



**MEETING MINUTES
ECONOMIC DEVELOPMENT AUTHORITY OF THE COUNTY OF BEDFORD, VA
Bedford County Administration Board Room
122 E. Main Street
Bedford, VA 24523**

**January 6, 2022
5:30 p.m.**

Economic Development Authority:

Present: Rhonnie Smith - Dist. 1; Wyatt Walton - Dist. 3; Matthew Braud - Dist. 4 (arrived at 5:35 PM) ; Kristy Milton - Dist. 5; James Robertson - Dist. 6; Jim Messier - Dist. 7

Absent: Vicki Gardner – Dist. 2

Staff Present: Pam Bailey - EDA Director; Holley Scheffel – Business Programs Coordinator; Doug Coffman – Public Works Director; Brandon Butler – Senior Assistant County Attorney; Robert Hiss County Administrator

Staff Absent: Patrick Skelley – County Attorney

Guests: Edgar Tuck - County Supervisor District 2; Charla Bansley District 3

(1) CALL TO ORDER & DETERMINATION OF QUORUM

Chairman Messier called the December meeting of the Bedford County Economic Development Authority to order at 5:32 PM.

(2) APPROVAL OF AGENDA

Chairman Messier asked for a motion to approve and/or any amendments to the Authority's December 2, 2021 agenda.

Ms. Bailey requested amending the agenda to include canceling the closed session and canceling the discussion for item 10B.

Mr. Robertston moved, seconded by Mr. Walton to approve the December 2, 2021 agenda and amend the January 6, 2022 meeting agenda.

Voting yes: Mr. Smith, Mr. Walton, Mr. Braud, Mrs. Milton, Mr. Robertson, Mr. Messier

Voting no: None
Adopted Unanimously

(3) APPROVAL OF MEETING MINUTES - December 2, 2021

Chairman Messier asked for approval and/or any amendments to the Authority's December 2, 2021 meeting minutes.

Mr. Smith moved, seconded by Mrs. Milton, to approve the December 2, 2021 meeting minutes, as presented.

Voting yes: Mr. Smith, Mr. Walton, Mr. Braud, Mrs. Milton, Mr. Robertson, Mr. Messier

Voting no: None

Adopted Unanimously

(4) APPROVAL OF 2022 MEETING CALENDAR

Chairman Messier asked for approval and/or discussion regarding to the proposed 2022 EDA meeting calendar

Mr. Robertson moved, seconded by Mr. Walton to approve the 2022 EDA meeting calendar as proposed.

Voting yes: Mr. Smith, Mr. Walton, Mr. Braud, Mrs. Milton, Mr. Robertson, Mr. Messier

Voting no: None

Adopted Unanimously

(5) REPORTS

A. Economic Development Director's Report

Ms. Bailey welcomed Holley Scheffel, Business Programs Coordinator, with Bedford County's Office of Economic Development. Regarding business updates, Ms. Bailey shared that there is still interest in Montvale. She has a prospect for Teva, one for Bedford Center and another for New London. She recently submitted some prospects for an Agriculture & Forestry Industries Development (AFID) grant for Virginia Department of Agriculture and Consumer Services (VDACS). She has not heard anything back as of yet. She also inquired about the need for grant funds for the Bedford cannery. Request for Proposals (RFP's) for landscaping at the three parks and Elba's were all received. Those will be reviewed soon and a decision will be made at the next EDA meeting.

The TAG team met this week regarding the Montvale tank farm. Two of the five tanks have been fully closed and decommissioned. This was due to Colonial shutting down the pipeline due to 40-42 miles of the pipeline being faulty and too expensive to fix. All of the tanks and pipes from the remaining tanks have been cleaned. Any type of contaminants that are on the property is minimal. All of the terminals have been well maintained. If the remaining three tank companies keep their permits open, they will not need to comply with new codes and regulations to become fully operational; this includes converting the single-shell tanks to double-shell.

B. Marketing/Business Development Report

Mrs. Scheffel reports that there is a Bedford One Career Conversation with Sentry Equipment scheduled for January 19.

C. Monthly Financial Reports

Ms. Bailey shared the year-to-date budget report and account detail report. The current cash on hand is \$1.4 million dollars.

D. Monthly Accounts Payable Report – (December bills that have been paid)

Ms. Bailey indicated that there was nothing out of the ordinary this month regarding payments. She did note that there were two separate HVAC invoices totaling \$3,500 for CVCC Bedford Center.

(6) TOWN OF BEDFORD

A. Nothing new to report

(7) BEDFORD CENTER FOR BUSINESS

A. Mr. Walton suggested that the committee consider the possibility of another location for East Coast Fabricators. He believes they should be separated due to differences in industry and would free up space to expand CVCC's course offerings. This is something to consider in the future as a long-term plan.

(8) MONTVALE CENTER FOR COMMERCE

A. Nothing new to report

(9) NEW LONDON BUSINESS AND TECHNOLOGY CENTER

A. Meade Road Drainage Concerns

Ms. Bailey indicated that she received a phone call and then copied on a letter from VDOT to Hurt & Proffitt. concerns about drainage from the Belvac building onto the road. Hurt & Proffitt is currently working on a solution.

B. Closeout Liberty University AMP Lab Performance Agreement

Ms. Bailey stated that the Bedford County EDA entered into a performance agreement on Dec. 6, 2018, with Liberty University (LU). This was for LU's Additive Manufacturing Partnership lab (AMP Lab) at the Center for Engineering Research and Education in New London. On May 5, 2020, the EDA provided \$25,000 towards the construction of the AMP Lab. In return for the investment, LU agreed to continue the AMP Lab for a period of at least three years from the date of the financial agreement; the term expired Dec. 6, 2021. Staff recommends closing the performance agreement as all conditions have been satisfied.

Mr. Walton moved, seconded by Mr. Braud to terminate the performance agreement with Liberty University.

Voting yes: Mr. Smith, Mr. Walton, Mr. Braud, Mrs. Milton, Mr. Robertson, Mr. Messier

Voting no: None

Adopted Unanimously

D. Review Belvac Lighting Project Proposal

Ms. Bailey stated that Belvac would like to add some lighting to the existing parking lot. Currently, there are no lamp posts on the property. Coleman Adams has provided a drawing and an estimate of \$34,728 for the addition of three light posts. Mr. Robertson visited the site, at night, and indicated that parts of the parking lot are not well-lit. He spoke to Charlie Evans who did check the specs on the lights. Belvac is asking for consideration. They do have multiple shifts of employees working at the facility. Mr. Robertson shared that it would be an investment in the property to keep it well-lit and safe. Mr. Robertson also stated that Southern Air had quoted this project to Coleman Adams. This indicates that the proposal had been marked up twice. Mr. Robertson feels as though the price is too high for a single task. He suggests that Belvac request additional quotes for this project. Once the quotes are in, the board will discuss further action.

(10) WASHINGTON STREET PROPERTY

Ms. Bailey mentioned that Hurt & Proffitt provided drawings for the parking lot layout at Elba Butcher Shoppe. Parking at this establishment impacts county employees as this is designated parking for them, and for customers at Elba's. It should be noted that Elba's lease includes certain sections of the parking lot for their customers. Mrs. Milton suggested that a Memo of Understanding be considered between the county and those who lease it.

Two concepts were presented by Hurt & Proffitt as potential solutions to traffic flow. Doug Coffman prepared a budgetary estimate of \$100K for paving. He stated that when the curb and extras are added in the budget will likely climb between \$140k and \$165k. He does not feel as though there is much difference in price between the two options presented. It was suggested that a meeting be held with Bedford County, the Town of Bedford, the School Board, and any other stakeholders who may be impacted by the lack of adequate parking.

(11) OTHER BUSINESS

Ms. Bailey provided a preliminary layout prepared by Perkins & Orrison for Tom Bell (TBP). Tom Bell has purchased the old CommScope building in Forest Professional Park; it will now become a Centra facility. Centra Health is leasing the property and will use it as a remote patient monitoring location. Tom Bell is requesting an easement to build an access road that runs through a Bedford County EDA parcel. The board held a discussion but no motion was made due to lack of information.

(12) ADJOURNMENT

Mr. Braud moved, seconded by Mr. Walton to adjourn the meeting.

Voting yes: Mr. Smith, Mr. Walton, Mr. Braud, Mrs. Milton, Mr. Robertson, Mr. Messier

Voting no: None
Adopted Unanimously

6:27 p.m.

APPROVED:



Chairman



Secretary