

Minutes of the Town of Bedford

Economic Development Authority

The Economic Development Authority held a scheduled meeting on Friday, May 22, 2020, at 1:00 p.m. in the Council Hall, Town Municipal Building, 215 East Main Street, Bedford, VA 24523.

Board members present:

Mr. Jonathan Buttram, Chairman; Mr. David Sensenig, Vice-Chairman; Mr. John Owen; Ms. Jenee Welsh (appointed May 12); and Mr. Kevin Turner; with Mr. W. Courtney Holdren (via phone)

Board members absent:

None.

Mr. John K. Putney resigned on April 28, 2020. Mr. Thomas H. Gurley resigned on May 21, 2020.

Staff present:

Mr. Bart Warner, Town Manager; Ms. Sonia Jammes, Assistant Town Manager; Mrs. Mary Zirkle, Economic Development Coordinator; Mr. Steve Rush, Mayor; and Ms. Cathy Johnson, Administrative Assistant

Staff absent:

None

Other present:

Mr. Theodore Craddock of Caskie & Frost, Attorney of Record for Economic Development Authority (via phone)

Meeting Called to Order:

The Chair called the meeting to order. There was a quorum present for conducting business.

The Clerk gave the roll-call:

Mr. Holdren	Present
Mr. Owen	Present
Mr. Turner	Present
Ms. Welsh	Present
Mr. Sensenig	Present
Mr. Buttram	Present

Approval of Minutes:

Mr. Sensenig made a motion to approve the April 10, 2020, and April 24, 2020, minutes. Mr. Turner seconded. The motion carried 6-0 to approve the minutes as presented.

Remarks by Chairman and Members:

The Chairman welcomed Ms. Jenee Welsh as the new Economic Development Authority member. Ms. Welsh was appointed by Town Council on May 12 to fill the term of John Putney for the term expiring November 30, 2021.

Mr. Buttram stated that Ms. Welsh would be present during the closed session, but could not participate as an applicant.

Mr. Owen stated that the garden medians entering Town need to be maintained. Mr. Owen said it is important to keep banks and parking lots clean in the Town and outside of Town owned buildings.

Reports from Town Staff:

Mr. Warner updated the Economic Development Authority regarding the Waukeshaw project. Mr. Dave McCormack submitted a request to change the scope of the project. Public hearings will be held on June 4 (Planning Commission) and June 9 (Town Council). If Town Council approves the conditional use amendment, the Economic Development Authority needs to review changes to the existing agreement after Town Council.

Ms. Jammes gave the financial report. The total available fund in the EDA money market account is \$580,408.50. The current interest rate is 1.14%. Ms. Jammes gave the month of May Year-to-Date expense report.

Reports from Attorney:

None.

Closed Session:

Mr. Craddock advised the Authority to enter closed session pursuant to Section 2.2-3711 (a) (5) and Section 2.2-3711 (a) (7). Mr. Sensenig made the motion to enter into closed session pursuant to the Code of Virginia of 1950, as amended, Section 2.2-3711 (a) (5) for discussion concerning a prospective industry where no previous announcement has been made and Section 2.2-3711(a) (7) to discuss a contract or the Loan Agreement with regard to the responsibilities and the legal rights of the EDA in formulating the terms of the Agreements. Mr. Turner seconded. The motion carried by a roll call vote 6-0, to enter closed session.

Mr. Holdren	Aye
Mr. Owen	Aye
Mr. Turner	Aye
Ms. Welsh	Aye
Mr. Sensenig	Aye
Mr. Buttram	Aye

In addition, the following were present during the closed session: Mr. Craddock, Attorney; Mr. Warner, Town Manager; Ms. Jammes, Assistant Town Manager/Treasurer for the Economic Development Authority; Mr. Rush, Mayor; Ms. Zirkle, Economic Development Coordinator; and Ms. Johnson, Secretary.

Mr. Sensenig made a motion to exit the closed session, and Mr. Owen seconded. The motion was carried by a roll call vote of 6-0, to exit closed session. The roll call vote followed:

Mr. Holdren	Aye
Mr. Owen	Aye
Mr. Turner	Aye
Ms. Welsh	Aye
Mr. Sensenig	Aye
Mr. Buttram	Aye

Mr. Craddock advised the Authority to make a motion to Section 2.2-3712 of the Code of Virginia. Mr. Turner made a motion to Section 2.2-3712 of the Code of Virginia, to certify at the conclusion of the closed meeting only public business matters lawfully exempted from open meeting requirements under this chapter and only such public business matters as were identified in the motion by which the closed meeting was convened were heard. Mr. Sensenig seconded. The motion was carried by roll call vote as followed:

Mr. Holdren	Aye
Mr. Owen	Aye
Mr. Turner	Aye
Ms. Welsh	Aye
Mr. Sensenig	Aye
Mr. Buttram	Aye

The Authority reconvened into regular session.

Mr. Sensenig made a motion to approve the business entities grant application received, with the exception of Blackwater Creek Catering’s whose application was incomplete and thus is denied. People’s Furniture is approved with the condition that it must provide a 25% drop in sales. Mr. Owen seconded. The motion was carried by a roll call vote of 5-0, with one member abstaining. The roll call vote as follows:

Mr. Holdren	Aye
Mr. Owen	Aye
Mr. Turner	Aye
Ms. Welsh	Abstain
Mr. Sensenig	Aye
Mr. Buttram	Aye

Ms. Zirkle will contact the Bedford Business Support Phase 1 applicants that their grant is approved or denied.

The EDA discussed Phase 2 of the Town of Bedford Business Support Program from Town Council. Phase 2 excludes restaurants and retail sectors which were included in Phase 1. Under the Criteria for Eligibility section, the applicant must show proof of 50% reduction in sales. This method shows a clear comparison of loss of income before and after COVID-19 restrictions. Only the owner of the “brick and mortar” business may apply. If an owner has more than one business, they may only apply for one business. If there is more than one owner of any one business, there will be only one grant to that business. “Small business” will be defined as 10 or fewer employees, whether full-time or part-time equivalents.

Staff clarified that other sectors, with the exception of retail and restaurant, can apply for the Phase 2 Program. Staff will spell out the number of full-time or part-time employees’ requirement.

Applications will be accepted until 5:00 pm on June 5. The applicants have two weeks to apply before the next EDA meeting on June 12.

Mr. Sensenig made a motion with changes outlined by the Chairman on the Phase 2 drafted application. Ms. Welsh seconded.

Before the roll call, the Chairman asked if there is any further discussion. Mr. Owen stated the EDA should not make editorial changes to the application not made by Town Council. Mr. Owen stated that Phase 2 should not limit retail establishments, and that 50% loss in sales is too drastic. Mr. Owen stated that he will vote against the motion.

Mr. Buttram stated that 95% of the restaurant and retail sectors knew that the Phase 1 application cycle was for them. Mr. Buttram stated he is for approving the motion.

The Chairman asked the Clerk for a roll call. The motion was carried by a roll call vote of 5-1, with one member voting against. The motion passed to adopt the Town of Bedford Business Support Program Phase 2 with changes as noted. The roll call vote as follows:

Mr. Holdren	Aye
Mr. Owen	Nay
Mr. Turner	Aye
Ms. Welsh	Aye
Mr. Sensenig	Aye
Mr. Buttram	Aye

After the next meeting, Mr. Buttram wanted to continue discussing core business strategies for the Town.

Adjournment:

The meeting adjourned at 2:00 p.m. The next scheduled meeting will be on Friday, June 12, 2020, at 1:00 pm.

Respectfully submitted,
Cathy Johnson, Secretary

Approved on June 12, 2020.

Mr. Jonathan Buttram, Chairman