

January 10, 2022

**MEETING OF THE POWHATAN COUNTY ECONOMIC DEVELOPMENT AUTHORITY  
HELD IN THE VILLAGE BUILDING CONFERENCE ROOM, 4290 ANDERSON HIGHWAY  
IN POWHATAN COUNTY, VIRGINIA, JANUARY 10, 2022 AT 6:00 PM**

**EDA Members Present:** Dan Jones, Chairman  
Frank Rennie, Vice-Chairman  
Tim Benusa, Treasurer  
Matt Schiefer

**Absent** Russ Holland, Jr.

**Staff Members Present:** Roxanne Salerno, Economic Development Manager

**A. Call to Order**

Chairman Jones called the meeting to order at 6:00 p.m. and noted that all members were present with the exception of Mr. Holland. A quorum was established.

**B. Election of Chairman**

- a. Chairman** – Mrs. Salerno opened the floor for nominations for Chairman of the EDA. Mr. Rennie made a motion to nominate Mr. Jones as Chairman. Mr. Benusa seconded the motion. Mr. Jones, Mr. Benusa, Mr. Schiefer and Mr. Rennie voted AYE. **MOTION Passed (4/0).**

**C. Election of Officers**

- a. Vice-Chair** – Chairman Jones opened the floor for nominations for Vice-Chairman of the EDA. Mr. Benusa made a motion to nominate Mr. Rennie as Vice-Chairman. Mr. Schiefer seconded the motion. Mr. Benusa, Mr. Schiefer, Mr. Rennie and Chairman Jones voted AYE. **MOTION Passed (4/0).**
- b. Treasurer-** Chairman Jones opened the floor for nominations for Treasurer of the EDA. Mr. Rennie made a motion to nominate Mr. Benusa as Treasurer. MR. Schiefer seconded the motion. Mr. Schiefer, Mr. Jones, Mr. Rennie and Chairman Jones voted AYE. **MOTION Passed (4/0).**
- c. Secretary** – Chairman Jones opened the floor for nominations for Secretary of the EDA. Mr. Schiefer made a motion to nominate Mrs. Salerno as Secretary. Mr. Rennie seconded the motion. Mr. Benusa, Mr. Schiefer, Mr. Jones, Mr. Rennie and Chairman Jones voted AYE. **MOTION Passed (4/0).**

**D. Adoption of the 2022 By-laws**

The by-laws were presented as 2021 by-laws with no changes. The board inquired about the meeting requirements in the by-law which Va. Code does not address a minimum number of

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meetings for Economic Development Authorities. The board did not request any additions or deletions. Mr. Schiefer motioned to approve the 2022 by-laws as presented. Mr. Rennie seconded the motion. Mr. Benusa, Mr. Schiefer, Mr. Rennie and Chairman Jones voted AYE. **MOTION Passed (4/0).**

**E. Adoption of 2022 Meeting Schedule** – Mrs. Salerno presented the draft 2022 meeting schedule. Mr. Jones requested the meeting schedule be set as presented but make normal meetings every other month with alternate meetings in between to be reserved for additional meeting days as needed. Mr. Jones made a motion to adopt the schedule as presented with the modifications requested. Mr. Benusa seconded the motion. Mr. Benusa, Mr. Schiefer, Mr. Rennie and Chairman Jones voted AYE. **MOTION Passed (4/0).**

**F. Meeting minutes from November 8<sup>th</sup>, 2021 & December 13<sup>st</sup>, 2021** – The board asked to modify some areas of the minutes for clarity. Mr. Schiefer motioned to approve the meeting minutes with changes stated. Mr. Rennie seconded the motion. Mr. Rennie, Mr. Benusa, Mr. Schiefer and Chairman Jones voted AYE. **MOTION Passed (4/0).**

The EDA board discussed a joint meeting with the Board of Supervisors to talk about Economic Development and get the direction of the Board for the EDA. March or April were discussed as possible months for this potential meeting or workshop. The board discussed having Timmons present again and possible other economic development agency representatives. Staff to discuss with County Administrator and Board of Supervisors Chairman.

**G. Treasurer's Report-**

Mr. Benusa presented the board with the treasurer's report. The balances of the EDA accounts were \$3,523.58 for the checking account and \$57,162.02 in the Certificate of Deposit account.

**H. Old Business-**

- a. County Entrance Signage Discussion-** Mrs. Salerno gave the board an update on the county entrance sign estimates that have been acquired. Three different sign estimates have been requested with two returned in the \$10,000 - \$15,000 range for similar style signs. Mrs. Salerno gave an overview of where the signs are being looked at for placement of phase one and phase two. The next step is to get on the Board of Supervisor's agenda in February or March to present the sign renderings for approval and ask permission to go ahead with private funding campaigning. The board requested information on the sign's durability, longevity, and maintenance.

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Mr. Jones made a motion to proceed with the sign as presented and take the information to the Board of Supervisors for approval. Mr. Rennie seconded the motion. Mr. Rennie, Mr. Benusa, Mr. Schiefer and Chairman Jones voted AYE. **MOTION Passed (4/0).**


**b. Economic Development Monthly Report for December 2021** – Mrs. Salerno presented the report to the board with mention of certain business highlights of interest and asked if there were any questions.


**I. Closed Session and Certification-** No closed session needed.

**J. Adjournment**

There being no further business, Mr. Jones moved to adjourn the meeting. Mr. Benusa made the motion and Mr. Rennie seconded the motion. Mr. Rennie, Mr. Schiefer, Mr. Benusa, and Chairman Jones voted AYE. **MOTION Passed (4/0).**

The meeting was adjourned at 7:18 p.m.

  
Dan Jones, Chairman  
Economic Development Authority  
9/16/22  
Date

  
Roxanne Salerno, Secretary  
Economic Development Authority  
9/16/22  
Date