finite amount of EDA loans but could also increase because the loan committee is being re-established and will issue more loans.

Mr. Wolfe made the motion, which was seconded by Mr. Jenkins to approve the budget with the following three changes: 1) Adding \$5,000 to FY 24-25 for community projects; 2) Adding \$40,000 for the Stephens property for FY 23-24; 3) Adding \$250,000 for IT Federal for FY 24-25. The motion passed as follows:

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

New Business:

In terms of the meeting schedule, Mr. Browne asked if it would be better to move the December meeting back to the 15th. Mr. Jenkins also suggested that the May, June, and October meetings start at 8:30AM instead of the usual 8:00AM, and the May meeting be moved to the 19th as not to conflict with Memorial Day weekend. Mr. Petty added that the tentative dates for the quarterly meeting schedule and the specific dates and topics can be determined at the January meeting.

Ms. Martin moved to adopt the meeting schedule with the discussed changes and was seconded by Mr. Wolfe. The motion passed as follows:

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

Ms. Pandak asked Mr. Browne if the EDA wanted to amend the Bylaws in order to have the ability to hold virtual meetings. Mr. Browne stated that the last special meeting had to be delayed a week because they lacked a quorum, and at the time they could not have a virtual meeting because the Bylaws stated that the Board had to determine a month in advance. Ms. Pandak summarized the changes to allow the chair, after consulting with the executive committee, to schedule a virtual meeting and to provide notice of any regular, special, or emergency meeting as set forth in the Bylaws.

Mr. Wolfe made a motion for approval which was seconded by Ms. Martin, to approve the changes to the Bylaws to reflect the discussion on virtual meetings. The motion passed as follows:

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

Closed Meeting:

On a motion at 9:47 AM by Mr. Harold, seconded by Mr. Jenkins, and by the following vote, the Board of Directors entered a closed meeting for the following:

- A. 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.
- B. 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.

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

On a motion at 10:57 AM by Mr. Wolfe, seconded by Ms. Martin 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

As closed session ended Ms. Pandak stated asked for a motion as follows:

With the assistance of its legal counsel, certain claims and defenses may have related to a disputed matter, whereas pursuant to Va. Code §§ 2.2-3705.1 and 2.2-4119, certain disputes with the EDA

and confidential parties have been mediated. Whereas the mediated disputes have resulted in a proposed confidential settlement agreement which is conditioned upon the approval of the EDA Board which the EDA Board has considered in a closed meeting. Whereas the EDA desires to enter into a confidential settlement agreement with confidential parties providing for confidential settlement payment to the EDA. Now there for be it resolved that the EDA approves of the before-mentioned proposed confidential settlement agreement, which settlement agreement shall remain confidential as the product of a mediated confidential settlement pursuant to State law.

Ms. Martin made a motion for approval which was seconded by Mr. Wolfe and passed with the following roll call vote.

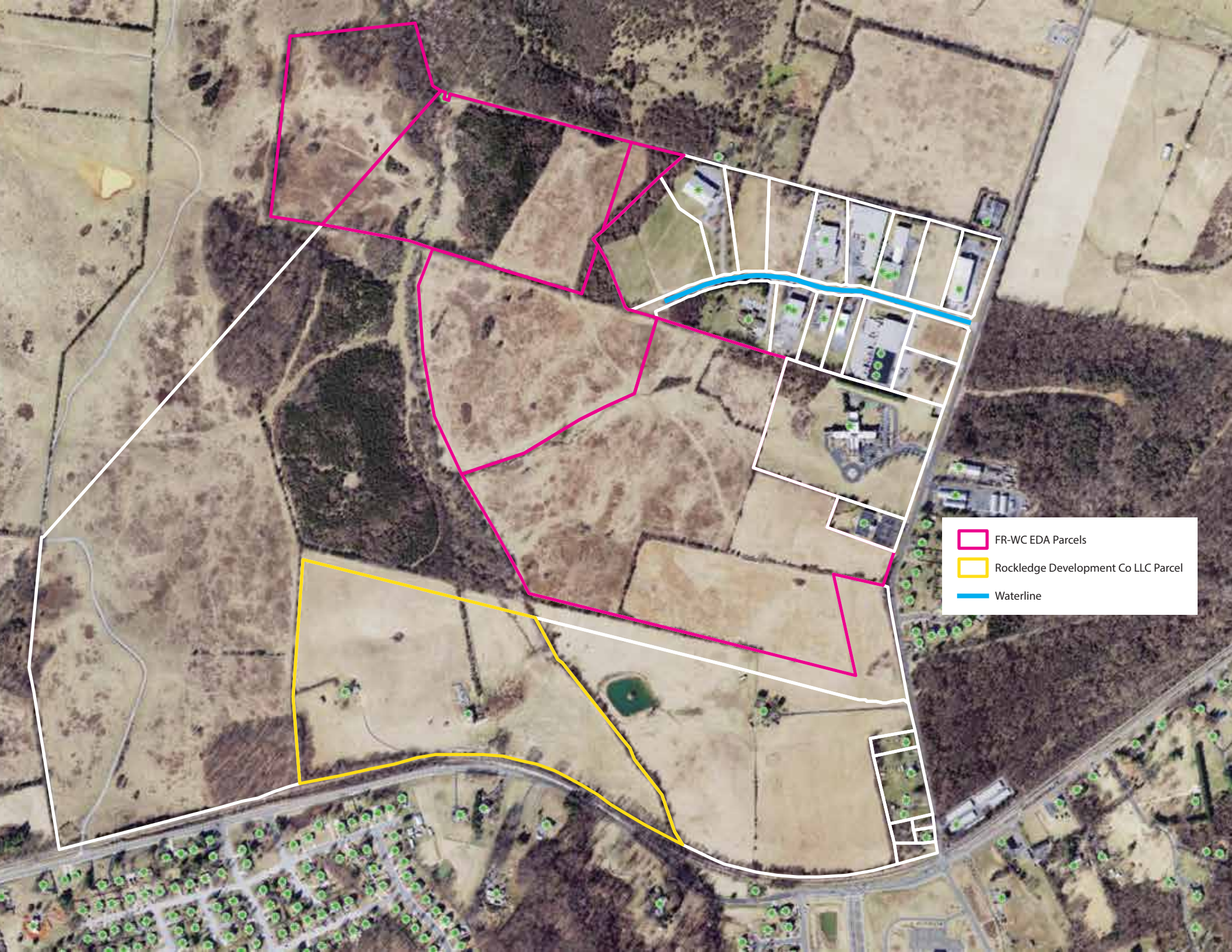
Browne, Aye; Harold, Aye; Jenkins, Aye; Martin, Aye; Wolfe, Aye




Adjournment:

There was motion to adjourn by Ms. Martin which was seconded by Mr. Harold. The motion passed with the following vote:

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

Jeff Browne adjourned the meeting at 11:00AM



-  FR-WC EDA Parcels
-  Rockledge Development Co LLC Parcel
-  Waterline

CERTIFICATE OF SATISFACTION

Place of Record: Office of the Clerk of the Circuit Court for the County of Warren

Date of Note/Deed of Trust: January 25, 2018

Face Amount Secured/Amount of Note: \$7,000

Deed Book: Page: Instrument No.:

Name(s) of Grantor(s)/Maker(s): **Front Royal Warren County Economic Development Authority**

Name(s) of Trustee(s): **Mr. Carson Boita, Boita Coffee Company, LLC**

Face Amount of Note(s): **\$7,000**

The undersigned, holder of the above-mentioned note(s) secured by the above-mentioned deed of trust, does hereby certify that the same has/have been paid in full, and the lien therein created and retained is hereby released.

GIVEN UNDER MY HAND THIS _____ DAY OF _____, 20__.

**THE INDUSTRIAL DEVELOPMENT
AUTHORITY OF THE TOWN OF FRONT
ROYAL AND COUNTY OF WARREN,
VIRGINIA**

(NOTE HOLDER)

By _____
Its duly authorized agent

State of Virginia _____

County/City of Warren/ Front Royal____, to-wit:

Subscribed, sworn to and acknowledged before me by _____,
_____(title) of **The Industrial Development Authority of the
Town of Front Royal and County of Warren, Virginia**, on behalf of the corporation, this _____ day
of _____, 20__.

Notary Public
My commission expires: _____

CERTIFICATE OF SATISFACTION

Place of Record: **Office of the Clerk of the Circuit Court for the County of Warren**

Date of Note/Deed of Trust: **March 26, 2015**

Face Amount Secured/Amount of Note: **\$150,000**

Deed Book: Page: Instrument No.:

Name(s) of Grantor(s)/Maker(s): **Front Royal Warren County Economic Development Authority**

Name(s) of Trustee(s): **Mr. & Mrs. Gedney, J's Gourmet**

Face Amount of Note(s): **\$150,000**

The undersigned, holder of the above-mentioned note(s) secured by the above-mentioned deed of trust, does hereby certify that the same has/have been paid in full, and the lien therein created and retained is hereby released.

GIVEN UNDER MY HAND THIS _____ DAY OF _____, 20__.

**THE INDUSTRIAL DEVELOPMENT
AUTHORITY OF THE TOWN OF FRONT
ROYAL AND COUNTY OF WARREN,
VIRGINIA**

(NOTE HOLDER)

By _____
Its duly authorized agent

State of _____

County/City of _____, to-wit:

Subscribed, sworn to and acknowledged before me by _____,
_____(title) of **The Industrial Development Authority of the
Town of Front Royal and County of Warren, Virginia**, on behalf of the corporation, this _____ day
of _____, 20__.

Notary Public
My commission expires: _____

CERTIFICATE OF SATISFACTION

Place of Record: **Office of the Clerk of the Circuit Court for the County of Warren**

Date of Note/Deed of Trust: **June 28, 2018**

Face Amount Secured/Amount of Note: **\$10,000**

Deed Book: Page: Instrument No.:

Name(s) of Grantor(s)/Maker(s): **Front Royal Warren County Economic Development Authority**

Name(s) of Trustee(s): **Mr. Cole D. Haase, On Cue Sports & Billiards, LLC**

Face Amount of Note(s): **\$10,000**

The undersigned, holder of the above-mentioned note(s) secured by the above-mentioned deed of trust, does hereby certify that the same has/have been paid in full, and the lien therein created and retained is hereby released.

GIVEN UNDER MY HAND THIS _____ DAY OF _____, 20__.

**THE INDUSTRIAL DEVELOPMENT
AUTHORITY OF THE TOWN OF FRONT
ROYAL AND COUNTY OF WARREN,
VIRGINIA**

(NOTE HOLDER)

By _____
Its duly authorized agent

State of _____

County/City of _____, to-wit:

Subscribed, sworn to and acknowledged before me by _____,
_____(title) of **The Industrial Development Authority of the
Town of Front Royal and County of Warren, Virginia**, on behalf of the corporation, this _____ day
of _____, 20__.

Notary Public
My commission expires: _____

CERTIFICATE OF SATISFACTION

Place of Record: **Office of the Clerk of the Circuit Court for the County of Warren**

Date of Note/Deed of Trust: **October 5, 2015**

Face Amount Secured/Amount of Note: **\$10,000**

Deed Book: Page: Instrument No.:

Name(s) of Grantor(s)/Maker(s): **Front Royal Warren County Economic Development Authority**

Name(s) of Trustee(s): **Tanya Cornwell, Our Hometown Diner**

Face Amount of Note(s): **\$10,000**

The undersigned, holder of the above-mentioned note(s) secured by the above-mentioned deed of trust, does hereby certify that the same has/have been paid in full, and the lien therein created and retained is hereby released.

GIVEN UNDER MY HAND THIS _____ DAY OF _____, 20__.

**THE INDUSTRIAL DEVELOPMENT
AUTHORITY OF THE TOWN OF FRONT
ROYAL AND COUNTY OF WARREN,
VIRGINIA**

(NOTE HOLDER)

By _____
Its duly authorized agent

State of _____

County/City of _____, to-wit:

Subscribed, sworn to and acknowledged before me by _____,
_____(title) of **The Industrial Development Authority of the
Town of Front Royal and County of Warren, Virginia**, on behalf of the corporation, this _____ day
of _____, 20__.

Notary Public
My commission expires: _____

Amendment January 20, 2023

AMENDMENT

This Amendment revises the Lease (“Lease”), dated September 1, 2022, by and between **INDUSTRIAL DEVELOPMENT AUTHORITY OF THE TOWN OF FRONT ROYAL AND COUNTY OF WARREN**, (“Landlord”/”EDA”), and **FRONT ROYAL-WARREN COUNTY CONGREGATIONAL COMMUNITY ACTION PROJECT** (“C-CAP”/“Tenant”). This Amendment is effective this _____ day of _____, 2023.

Article I. Lease of Premises and Terms of Lease is amended as follows:

- A. Landlord does hereby lease to Tenant, and Tenant does hereby lease from Landlord that the space known as Suites B and C (collectively, “Leased Premises”/ “Premises”), located at and a portion of Landlord’s property at 400 Kendrick Lane, Front Royal, Virginia 22630 (“Property”), upon the terms and conditions set forth in this Lease, solely for the purpose of food storage and repackaging and distribution on the Leased Premises. Tenant’s right to use the Leased Premises shall be exclusive to Tenant. Tenant shall have access to the Leased Premises 24 hours per day / seven (7) days per week.
- B. The Lease for Suites B & C is to commence upon the date of this Lease for ~~one year~~ sixteen (16) months. Tenant shall have the option to renew for an additional year to be exercised within 30 days of the end of the first ~~year~~ 16 months of the Lease. After the expiration of the initial term without renewal or after the expiration of a ~~two (2)~~ the additional year term, the Lease shall be month to month thereafter. This Lease can be terminated, during either the ~~one or two (2)~~ the first 16 months or additional year term of the Lease

with 90 days' prior written notice by either party to the other: thereafter with 60 days' notice.

Article II. Lease Payments is amended as follows:

A. Tenant agrees to begin to pay Landlord lease rental payments for both Suites in advance on the first day of each month, during the Lease Term, and each such monthly payment shall be as follows:

Suite B: \$1400.00 per month payable as follows: \$1400.00 for the first four (4) months of the Lease (September to December, 2022), \$1000.00 per month ~~for 10 months~~ from January to October, 2023 and then \$3400 each for months ~~11 and 12~~ November and December, 2023.

Suite C: \$210.00 per month payable as follows: \$210.00 for the first four (4) months of the Lease (September to December, 2022), ~~\$175.00~~ \$185.00 per month ~~for 10 months~~ from January to October, 2023 and then \$335.00 each for months ~~11 and 12~~ November and December, 2023.

All other provisions of the Lease remain the same,

--- SIGNATURE PAGES TO FOLLOW ---

[SIGNATURE PAGE TO AMENDMENT TO LEASE AGREEMENT BETWEEN INDUSTRIAL DEVELOPMENT AUTHORITY OF THE TOWN OF FRONT ROYAL AND COUNTY OF WARREN AND FRONT ROYAL-WARREN COUNTY CONGREGATIONAL COMMUNITY ACTION PROJECT]

Agreed to as of the date set forth below:

LANDLORD:

INDUSTRIAL DEVELOPMENT AUTHORITY OF THE TOWN OF FRONT ROYAL AND COUNTY OF WARREN

By: _____
Jeffrey Browne, Chair

Date: _____

By: _____
Majorie Martin, Secretary

Date: _____

[SIGNATURE PAGE TO AMENDMENT TO LEASE AGREEMENT BETWEEN INDUSTRIAL DEVELOPMENT AUTHORITY OF THE TOWN OF FRONT ROYAL AND COUNTY OF WARREN AND FRONT ROYAL-WARREN COUNTY CONGREGATIONAL COMMUNITY ACTION PROJECT]

Agreed to as of the date set forth below:

TENANT:

**FRONT ROYAL-WARREN COUNTY CONGREGATIONAL
COMMUNITY ACTION PROJECT (“C-CAP”)**

By: _____

Date: _____

Name: _____

Title: _____

SECOND ADDENDUM TO LEASE

This Second Addendum, made this ____ day of _____, 2023, to the Lease, dated January 26, 2021, by and between the **INDUSTRIAL DEVELOPMENT AUTHORITY OF THE TOWN OF FRONT ROYAL AND COUNTY OF WARREN** (“Landlord”/“EDA”), and **JEREMY BALDWIN** (“Tenant”).

The Landlord and Tenant hereby agree to the following changes to the Lease:

- 1. **AMEND Article 2. Terms of lease**, to extend the term for one (1) year until December 31, 2023.

Except for the foregoing change, all other provisions of the Lease shall remain in the same and in place.

Agreed to on the dates as set forth below:

INDUSTRIAL DEVELOPMENT AUTHORITY OF THE TOWN OF FRONT ROYAL AND COUNTY OF WARREN

LANDLORD: _____
Jeffrey Browne, Chair

DATE: _____

Marjorie Martin, Secretary

DATE: _____

JEREMY BALDWIN

TENANT: _____

DATE: _____