

ECONOMIC DEVELOPMENT AUTHORITY MINUTES OF MAY 13, 2014

At a meeting of the Economic Development Authority held on the 13th day of May 2014, in the Accomack County Airport Conference Room, in Melfa, Virginia.

1. CALL TO ORDER

A. MEMBERS PRESENT AND ABSENT

Economic Development Authority Members Present:

Mr. John LeCato, Chairman
Mr. Robert Bloxom
Mr. Calvert Seybolt
Ms. Shirley Zamora
Mr. Wesley Edwards

Economic Development Authority Members Absent:

Ms. Irene Davis
Ms. Ira Ashby-Hope

Others Present:

Mr. Rich Morrison, Director of Planning and Community Development
Ms. Kristen Tremblay, Assistant Planner
Mr. Mike Mason, Finance Director

B. DETERMINATION OF A QUORUM

There being a quorum, the meeting was called to order at 9:00 a.m.

2. PUBLIC COMMENT PERIOD

The floor was opened for the public comment period. No one signed up or requested to speak.

3. MINUTES

A. April 8, 2014

On a motion made by Mr. Bloxom and seconded by Mr. Seybolt, the Economic Development Authority voted to approve the minutes of April 8, 2014 as presented.

4. TREASURER'S REPORT

As of May 13, 2014, there is \$37,610.00 in the Economic Development Authority Fund. The Treasurer has not signed off on any bills since the last meeting.

Chairman LeCato listed the breakdown of expenses to be paid: \$4,715.85 for Board Member fees and pay roll taxes; \$2,140.00 for advertising; \$1,065.00 for insurance; and three bills for grass cutting services in the amounts of: \$164.00, \$84.00 and \$57.00.

On a motion made by Ms. Zamora and seconded by Mr. Bloxom, the Economic

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Development Authority voted to approve the Treasurers report as presented.

5. INFORMATIONAL REPORT FROM MIKE MASON

The Economic Development Authority requested information from Mr. Mason concerning EDA funds, and specifically needed to know that those funds cannot be moved again without permission. Mr. Mason informed the EDA that he has no access to those accounts and referred to a memorandum of understanding stating that the EDA would have complete control over EDA funds. Chairman LeCato requested access cards for himself and the Treasurer.

6. INFORMATIONAL REPORTS FROM MR. SHANAHAN

Mr. Shanahan was present at the behest of Ms. Zamora to convey information about Chesapeake Utilities. A discussion concerning the future plans for the company and potential involvement with the County ensued. Also discussed was the possibility of piggybacking a sewer line along with a gas line for cost-effectiveness.

7. INFORMATIONAL REPORTS FROM CHAIRMAN AND MEMBERS

A. Ms. Shirley Zamora

Ms. Zamora reported that she has gathered information concerning the marketing geared towards spouses of those relocating to the County, particularly women, that would potentially further their interest. She requested assistance on the format for displaying the information.

B. Mr. Calvert Seybolt

Mr. Seybolt reports that the long-awaited Assateague Beach Report is to be released May 15, 2014.

C. Mr. Edwards

Mr. Edwards reported to the EDA that he was contacted by a potential business and as a result, believes that the tax rates and lack of infrastructure may be a deterrent to new businesses seeking to locate within the industrial park. He asked that a letter to the Board of Supervisors be written that would request development of a policy that would encourage and give incentives as a recruiting tool.

D. Mr. Bloxom

Has nothing to report at this time.

E. Chairman LeCato

Chairman LeCato reported that the policy with McCaleb Messler concerning the loan with Truss Tech needs to be filed.

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Chairman LeCato received a check and letter from Scott Parsons of the Virginia Small Business Administration for the bonding in the amount of \$252.25 to be deposited into the EDA account, which is 7.3% of the total project. Since it appears to be less than the amount that was agreed upon, it was determined that the letter and check should be given to the County Attorney for review of accuracy.

Chairman LeCato reported that the EDA has to have its own lawnmower and reported the quotes for new equipment from Shore Saw Mower.

Ms. Zamora moved to allow the purchase of a lawnmower for use by the Economic Development Authority with the added intent to shop for more comparable contracts.

Following discussion by the EDA, Ms. Zamora withdrew his/her motion to allow the purchase of a lawnmower for use by the Economic Development Authority with the added intent to shop for more comparable contracts.

It was decided by the EDA that more pricing options should be investigated.

8. MARKETING STRATEGIES

Mr. Morrison would like the EDA to authorize expenditures for marketing materials.

On a motion made by Mr. Edwards and seconded by Ms. Zamora, the Economic Development Authority voted to approve the authorization of expenditures for marketing materials.

9. STAFF REPORT

Mr. Morrison requested clarification from the EDA concerning the time line that would be utilized for the Enterprise Zone incentive that would grant funds to businesses creating between 1-4 jobs and were located within the Industrial Park.

On a motion made by Mr. Seybolt and seconded by Ms. Zamora, the Economic Development Authority voted to allow for a three (3) year time spread for the Enterprise Zone job grant incentive.

Mr. Morrison reported to the EDA that the search for a part-time minute taker continues.

10. CLOSED SESSION

Chairman LeCato read a proposed motion to go into closed session pursuant to Section 2.2-3711.5 of the Code of Virginia. Mr. Edwards moved the motion and Mr. Seybolt seconded it. The motion passed unanimously.

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At the conclusion of the closed session, the door was opened and Chairman LeCato declared the meeting open to the public.

11. CERTIFICATION OF CLOSED SESSION

To reconvene in open session, a roll call vote was taken pursuant to Section 2.2-3712-D of the Code of Virginia immediately after reconvening in Open Meeting, at which time each member certified by his vote that (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) 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:

Mr. LeCato	aye
Mr. Bloxom	aye
Mr. Seybolt	aye
Ms. Zamora	aye
Mr. Edwards	aye

12. NEXT MEETING

The next meeting is scheduled for Tuesday, June 10, 2014 at 9:00 a.m. in the Airport Conference Room.

13. ADJOURMENT

On a motion made by Mr. Edwards, and seconded by Mr. Seybolt, the Economic Development Authority voted to adjourn the meeting at 11:00 a.m.