

**JOINT INDUSTRIAL DEVELOPMENT AUTHORITY**  
**Minutes of Meeting**  
**December 15, 2011**

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, December 15, 2011, at 3:00 p.m. in the Council Room of the Wytheville Municipal Building at 150 East Monroe Street, Wytheville, Virginia.

**MEMBERS PRESENT**

Linda DiYorio, Chairman  
Tom Jones  
Foy Patton

Dave Elmore  
William F. Snyder  
Jennifer Atwell

**MEMBERS ABSENT**

Dana Pack

**EX-OFFICIO MEMBERS PRESENT**

None

**EX-OFFICIO MEMBERS ABSENT**

R. Cellell Dalton, Wythe County Administrator  
C. Wayne Sutherland, Jr., Wytheville Town Manager  
Raymond E. Matney, Rural Retreat Town Manager

**DETERMINATION OF QUORUM**

Chairman DiYorio called the meeting to order and determined a quorum to be present. Dr. Snyder offered the invocation, and Chairman DiYorio led the Pledge of Allegiance.

**CITIZENS' TIME**

Chairman DiYorio asked if there were any persons present who would like to address the Board during citizens' time. There being none, Chairman DiYorio proceeded with the meeting.

## **APPROVAL OF MINUTES—November 17, 2011**

Chairman DiYorio asked if there were any corrections, additions, or questions regarding the minutes of the November 17, 2011, meeting. An amended copy of the section labeled “Budget Discussion” was distributed to the Board prior to the meeting. Dr. Hawthorne explained that Ms. Atwell had noted a correction to the statement she had made in the second paragraph of the minutes. Dr. Snyder made an additional change to another sentence in the minutes. With there being no more changes, Chairman DiYorio asked for a motion to approve the November 2011 minutes as amended. Mr. Elmore made a motion, seconded by Mr. Jones, to approve the minutes as amended. The motion passed unanimously.

## **APPROVAL OF INVOICES**

Chairman DiYorio asked if there were questions or discussion regarding invoices for November 2011. Mr. Jones inquired if checks were mailed to the vendors at one time. Dr. Hawthorne answered that the checks for the payment of invoices were generally mailed on the Friday following the Board meeting. He mentioned, for example, that there are times that the Joint IDA has to wait to mail the payment for the Branch Highways invoice if the funding is coming from Wythe County, otherwise all checks are mailed the Friday following the Board meeting.

Chairman DiYorio asked if there were any further questions or discussions. Mr. Elmore made a motion, seconded by Mr. Patton, to approve the invoices from November 2011 as presented. With no further discussion, the motion passed unanimously.

### **Joint IDA of Wythe County Check Register For the Period From November 30, 2011 through December 31, 2011**

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Amount</b>
6492	12-15-11	Alan R. Hawthorne	5.04
6493	12-15-11	David L. Elmore	212.29
6494	12-15-11	Dana R. Pack	212.29
6495	12-15-11	Foy W. Patton	212.29
6496	12-15-11	Jennifer W. Atwell	212.29
6497	12-15-11	Linda DiYorio	212.29
6498	12-15-11	Tom Jones	212.29
6499	12-15-11	Virginia M. Goodwin	1,673.56
6500	12-15-11	William F. Snyder	212.29
6501	12-15-11	Appalachian Power	94.51
6502	12-15-11	Alan Hawthorne - Reimbursement	853.53
6503	12-15-11	Anthem Southeast Dental	59.12
6504	12-15-11	Anthem Blue Cross and Blue Shield	1,035.92
6505	12-15-11	Branch Highways, Inc.	155,197.50
6506	12-15-11	CenturyLink	127.06
6507	12-15-11	Chamber of Commerce	125.00

6508	12-15-11	ACS/BNY Mellon HSA	588.00
6509	12-15-11	Principal Life Insurance Co.	141.42
6510	12-15-11	Robert G. Moore	1,100.00
6511	12-15-11	Robinson, Farmer, Cox Assoc.	7,800.00
6512	12-15-11	Sprint PCS	73.39
6513	12-15-11	VA Economic Dev. Assoc	150.00
6514	12-15-11	Virginia Goodwin - Reimbursement	5.10
6515	12-15-11	Xerox	10.93

**Total** **\$170,526.11**

**OLD BUSINESS**

**LOT 24 UPDATE**

Dr. Hawthorne stated that after an extended period of time there has been progress made with the Army Corp of Engineers (USACE) for the resolution of the US Fish and Wildlife Service concern for the stream buffering issue in Progress Park. Cellell Dalton, Wythe County Administrator, has been working with the Wythe County Board of Supervisors and the County Attorney regarding the request made by the Army Corp of Engineers to implement deed restrictions for Progress Park parcels that contain stream buffers. On December 13, during their board meeting, the Wythe County Board of Supervisors approved the USACE requested stream buffer restrictions. Dr. Hawthorne anticipates that after USACE reviews the information they will soon issue the permits. Chairman DiYorio asked if work on Lot 24 is at a standstill. Dr. Hawthorne stated that currently work has been shutdown for the season, but some activity could continue if the permit was issued.

Dr. Snyder asked, if after the deed restrictions are approved and submitted and the permit is issued, would there be a difference in the cost of completing work on Lot 24. Dr. Hawthorne stated that there would not be any additional cost or contract changes with Branch Highways, Inc.

Mr. Patton asked if there would be an environmental impact to whomever purchased lots with the stream buffer restrictions and if the company would have an obligation to not grade, have water runoff, different connections, etc., on the property. Dr. Hawthorne noted that once the land is purchased, the purchaser of the property would have to seek an amendment to the permit if activities other than those specifically allowed in the stream buffer areas were proposed. He added that any restrictions would apply to the purchaser of the property. Dr. Hawthorne noted that there was an obligation for the Joint IDA and Wythe County to heed the requirements of the Army Corp of Engineers and the US Fish and Wildlife Service because the only other alternative would be to go to court to have the permit restrictions changed, which would drag out the process and have a low probability of success. He added that the restrictions generally should not cause a hindrance to the purchasers, but if they wanted them changed they would do by seeking an amendment. Dr. Snyder asked if other localities have the same restrictions. Dr. Hawthorne answered that, according to USACE, all other localities in the Commonwealth of Virginia do have the same restrictions and that this was a major factor for not granting changes/differences for the Progress Park permit.

## **REPORT ON BRIEFING FOR NEW BOARD OF SUPERVISORS MEMBERS**

Dr. Hawthorne noted that he and Chairman DiYorio had recently met with the new members of the Wythe County Board of Supervisors to brief them on Joint IDA activities. Dr. Hawthorne shared the presentation given to the new members with the Joint IDA Board. Some of the topics discussed were the mission, the focus, and the accomplishments of the Joint IDA. He also spoke about the support of the three jurisdictions, Dr. Snyder's retirement, and the new appointment of Carolyn Dankowski, Plant Manager of Gatorade, to the Board beginning in January 2012. Dr. Hawthorne also mentioned the quarterly newsletter and told them about the extended information they could find regarding the organization on the Joint IDA's website.

## **OTHER**

Audit report follow-up - Dr. Hawthorne asked if there were any questions or concerns regarding the 2010-2011 audit report. There being none Chairman DiYorio continued with the meeting.

2012 Industry Tenure Awards luncheon speaker - Dr. Hawthorne noted that Mary Rae Carter, Deputy Secretary of Commerce and Trade for Rural Virginia, has accepted an invitation to speak at the Industry Tenure Awards luncheon to be held on Thursday, February 23.

Wytheville Community College - Dr. Hawthorne mentioned that he had recently seen a summary of a study conducted on how long it takes to get a degree at two and four-year colleges. He noted that 30% of students usually took three years at a two-year institution. (Similar data were available on the percent obtaining degrees within six years at a four-year institution.) Wytheville Community College had a 40% completion rate in 2 years. A key factor for the improved completion rate was affordability. Wytheville Community College (WCC) offers two years of free tuition to graduating seniors in Wythe and Bland Counties through the Wythe-Bland Community Foundation funding and many other students have been taking advantage of Trade Act funds after losing employment. WCC received an award for the percent of students who finished their course of study with a degree and for affordability.

## **NEW BUSINESS**

### **NEW TOWN OF WYTHEVILLE APPOINTEE - CAROLYN DANKOWSKI**

Dr. Hawthorne mentioned that Dr. Snyder would be retiring from the Joint IDA Board at the end of 2011. He recognized and thanked Dr. Snyder for his continued support and service to the Joint IDA Board for the past eight years, as well as his terms served during the 1990's. Dr. Hawthorne added that Carolyn Dankowski, Gatorade Plant Manager, has been appointed by the Town of Wytheville to replace Dr. Snyder beginning January 2012. Ms. Dankowski has accepted the appointment and will begin her term in 2012.

## **WORKING SESSION UPDATE**

Dr. Hawthorne asked the Board if they would like to continue their discussion from the working

session held prior to the Board meeting. The Board chose to go into closed session to further discuss personnel matters related to the executive and associate director positions.

Closed Session - Ms. Atwell made a motion to enter into a closed session as permitted by Section 2.2-3711(a)(1) of the Virginia Freedom of Information Act, Code of Virginia to discuss personnel matters related to the executive and associate director. The motion was seconded by Mr. Jones, and passed unanimously.

On exiting closed session, Ms. Atwell moved that the Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat certify that, in the closed meeting just concluded, nothing was discussed except the matter (1) specifically identified in the motion to convene in closed meeting and (2) lawfully permitted to be so discussed under provisions of the Virginia Freedom of Information Act cited in the motion. Motion was seconded by Dr. Snyder, and passed.

The following roll call vote was required after the motion for certification:

AYES:	Linda DiYorio	Tom Jones
	Dave Elmore	Foy Patton
	William F. Snyder	Jennifer Atwell

NAYS:       None

ABSENT DURING MEETING:	Dana Pack
ABSENT DURING VOTE:	Dana Pack

## **REPORT ON CRIFA BOARD MEETING**

Dr. Hawthorne discussed the Crossroads Regional Industrial Facility Authority's (CRIFA) Board meeting held on Wednesday, December 14. He mentioned that the CRIFA Board chose to pay dividends and make necessary loans payments. The budget was also updated. The topics of paying off the loans, reducing dividends, and lowering management fees to the Joint IDA were discussed. It was decided that decisions would be made in the spring when Dr. Hawthorne is preparing the 2012-2013 budget. Dr. Hawthorne noted that there will be two new members on the CRIFA Board, one being from Bland County and the other from Wythe County.

## **FINANCIAL DISCLOSURE STATEMENTS—DUE JANUARY 15, 2012**

Dr. Hawthorne noted that the annual Financial Disclosure Statements were distributed to the board members prior to the meeting. The Board members are to fill out the statements and return them back to their jurisdiction or to the Joint IDA office prior to the January 15, 2012, deadline.

## **PROJECT UPDATES**

Dr. Hawthorne stated that there have been no new developments in projects during the past month. He added that he had asked for an update on the data center, but that he had not received

an answer prior to today's meeting. Dr. Hawthorne noted that he had spoken to several potential distribution projects and has been speaking with some of the smaller companies in Wythe County and Wytheville who will be hiring a few people in the near future. Dr. Snyder asked if the appropriations bill would have an impact on the area. Dr. Hawthorne answered that he anticipates that it will, but that it depends on Congressional actions, especially after the Super Committee failure to reach agreement. He noted that the area continues to grow in spite of the economic situation. He added that a potential crisis in Europe could well cause a greater impact on the economy than the gridlock of the Super Committee.

## **OTHER**

Update 2012 W-4 - Dr. Hawthorne noted that the Board received their new W-4 to update for 2012. He asked that the Board turn them into the Joint IDA office once they are completed.

Letter regarding PER to jurisdictions - Mr. Patton mentioned that he had been questioned by Mr. Matney and Mr. James from the Town of Rural Retreat regarding the letter from the Joint IDA about the Preliminary Engineering Report (PER) for a potential recycled water line from the Town of Wytheville's waste water treatment facility to Progress Park. He stated that they requested that a budget for the project be drafted and that the letter be reworded. Dr. Hawthorne stated that a Request for Proposal(RFP) has not been posted and will not be done until needed. Mr. Patton added that the Town of Rural Retreat wanted an exact cost for the PER. Dr. Hawthorne noted that the PER is not an added expense to the jurisdictions, but that the Joint IDA is asking that funds already in the 2011-2012 budget, not being used for the associate director's position, be used to pay for the PER. Dr. Hawthorne told Mr. Patton that he would contact Mr. Matney and Mr. James from the Town of Rural Retreat to clarify and discuss the matter with them.

Dr. Snyder's retirement - Chairman DiYorio thanked Dr. Snyder for his leadership, dedication, and guidance during his terms on the Joint IDA Board. She added that, with Dr. Snyder's experience, she hoped that he would be available in the future for consultation, if needed. Dr. Snyder thanked the Board for their contributions and thanked Dr. Hawthorne for his continued commitment and dedication to the Joint IDA and to the Town of Wytheville, Wythe County, and the Town of Rural Retreat. Dr. Hawthorne also thanked Dr. Snyder for his service and thanked him for the dedication, advise, and expertise he contributed to the Board and to the community.

## **ADJOURN**

There being no other business, Chairman DiYorio adjourned the meeting at 4:30 p. m.

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Linda DiYorio, Chairman

Attest:

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Virginia M. Goodwin, Secretary