

**POQUOSON ECONOMIC DEVELOPMENT AUTHORITY**  
**Board of Directors Regular Meeting**  
**November 6, 2013, 8:00 a.m.**  
**Poquoson City Hall-Council Conference Room**

**PRESENT:**

Manfred C. Freeman, Jr., Chairman  
 Donald F. Booth, Jr., Vice Chairman  
 Henry L. Freeman, Director  
 P. Craig Moore, Treasurer/Director  
 Alan E. Meetze, Director  
 Angela Ward-Costello, Director  
 Timothy O. Trant, II, Director

Charity Gavaza, Economic Development (ED) Coordinator  
 D. Wayne Moore, City Attorney  
 Mary J. "Evie" Insley, Secretary

**ABSENT:**

David Callis, Economic Development (ED) Director

Chairman Freeman called the meeting to order at approximately 8:00 a.m. in the Council Conference Room located at 500 City Hall Avenue.

**APPROVAL OF THE MINUTES**

The minutes of the October 8, 2013 regular meeting were approved as submitted.

**PUBLIC COMMENT**

There was no comment.

**CLOSED SESSION**

Director Booth moved, seconded by Director Ward-Costello, to go into closed session pursuant to Section 2-2-3711(A)(3) of the Code of Virginia (1950), as amended, to discuss the disposition of publicly held real property, i.e. Teen Center and Big Woods. Recorded vote on the motion:

YES: Directors Ward-Costello, Trant, Booth, H. Freeman, Meetze and Chairman Freeman.

NO: None.

Director Moore joined the Closed Session at 8:11 a.m., after the vote had been taken.

RECONVENEMENT

Upon reconvening from closed session, Director H. Freeman moved, seconded by Director Booth, to adopt the following resolution certifying that only the disposition of publicly held real property was discussed in the closed session.

**RESOLUTION  
CERTIFICATION OF CLOSED SESSION**

**WHEREAS**, the Economic Development Authority of the City of Poquoson, Virginia convened in a closed session on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

**WHEREAS**, Section 2.2-3711 (A) of the Code of Virginia (1950), as amended requires a certification by this Economic Development Authority that such closed session was conducted in conformity with Virginia law.

**NOW, THEREFORE, BE IT RESOLVED** that the Economic Development Authority of the City of Poquoson, Virginia does hereby certify that to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed session to which this certification applies and only such public business matters as were identified in the motion convening the closed session were heard, discussed or considered by the Economic Development Authority. Recorded vote on the motion:

**YES:** Directors Ward-Costello, Trant, Booth, Moore, H. Freeman, Meetze and Chairman Freeman.

**NO:** None.

Director Booth moved, seconded by Director Moore, to authorize the Transaction Review Subcommittee's further discussion with the prospective buyers of the EDA's Teen Center property located at 962 Poquoson Avenue in accordance with the parameters set forth in the closed session. Recorded vote on the motion:

**YES:** Directors Ward-Costello, Trant, Booth, Moore, H. Freeman, Meetze and Chairman Freeman.

**NO:** None.

Director Trent moved, seconded by Director Meetze to postpone action on a written request by Brad Drummond of TagTime Mobile Laser Tag. Recorded vote on the motion:

**YES:** Directors Ward-Costello, Trant, Booth, Moore, H. Freeman, Meetze and Chairman Freeman.

**NO:** None.

Director Moore moved, seconded by Director Ward-Costello to instruct Charity Gavaza, Economic Development (ED) Coordinator to contact Sandra Brinson, Integrity Environmental, Inc., to request that she conduct a wetlands assessment delineation, at the proper time, of the Authority's parcels identified as Tax Map Parcel Nos. 18-(1)-94A, 18-(1)-93A, 18-(1)-134, 18-(1)-117, 18-(1)-116, and 18-(1)-119 in order to obtain a ACOE jurisdictional determination. Recorded vote on the motion:

YES: Directors Ward-Costello, Tran, Booth, Moore, H. Freeman, Meetze and Chairman Freeman.

NO: None.

**REPORT OF THE SECRETARY**

There was no report.

**REPORT OF THE TREASURER**

EDA Treasurer P. Craig Moore provided a brief overview of the Authority's financial statements for July 1, 2013 thru October 31, 2013. He stated that he would contact the Finance Director, Theresa Owens, to inquire if the Nansmond-Suffolk Academy had satisfied its bond issuance debt to the Authority.

**STAFF ACTIVITIES**

*1. Ribbon Cutting Ceremonies*

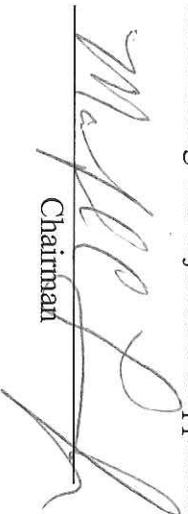
The ED Coordinator, Charity Gavaza, reported to the Authority that a ribbon cutting of the new Poquoson Family Medicine/Chiropractic Clinic will be held on Friday, November 8<sup>th</sup> at 4:00 p.m. and she invited the Directors to attend the celebration as they had been financially involved from the beginning. Since Dr. Somerson still does not wish to work full time, Dr. McEwen is continuing to advertise for a full-time physician for the Clinic.

*2. Next Meeting*

The next meeting was set for Wednesday, December 4, 2013.

**ADJOURNMENT**

The meeting was adjourned at approximately 9:11 a.m.

  
Chairman

  
Secretary