

ECONOMIC DEVELOPMENT AUTHORITY MINUTES OF SEPTEMBER 9, 2014

At a meeting of the Economic Development Authority held on the 9th day of September 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. Calvert Seybolt

Ms. Shirley Zamora

Ms. Ira Ashby-Hope

Mr. Wesley Edwards

Economic Development Authority Members Absent:

Mr. Robert Bloxom, Vice Chairman

Others Present:

Mr. Rich Morrison, Director of Planning and Community Development

Ms. Kristen Tremblay, Assistant Planner

B. DETERMINATION OF A QUORUM

There being a quorum, the meeting was called to order at 9:05 a.m.

2. PUBLIC COMMENT PERIOD

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

3. PROCUREMENT WORKSHOP/SEMINAR

Jean Hungiville gave a brief update to the EDA concerning plans to conduct a procurement seminar.

4. 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 Ms. Zamora seconded it. The motion passed unanimously.

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

5. MINUTES

A. August 12, 2014

On a motion made by Mr. Edwards and seconded by Ms. Zamora, the Economic Development Authority voted to approve the minutes of August 12, 2014 as

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presented.

6. **TREASURER'S REPORT**

As of September 9, 2014, there is \$33,122.03 in the Economic Development Authority Fund.

Discussion about the methodology of County accounts payable ensued. Chairman LeCato requested that Mr. Edwards visit the County Accounting Office for more information.

On a motion made by Ms. Zamora and seconded by Mr. Seybolt, the Economic Development Authority voted to have Mr. Edwards meet with Accomack County Accounting to make sure the Economic Development Authority has not been double charged.

Chairman LeCato reported to the EDA that invoices for marketing materials have been received and are on individual invoices for the various components instead of one invoice. Chairman LeCato then handed the invoices to Mr. Edwards along with coding slips to fill out and be submitted to Accomack County Finance.

On a motion made by Ms. Ashby-Hope and seconded by Ms. Zamora, the Economic Development Authority voted to approve the Treasurers report as presented.

7. **INFORMATIONAL REPORTS FROM CHAIRMAN AND MEMBERS**

A. Ms. Zamora

Ms. Zamora reported that she has obtained the gift certificate and letter of appreciation for Ms. Irene Davis. Discussion about conveyance of these items ensued.

Ms. Zamora also reported that she is continuing to work on the schedule of annual events.

B. Mr. Seybolt

Mr. Seybolt reported that the rental agency had a good year, and that sales have been picking up.

Mr. Seybolt expressed concern that there will be push back from property owners located near Wallops Island. He believes that Wallops Island is putting pressure on the County to change zoning in that region. It was requested of Mr. Rich Morrison to give the EDA Joint Land Use Study (JLUS) Updates.

C. Mr. Edwards

Mr. Edwards has nothing to report at this time.

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D. Ms. Ashby-Hope

Ms. Ashby-Hope reported that she has started distributing EDA rack cards to various places. Discussion about possible contracts to place these rack cards ensued.

On a motion made by Mr. Edwards and seconded by Ms. Zamora, the Economic Development Authority voted to authorize payment for a contract to place rack cards.

Discussion about assembling marketing materials ensued. Ms. Tremblay reported that while contacting the schools about offering public service hours for EDA material assembly was a good idea, the timing was poor last month because the children were out of school, and then the school system was busy in the preparations for the new school year. Ms. Tremblay reported that she will attempt to contact the schools when the school system is a bit more settled.

E. Chairman LeCato

Chairman LeCato reported that he received a late notice for EDA advertising. The EDA owes the newspaper \$1.28 in late fees. Ms. Tremblay recommended that the newspaper be called and that the fee is requested to be waived.

8. MARKETING STRATEGIES

This item was addressed during Ms. Zamora's informational report.

9. STAFF REPORT

Ms. Tremblay presented to the EDA their letter to the Board of Supervisors in draft form.

On a motion made by Mr. Edwards, and seconded by Ms. Ashby-Hope, the Economic Development Authority voted to approve the letter with corrections.

Ms. Tremblay reported to the EDA that since her duties as the County Planner have increased, and since her role as a minute taker was intended to be temporary, she requested that the EDA authorize payment for an advertisement to fulfill that role as well as having the minute taker potentially assist in the County payment process if that was so desired. The EDA believes that Steve Miner PhD., County Administrator is responsible for secretarial duties per EDA by-laws. Ms. Tremblay stated that she would look into it and report to Chairman LeCato.

10. NEXT MEETING

The next meeting is scheduled for Tuesday, October 14, 2014 at 9:00 a.m. in the Airport Conference Room.

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11. ADJOURNMENT

On a motion made by Mr. Edwards, and seconded by Ms. Zamora, the Economic Development Authority voted to adjourn the meeting at 11:25 a.m.

John LeCato, Chairman