



Appomattox Economic Development Authority Agenda

Appomattox Municipal Building, 210 Linden Street, Appomattox, Virginia 24522

Tuesday, February 13, 2024

6:00 PM – Economic Development Authority

(Location: Appomattox Municipal Building, 210 Linden Street, Appomattox, Virginia 24522)

Convene Meeting and Opening Comments

Additions/Deletions/Approval of the Agenda

Approval of Minutes

Approval of Minutes for January 24, 2024

Financial Report

Unfinished Business

- [1.](#) Update on EDA vacancy filling procedure.
- 2 Development of incentive for Urgent Care Service candidates.

New Business

EDA Member Comments / General Information

Adjournment

File Attachments for Item:

1. Approval of Minutes for January 24, 2024

1 | **Economic Development Authority**
Town of Appomattox, Virginia
Wednesday, January 24, 2024

A meeting of the Economic Development Authority of the Town of Appomattox was held on Wednesday, January 24, 2024 at 6:30 p.m. at the Appomattox Municipal Building, 210 Linden Street, Appomattox, Virginia.

Present: Dr. Jeffrey Garrett, Ms. Mary Lou Spiggle, Mr. Kenny Gobble, Mrs. Claudia G. Puckette, and Mr. Ron Coleman.

Others present: Terry McGhee; Town Manager, Christy Torrence; Interim Clerk of Council, Megan Graves, Jason Tibbs, Nathan Simpson, and Kaylee Simpson

Dr. Garrett called the meeting to order.

Christy Torrence, Office Manager, advised that Mr. Kenneth Gobble, Jr. was sworn in for the term January 1, 2024-December 31, 2027 and received his Oath of Office Certificate prior to the start of the meeting.

Election of Officers

Chairman-There was a nomination for Dr. Garrett to continue as Chairman.

On a motion by Ms. Spiggle, seconded by Mr. Gobble, the Town EDA voted Dr. Garrett as Chairman for the 2024 calendar year. All members present voting aye. Motion carried 4-0.

Vice-Chairman-There was a nomination for Ms. Spiggle to continue as Vice-Chairman.

On a motion by Mrs. Puckette, seconded by Mr. Gobble, the Town EDA voted Ms. Spiggle as Vice-Chairman for the 2024 calendar year. All members present voting aye. Motion carried 4-0.

Mrs. Torrence was requested to serve as the Secretary/Treasurer of the Town Economic Development Authority for as long as she is Interim Clerk of Council.

Approval of the Agenda

Dr. Garrett requested that New Business be moved to the first item on the agenda.. On a motion by Ms. Spiggle, seconded by Mrs. Puckette, the Town EDA voted to approve the agenda for January 24, 2024, with the change. All members present voting aye. Motion carried 4-0.

Approval of Minutes

On a motion by Ms. Spiggle, seconded by Mrs. Puckette, the Town EDA voted to approve the July 18, 2023, and September 20, 2023 meeting minutes. All members present voting aye. Motion carried 4-0.

Financial Report

The Town EDA accepted the Financial Report of \$21,440.62 as of December 31, 2023.

Unfinished Business:

None

New Business:

1. Megan Graves and Jason Tibbs were present to discuss an internship program with Appomattox County High School. They are hoping to bring attention to a work-based learning program. The high school wants to add courses that may help local businesses. They would like to get a group of businesses together within the next thirty (30) days to discuss what they would like to see on resumes. Mr. McGhee will work on getting this set up.
2. Mr. McGhee spoke on behalf of a local entrepreneur who would like for the EDA to sponsor a grant; he is looking for a letter of support for his agriculture coop office and “farm to table” restaurant that he would like to open in Town.

General Comments/General Information

Mr. Simpson thanked the EDA for their financial support of Project Cloud. He provided the following update: He has been in continuous contact with the project management team and informally, the study looks good. He will know more by late February-early March. Could break ground in 10-12 months.

CLOSED SESSION:

On a motion by Dr. Jeffrey Garrett, seconded by Mr. Kenny Gobble, the Economic Development Authority voted to convene in Closed Session concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business’ or industry’s interest in locating or expanding its facilities in the community, specially pertaining to Project A, pursuant to Code of Virginia Section 2.2-3711(A)6, for the purpose of discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the government unit would be adversely affected, specifically being incentives for Project A.

Roll Call Vote: Jeffrey Garrett-yes, Mary Lou Spiggle-yes, Claudia Puckette-yes, Kenny Gobble-yes, Ron Coleman-yes

The meeting was re-opened to the public.

Mary Lou Spiggle made the following motion:

To the best of each member’s knowledge, the only subjects just discussed or considered in the preceding closed meeting were those: (i) lawfully exempted from the FOIA Act’s open-meeting requirements and (ii) properly identified in the motion that convened the closed meeting, pursuant to Virginia Code Section 2.2-3711(A)5 and Section 2.2-3711(A)6.

The motion was seconded by Jeffrey Garrett.

Roll Call Vote: Jeffrey Garrett-yes, Mary Lou Spiggle-yes, Claudia Puckette-yes, Kenny Gobble-yes, Ron Coleman-yes

3 | **Economic Development Authority**
Town of Appomattox, Virginia
Wednesday, January 24, 2024

With no further business, the EDA meeting adjourned at 7:41p.m.

Christy Torrence
Interim Clerk of Council

Dr. Jeffrey Garrett, Chairman

File Attachments for Item:

2. Update on EDA vacancy filling procedure.

Chapter 32**ECONOMIC DEVELOPMENT AUTHORITY**

[HISTORY: Adopted by the Town Council of the Town of Appomattox 10-16-2013. Amendments noted where applicable.]

STATE LAW REFERENCES

Authority for creation of economic development authority, Code of Virginia, § 15.2-4900 et seq.

§ 32-1. Creation.

There is hereby created, pursuant to the provisions of §§ 15.2-4900 through 15.2-4920, inclusive, of the Code of Virginia, 1950, as amended, a political subdivision of the Commonwealth, to be known as an Economic Development Authority, with such public and corporate powers as are set forth in such sections of the Code of Virginia.

§ 32-2. Name.

The name of the Authority shall be the "Economic Development Authority of the Town of Appomattox, Virginia."

§ 32-3. Powers and duties generally.

The Authority shall have the same powers, duties and obligations as set forth in §§ 15.2-4900 through 15.2-4920, inclusive, of the Code of Virginia, 1950, as amended.

§ 32-4. Board of Directors: appointment; number.

The Authority shall be governed by a Board of Directors in which all powers of the Authority shall be vested and which Board shall be composed of seven directors, appointed by the Town Council.

§ 32-5. Board of Directors terms of office; oath, residence; removal from office.

- A. The seven Directors shall be appointed initially for terms of one, two, three, and four years; two being appointed for one-year terms; two being appointed for two-year terms; two being appointed for three-year terms and one being appointed for a four-year term. Subsequent appointments shall be for terms of four years, except appointments to fill vacancies which shall be for the unexpired terms. All terms of office shall be deemed to commence upon the date of the initial appointment to the Authority and, thereafter, in accordance with the provisions of the preceding sentence. If at the end of any term of office of any Director a successor thereto has not been appointed, then the Director whose term of office has expired shall continue to hold office until his successor is appointed and qualified. Each Director shall, upon appointment or reappointment, before entering upon his duties, take and subscribe the oath prescribed by § 49-1 of the Code of Virginia, 1950, as amended. No Director shall be an officer or employee of the Town, except that members of

the Town Council may serve as Directors, provided they do not comprise a majority of the Board.

- B. Every Director shall, at the time of his appointment and thereafter, reside in the Town of Appomattox or an adjoining locality. When a Director ceases to be a resident of the Town of Appomattox or an adjoining jurisdiction, the Director's office shall be vacant and a new Director may be appointed for the remainder of the term.
- C. A member of the Board of Directors of the Authority may be removed from office by the Town Council of Appomattox without limitation in the event that the Board member is absent from any three consecutive meetings of the Authority, or is absent from any four meetings of the Authority within any twelve-month period. In either such event, a successor shall be appointed by the Town Council for the unexpired portion of the term of the member who has been removed.

§ 32-6. Board officers; compensation.

The Directors shall elect from their membership a Chairman, a Vice Chairman and, from their membership or not, as they desire, a Secretary and Treasurer, or a Secretary-Treasurer, who shall continue to hold such office until their respective successors shall be elected. The Directors shall receive no salary but may be compensated such amount per regular, special or committee meeting or per each official representation as may be approved by the Town Council, not to exceed two hundred dollars (\$200.00) per meeting or official representation, and shall be reimbursed for necessary traveling and other expenses incurred in the performance of their duties.

§ 32-7. Board meetings; quorum.

Four members of the Board of Directors shall constitute a quorum of the Board for the purposes of conducting its business and exercising its powers and for all other purposes, except that no facilities owned by the Authority shall be leased or disposed of in any manner without a majority vote of the members of the Board of Directors. No vacancy in the membership of the Board shall impair the right of a quorum to exercise all the powers and perform all the duties of the Board.

§ 32-8. Board records.

The Board shall keep detailed minutes of its proceedings, which shall be open to public inspection at all times. It shall keep suitable records of all its financial transactions and, unless exempted by § 30-140 of the Code of Virginia, 1950, as amended, it shall arrange to have the records audited annually. Copies of each such audit shall be furnished to the Town Council and shall be open to public inspection.

§ 32-9. Copies of Internal Revenue Service reports.

Two copies of the report concerning issuance of bonds required to be filed with the United States Internal Revenue Service shall be certified as true and correct copies by the Secretary or Assistant Secretary of the Authority. One copy shall be furnished to the Town Council and the other copy mailed to the Department of Business Assistance until January 1, 2014. After January 1, 2014, one copy shall be furnished to the Town Council

and the other copy mailed to the Department of Small Business and Supplier Diversity.