



## Regular Meeting Agenda

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

February 23, 2024

8:00 AM

1. **Call to Order:** Mr. Jenkins called the meeting to order at 8:00AM with the following role call:  
Jenkins, Present; Walter, Present; Townshend, Present; MacDougall, Present; Wolfe, Present, Martin, Present.  
Mr. Ashworth is absent for the meeting due to a work commitment.
2. **Adoption of Agenda:** On a motion by Mr. Walter, seconded by Mr. Townshend, and the following vote, the Agenda was adopted as presented:  
Jenkins, Aye; Walter, Aye; Townshend, Aye; MacDougall, Aye; Wolfe, Aye, Martin, Aye.
3. **Approval of Minutes (1/05/24, 1/11/24, 1/17/24, 1/26/24):** On a motion by Mr. Townshend, seconded by Mr. Walter and the following vote, the minutes were approved as presented:  
Jenkins, Aye; Walter, Aye; Townshend, Aye; MacDougall, Aye; Wolfe, Aye, Martin, Aye.
4. **Reports**
  - A. **Executive Committee:** Mr. Wolfe summarized the Budget presentation to the Board of Supervisors, highlighting the marketing, advertising, updating the website, legal fees, and the IT Federal Loan from both a principal and interest side. Furthermore, he discussed some of the changes in the way the budget is presented. For example, the legal fees that used to be inside the County's Budget have been moved in order to be more transparent from a public administration perspective.  
  
Mr. Jenkins asked Dr. Daley about the next step in the budget process. Dr. Daley stated that the Board has been reviewing the department budgets over the last four weeks, and soon will discuss the County Revenues, followed by the School Board meeting on March 12<sup>th</sup>.  
  
Mr. Jenkins, with Mr. Petty, and Ms. Cullers of the Board of Supervisors, attended a Northern Shenandoah Valley Regional Commission sponsored assessment from a regional perspective for Economic Development, but was unable to finish due to time constraints.
  - B. **Asset Committee**
    - i. **Property Updates:** Ms. Martin stated that 1325 Happy Creek will go to settlement either on the 28<sup>th</sup> or the 29<sup>th</sup> when Ms. Pandak receives further confirmation. As for Plein Smith with Stevens Industrial, the Planning Commission approved the CUP and is going to the Board of Supervisors for a public hearing on March 12<sup>th</sup>. She further stated that currently the taxpayers for the Industrial Parks, and urged for documentation from the users stating that they govern an manage themselves and therefore take on that expense.
  - C. **Finance Committee/Budget Update**
    - i. **Small Business Loan Program Update:** Mr. Petty stated that they have heard from individuals who are interested and have scheduled a meeting soon with another applicant and discussed possible methods to help further get the word out. Furthermore, there are three loans left and some have been paying in larger portions and will be paid off sooner than expected.
  - D. **Board Members Updates:**  
Mr. Wolfe stated that he will be stepping off of the Board coordinating with the end of Ms. Pandak's

representation and commented on the great work that the Board has done.

Ms. Martin also stated that she too is stepping down from the Board effective March 31<sup>st</sup> stating that is proud of the work that has been done and expressed her enjoyment of working with everyone involved.

Mr. Jenkins reminded the Board of his departure at the end of this month due to time conflicts with his business and commented on the good work and talent on the Board. Additionally, Mr. Jenkins remarked on the vacancies and urged the remaining members to encourage any qualified people to apply.

- E. **Warren County Director of Economic Development Update:** Mr. Petty stated that the EDA and County is getting more "Prospect Inquiries" in the new year after the Holiday lull. There have been a lot of inquiries about 5-10 acre lots which are not in abundance but seem to be the target interest. He is also working with the Town and County Finance Departments to get a contract going to resolve issues on Leach Run Parkway.

5. **New Business (if needed)**

6. **Closed Session:**

Ms. Pandak read the meeting into a closed session, on a motion by Mr. Townshend, seconded by Mr. Wolfe, and the following vote, the Board entered into a closed session at 8:55 AM.

Jenkins, Aye; Walter, Aye; Townshend, Aye; MacDougall, Aye; Wolfe, Aye, Martin, Aye.

- A. 6 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, Avtex Redevelopment Site, 1325 Progress Drive, Happy Creek Technology Park, 158 Faith Way, 934 Happy Creek Road, 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 - Consultation with legal counsel regarding First Bank & Trust requiring the provision of legal advice by such counsel, pursuant to Va. Code § 2.2-3711.A.8.

On a motion made by Mr. Townshend, seconded by Mr. Wolfe, and the following the vote, the Board exited the closed session and certified at 10:34 AM.

Jenkins, Aye; Walter, Aye; Townshend, Aye; MacDougall, Aye; Wolfe, Aye, Martin, Aye.

7. **Additional New Business**

On a motion by Mr. Wolfe, seconded by Mr. Townshend, and the following vote, the Board approved drafting a grazing lease to Jeremy Baldwin for 934 Happy Creek Road.

Jenkins, Aye; Walter, Aye; Townshend, Aye; MacDougall, Aye; Wolfe, Aye, Martin, Aye.

8. **Adjournment**

On a motion by Ms. Martin, seconded by Mr. Townshend, the meeting was adjourned at 10:43 AM.