



**Surry County Economic Development Authority
of Surry County Virginia**

MINUTES OF MEETING

October 27, 2022 @ 6:00 P.M.
Physical Address: 203 Church Street
Surry, Virginia 23883

MEETING CONVENED

A meeting of the Surry County Economic Development Authority (EDA) was called to order at 6:08 pm by Chairman, Howell Godfrey.

The meeting was officially opened with a Moment of Silence and the Pledge of Allegiance by Mr. Godfrey.

ATTENDANCE

The meeting was opened with the following members present;

Mrs. Joyce Henderson	Present
Mr. Myron Wooden	Present
Mr. Howell Godfrey	Present
Mr. Terry Lewis	Present-by phone
Ms. Zhane Slade	Absent
Mr. Clifton Slade	Absent

Guest

Robert Chandler

A motion was made by Mr. Wooden and seconded by Mrs. Henderson to allow Mr. Lewis to join by phone. Motion carried.

ADOPTION OF PREVIOUS MINUTES AND AGENDA

The agenda was presented to the Directors for approval and a motion was made by Mr. Wooden and seconded by Mrs. Henderson to accept the agenda as presented.

A motion was made by Mrs. Henderson and seconded by Mr. Lewis to accept the minutes from the previous meetings. (April 26th, July 21st, August 3rd)

Mrs. Henderson informed the Board of the new Surry County Economic Development Director appointment which is Renee Chapline, but she was not able to attend due to a previous engagement.

TREASURER'S REPORT

The treasurer's report was given by Mrs. Henderson as follows:

Account balance as of September 30, 2022-- \$200,347.13 with an unrestricted amount around \$73,000.00

Results of Self-Audit

Ms. Henderson sent the Board the final Self-Audit report by email and in the report was a recommendation to waive the Windsor Mill November 2020 bond fee of \$4679.00 since the efforts to collect this administrative fee were not successful. Windsor Mills claims the County waived the fee and the County claims it did not. Rather than leave it as an open item and in the interest of good will, Ms. Henderson recommends the Board close out this outstanding receivable by waiving the fee. A motion was made by Mr. Godfrey and seconded by Mr. Lewis that the November 2020 \$4679.00 fee from Windsor Mill be waived by the EDA. The motion carried.

Board Member Stipend

The request to increase the Board member stipend to \$150 per meeting was not endorsed by the Board of Supervisors. The EDA Board decided that it would stay with the \$75 stipend and it would be retroactive. Ms. Henderson will review the attendance record (meeting minutes) and issue payments due to the EDA Board members that did not waive the stipend payment.

UNFINISHED BUSINESS

Improvement Grant Program

Mrs. Henderson reminded the Board of the changes she recommended to the Board (on 8/30/22) that she felt should be made to the Surry County Improvement Grant MOU. A motion was made by Mr. Wooden and seconded by Mr. Lewis to accept the changes that were recommended and the motion carried. Mrs. Henderson explained to the Authority, that according to Mr. Harrison, the Board of Supervisors did not need to approve these changes to the MOU so the EDA can move forward with implementation. The grant will start immediately using a 90-day time frame for completion with a tentative launch date of 11/1/2022 for applications that will be due back by 1/1/2023. The launch date will be depending on staff receiving the updated Business address listing.

Discussion of Fee for Administrative Services

This matter will be passed to Mrs. Perkins, county attorney.

Surry Marketplace

A recommendation was made that a request be made for updated, more detailed plans by the next meeting.

NEW BUSINESS

Election of EDA Chairperson

A motion was made by Mrs. Henderson and seconded by Mr. Lewis to vacate the EDA chairperson position based on the verbal information from Mr. Harrison and the emails received. Motion carried unanimously.

The floor was opened up for nominations for the Chairperson:

A nomination for Howell Godfrey as chairperson was made by Mr. Wooden. A motion was made by Mrs. Henderson and seconded by Mr. Wooden that we accept Howell Godfrey as the Chairperson of the EDA Board. Motion carried unanimously.

The floor was opened up for nominations for the Vice Chairperson

A motion was made by Mr. Godfrey and seconded by Mr. Lewis for Mr. Wooden as the Vice Chairperson. Motion carried unanimously.

Mrs. Henderson stated that there are some members who have missed 3 meetings and we need to know of their intentions as Board members. Mr. Godfrey stated that he will reach out to them by the next meeting.

EDA Board Secretary

For the most part, the elected EDA Secretary has not assumed the role and the most of the minutes generated last year were done by Ms. Gholston. The meetings are recorded and typically, the secretary uses the recording to generate the minutes. Ms. Gholston has been doing a great job. As a temporary solution, the Board asked Ms. Gholston if she would officially accept being the EDA Secretary for now and she responded affirmatively. The Board unanimously endorsed M. Linda Gholston as the temporary EDA Secretary.

Citizens Comments

Mr. Chandler shared the following information to the Board members:

- The EDA fee is covered by state laws
- When vacating the Chairperson, there must be a document of a letter of resignation
- The EDA stipend is \$75.00 per the EDO office

DIRECTOR COMMENTS

Mrs. Henderson had questions as to the next meeting date since we have alternated between the fourth Thursday and the last Thursday of the month. The Board decided the next meeting will be January 26, 2023 at 6 pm

Mr. Wooden suggested that the EDA request a meeting with the BOS to address their concerns. However, Mr. Lewis suggested that instead of meeting with the BOS, the meeting be with the County Administration. Mr. Wooden still felt that the first meeting should be with the BOS.

ADJOURNMENT

Motion made by Mrs. Henderson and seconded by Mr. Wooden to adjourn meeting and motion carried.

Meeting adjourned at 7:16