



Surry County Economic Development Authority of Surry County Virginia

January 25, 2024 @ 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 6:06 p.m. by Vice-Chairman Myron Wooden.

ATTENDANCE

The meeting was opened with all Board members present as noted below.

Mr. Howell Godfrey	Present
Mrs. Joyce Henderson	Present
Mr. Myron Wooden	Present
Mr. Trenton Howell	Present
Mr. Terry Lewis	Present
Mr. John Price	Present
Mrs. Janet Monahan	Present

Guests Attending:

Robert Chandler, Andy White, Dianne Cheek

The meeting was officially opened by Vice-Chairman Wooden with a Moment of Silence followed by the Pledge of Allegiance by the EDA board members and others present.

AGENDA REVIEW AND ACCEPTANCE

The meeting agenda was presented to the Board for corrections/acceptance. There were no corrections presented, so the Roll Call Vote was presented for acceptance as follows:

Mr. Howell Godfrey	yes
Mrs. Joyce Henderson	yes
Mr. Myron Wooden	yes
Mr. Trenton Howell	yes
Mr. Terry Lewis	yes
Mr. John Price	yes
Mrs. Janet Monahan	yes

The agenda was voted on and accepted.

ELECTION OF OFFICERS

Ms. Perkins assisted the Board with the process of Elections of Officers and explained the process.

The floor was opened for election of officers for the upcoming year, with the following nominations:

EDA Chairperson-

Myron Wooden by Janet Monahan

Howell Godfrey by Trenton Howell

The vote for the position of EDA Chairperson are as follows:

Mr. Howell Godfrey	Howell Godfrey
Mrs. Joyce Henderson	Myron Wooden
Mr. Myron Wooden	Myron Wooden
Mr. Trenton Howell	Howell Godfrey
Mr. Terry Lewis	Howell Godfrey
Mr. John Price	Myron Wooden
Mrs. Janet Monahan	Myron Wooden

The new Chairman for the EDA Board will be Myron Wooden.

Next, the floor was open for nominations for the position of Vice-Chairman, with the following nominations:

Janet Monahan by Myron Wooden
Trenton Howell by Howell Godfrey
John Price by Janet Monahan

The vote for the position of EDA Vice-Chairperson are as follows:

Mr. Howell Godfrey	Trenton Howell
Mrs. Joyce Henderson	Janet Monahan
Mr. Myron Wooden	Abstains from voting
Mr. Trenton Howell	Trenton Howell
Mr. Terry Lewis	Trenton Howell
Mr. John Price	John Price
Mrs. Janet Monahan	John Price

The new Vice-Chairman for the EDA Board will be Trenton Howell.

Next the floor was open for the position of EDA Treasurer
Mrs. Joyce Henderson was the only person presented for this position.

Mr. Howell Godfrey	Joyce Henderson
Mrs. Joyce Henderson	Joyce Henderson
Mr. Myron Wooden	Joyce Henderson
Mr. Trenton Howell	Joyce Henderson
Mr. Terry Lewis	Joyce Henderson
Mr. John Price	Joyce Henderson
Mrs. Janet Monahan	Joyce Henderson

The new Treasurer for the EDA Board will be Joyce Henderson.

ADOPTION OF BY-LAWS

The changes to the current by-laws was explained by Mrs. Perkins:

page 3-clarify that there is no longer an elected secretary, removal of secretary/
treasurer

page 4- duties of the secretary and storage of the records, if the secretary is unable
to attend the county staff will act in the secretary position

page 5—when the county audit is performed, the EDA is included in the audit

page 6—meetings should be held quarterly, in the event of inclement weather the
Chair or Vice Chair can postpone the meeting until the following Thursday

page 7—a voice recording of the meeting will be made available to the members per request

page 8— generally agenda will include certain areas, recommend adding “Agenda Review and Acceptance”, “Office of Economic Development Report” and “Directors Report” which is consistent with what the EDA currently has on its agenda page 10— minor typographical corrections

page 11—7.1 removed because the secretary, by law, is only authorized to sign certain specific documents

page 13—article 11, added new language to existing participation by electronic methods to reflect changes in Virginia Code

A recommendation was made by Ms. Perkins to move this matter to a later sequence in the agenda. A motion was made by Mrs. Henderson and seconded by Howell Godfrey to place this item to later sequence in the agenda and specifically after “citizens comments”.

Roll Call Vote

Mr. Howell Godfrey	yes
Mrs. Joyce Henderson	yes
Mr. Myron Wooden	yes
Mr. Trenton Howell	yes
Mr. Terry Lewis	yes
Mr. John Price	yes
Mrs. Janet Monahan	yes

Motion carried unanimously.

ADOPTION OF MEETING CALENDAR

Mr. Wooden shared that currently the meetings are held quarterly on the 4th Thursday of the month. A motion was made by Trenton Howell and seconded by Joyce Henderson to keep the meeting date of the 4th Thursday of the month on a quarterly basis.

Roll Call Vote

Mr. Howell Godfrey	yes
Mrs. Joyce Henderson	yes
Mr. Myron Wooden	yes

Mr. Trenton Howell	yes
Mr. Terry Lewis	yes
Mr. John Price	yes
Mrs. Janet Monahan	yes

Motion carried unanimously.

ADOPTION OF MINUTES

The minutes from the previous meeting was presented for approval.

A motion was made by Janet Monahan and seconded by Trenton Howell to adopt the minutes as presented.

Roll Call Vote

Mr. Howell Godfrey	yes
Mrs. Joyce Henderson	yes
Mr. Myron Wooden	yes
Mr. Trenton Howell	yes
Mr. Terry Lewis	yes
Mr. John Price	yes
Mrs. Janet Monahan	yes

Motion carried unanimously.

TREASURER REPORT

The treasurer report was presented to the Board by Mrs. Joyce Henderson.

Bank balance 12/29/23-\$117,597.67 (this includes restricted and
unrestricted funds)

There has been no check writing activity in the account since December 2023.

A motion was made by Howell Godfrey and seconded by Trenton Howell to accept the report as presented.

Roll Call Vote

Mr. Howell Godfrey	yes
Mrs. Joyce Henderson	yes
Mr. Myron Wooden	yes
Mr. Trenton Howell	yes
Mr. Terry Lewis	yes
Mr. John Price	yes
Mrs. Janet Monahan	yes

OLD BUSINESS

Administrative fees

Ms. Chapline provided an update on her research into whether other localities' EDAs charge administrative fees. While she found there are some special project related costs that can be charged, no community she spoke with has a standard fee for EDA administrative costs. She did find a trend of EDA's developing a budget that goes to their locality which would cover, for example, copy costs, training, etc. The EDA may wish to consider developing a budget to submit to cover these administrative costs. The question was asked whether Ms. Chapline obtained copies of these budgets – she did not but stated that she will obtain some sample budgets.

Surry Marketplace (SMP) Update

Mrs. Joyce Henderson gave a report to the Board concerning the parking lot improvements. The cost for the work is around \$45,000. Mrs. Henderson suggested that a \$15,000 grant be given to Mr. White to help with the parking lot. Ms. Perkins explained the one time grant process to the Board. Mr. Wooden stated that he felt as a Board they should do what they can to get this project finished. Mrs. Monahan stated that she felt that this is a safe amount with written requirements in place with the amount given at the end of the project. Mr. Godfrey asked what would be the next steps. Motion made by Godfrey and seconded by Terry Lewis to accept Mrs. Joyce Henderson's proposal of a \$15,000 grant to Surry Marketplace to assist with parking lot improvements.

Roll Call Vote

Mr. Howell Godfrey	yes
Mrs. Joyce Henderson	yes
Mr. Myron Wooden	yes
Mr. Trenton Howell	yes

Mr. Terry Lewis	yes
Mr. John Price	yes
Mrs. Janet Monahan	yes

Motion carried unanimously.

Joyce Henderson and Myron Wooden will be getting with Mrs. Perkins to work out the details.

NEW BUSINESS

Renee Chapline gave update for the supermarket and it is looking good and things are moving along.

MOU for the Town of Claremont

Mrs. Henderson explained that the Town of Claremont desires to demolish a building located on 200 Bailey Avenue that is beginning to collapse. The Town is seeking assistance in the form of an interest free loan from the County. The County decided to provide the funds for this loan and have the EDA administer the funds. Mrs. Perkins explained the details of this project to the Board. The requested loan amount is \$35,000. A motion was made by Mrs. Janet Monahan and seconded by Howell Godfrey to move forward with the MOU with the Town.

Roll Call Vote

Mr. Howell Godfrey	yes
Mrs. Joyce Henderson	yes
Mr. Myron Wooden	yes
Mr. Trenton Howell	yes
Mr. Terry Lewis	yes
Mr. John Price	yes
Mrs. Janet Monahan	yes

Motion carried unanimously.

OFFICE OF ECONOMIC DEVELOPMENT REPORT

Housing issue study—currently working with Crater PDC to conduct a study on the needs for housing including an evaluation of the impact of lack of housing on workforce and employer needs.

Water/sewer— infrastructure for targeted development areas working with Delegates to find resources to help with these needs as these are quite costly

Rezoning of Green Energy Project—the rezoning application is currently with the planning department and will go before the planning commission for review and a recommendation to the Board.

Local Businesses – Continued work to engage local businesses. Recently spoke at a Chamber of Commerce meeting. Goal is for businesses to work with EDA so that the EDA can help provide the tools that these businesses need.

Mexican Restaurant – opening late spring. Have had some delays due to supply chain issues.

Mr. Wooden recommended reaching out to USDA rural development office about programs and grants for water/sewer infrastructure.

CITIZENS' COMMENTS

Robert Chandler-Bacon's Castle

Mr. Chandler shared with the Board that he did the original version of the by-laws. In paragraph D it states that each officer must be elected by a majority. In paragraph F it states that there is a process for voting on the nominations. He also asked that they (County and EDA) remember that the EDA is a separate state organization.

Dianne Cheek-Surry

Ms. Cheek requested a clarification of the funds which were stated in the Treasurer Report. Her next question was about the funds for the out of scope work which was performed for the marketplace. The funds came from the County's budgeted

funds for economic development that the Board of Supervisors transferred (September meeting) to the EDA for administration.

Andrew White-Spring Grove

Mr. White expressed a thank you for the funds which were extended to him for the parking lot.

The floor was closed at this time for citizen comments.

Mrs. Perkins addressed some of the concerns which were stated by Mr. Chandler related to election of officers and other issues with the By-laws. The question was also asked concerning the election of secretary. Ms. Perkins advised that the EDA should proceed with election of a Secretary.

The floor was open for nominations for the position of Secretary for the EDA Board:

Linda Gholston by Janet Monahan

Roll Call Vote

Mr. Howell Godfrey	yes
Mrs. Joyce Henderson	yes
Mr. Myron Wooden	yes
Mr. Trenton Howell	yes
Mr. Terry Lewis	yes
Mr. John Price	yes
Mrs. Janet Monahan	yes

Motion carried unanimously.

The secretary for the EDA Board will be Linda Gholston.

ADOPTION OF BY-LAWS

Mr. Wooden stated that he felt Ms. Perkins should be given time to review the questions and concerns about the By-laws. A motion was made by Mr. Godfrey and seconded by Mr. Lewis to table the adoption of the By-laws until the next regularly scheduled meeting.

Roll Call Vote

Mr. Howell Godfrey	yes
Mrs. Joyce Henderson	yes
Mr. Myron Wooden	yes
Mr. Trenton Howell	yes
Mr. Terry Lewis	yes
Mr. John Price	yes
Mrs. Janet Monahan	yes

Motion carried unanimously.

Ms. Perkins recommended that out of an abundance of caution the EDA redo the election of the Vice Chair. Mr. Wooden asked if we could use the prior nominations. Ms. Perkins asked that the EDA start the process over and take nominations.

Mr. Monahan asked whether the EDA needed to undo the prior action. Ms. Perkins recommended that the EDA approach this through a motion for reconsideration.

Ms. Monahan motioned that the EDA reconsider the election of the Vice Chair. Mr. Howell seconded.

Mr. Howell Godfrey	yes
Mrs. Joyce Henderson	yes
Mr. Myron Wooden	yes
Mr. Trenton Howell	yes
Mr. Terry Lewis	yes
Mr. John Price	yes
Mrs. Janet Monahan	yes

Motion carried unanimously.

Mr. Wooden opened the floor for nominations. Trenton Howell was nominated for Vice-Chair. No other nominations received.

Roll Call Vote

Mr. Howell Godfrey	yes
Mrs. Joyce Henderson	yes
Mr. Myron Wooden	yes
Mr. Trenton Howell	yes
Mr. Terry Lewis	yes
Mr. John Price	yes
Mrs. Janet Monahan	yes

DIRECTORS' COMMENTS

- **Mr. Trenton Howell:** Mr. Howell stated that he felt that this was a very productive meeting
- **Mrs. Joyce Henderson:** Mrs. Henderson gave the outgoing officers a round of applause. Encouraged Mr. Godfrey to continue work with the new Chair to develop a budget for the EDA to provide to the EDO.
- **Mr. Howell Godfrey:** Commended Ms. Henderson's work as Treasurer. Congratulated new officers.
- **Mr. Myron Wooden:** Mr. Wooden expressed thanks for the vote of confidence as election as Chair. Some established working groups Encourage to continue work on issues and commended progress on Surry Marketplace. Looks forward to continuing work with the EDA.
- **Mr. Terry Lewis:** Mr. Lewis expressed a thank you to the board members for the work that they are doing. Particular thanks to Mr. White for the tour of the store and bringing this project to fruition. Encouraged the Board to work with an organization called Southeast _____ that funds projects in localities.
- **Mrs. Janet Monahan:** Echoes the comments of other Board members and thanked staff for their work every day.
- **Mr. John Price:** Congratulations to new officers and Ms. Henderson for her legwork on the parking lot. Thanked staff for their work behind the scenes.

ADJOURNMENT

A motion was made by Mr. Trenton Howell and seconded to adjourn at 8:28 p.m.
The motion passed unanimously as shown below.

Roll Call Vote

Mr. Howell Godfrey	yes
Mrs. Joyce Henderson	yes
Mr. Myron Wooden	yes
Mr. Trenton Howell	yes
Mr. Terry Lewis	yes
Mr. John Price	yes
Mrs. Janet Monahan	yes

The next meeting will be held April 25, 2024.