

**POQUOSON ECONOMIC DEVELOPMENT AUTHORITY**  
**Board of Directors Annual Meeting**  
**April 11, 2013, 8:00 a.m.**  
**Poquoson City Hall-Council Conference Room**

**PRESENT:** Manfred C. Freeman, Jr., Chairman  
Henry L. Freeman, Vice Chairman  
Alan E. Meetze, Director  
Donald F. Booth, Jr., Director

David Callis, Economic Development (ED) Director  
Charity Gavaza, Economic Development (ED) Coordinator  
D. Wayne Moore, City Attorney  
Victoria H. Diggs, Secretary

**ABSENT:** P. Craig Moore, Treasurer/Director  
Angela Ward-Costello, Director  
Timothy O. Trant, II, 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 March 5, 2013 regular meeting and the minutes of the March 25, 2013 special meeting were approved as submitted.

**PUBLIC COMMENT**

There was no comment.

**CLOSED SESSION**

Director Booth moved, seconded by Vice Chairman Freeman, 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 Fishing Center. Recorded vote on the motion:

YES: Directors Booth, H. Freeman, Meetze and Chairman Freeman.

NO: None.

**RECONVENEMENT**

Upon reconvening from closed session, Director Booth moved, seconded by Director Meetze, 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 Booth, H. Freeman, Meetze and Chairman Freeman.

NO: None.

Subsequent to the closed session, Chairman Freeman asked ED Coordinator, Charity Gavaza, to work with the Real Estate Subcommittee, i.e. Vice Chairman Henry Freeman and Director Meetze, to negotiate a possible lease and/or sale of the Teen Center. He stated that the EDA Secretary, Victoria Diggs, could poll the Directors if they needed specific direction and/or guidance.

**UNFINISHED BUSINESS**

***1. Formal Consideration of BMP Agreement***

Following a brief discussion, it was agreed that the spreadsheet developed by Director Booth should be used to determine the initial storm water fee for any property owner/developer wanting

to utilize the EDA pond. Moreover, it was agreed that the maintenance fee for use of the pond would be adjusted annually and a statement reflecting this should be included in the BMP agreement. Chairman Freeman, on behalf of the Authority, thanked Director Booth for the excellent job he did in developing the BMP pond connection/maintenance fee structure.

Vice Chairman H. Freeman moved, seconded by Director Meetze, to approve and incorporate into the Authority's standard BMP agreement the connection/maintenance fee structure for the pond as provided by Director Booth. Recorded vote on the motion:

YES: Directors Booth, H. Freeman, Meetze and Chairman Freeman.

NO: None.

City Attorney, D. Wayne Moore, stated that upon inclusion of Director Booth's spreadsheet into the draft BMP agreement, he would circulate it to all Directors and to appropriate City staff.

### NEW BUSINESS

#### 1. *Election of Officers*

While discussing the annual election of officers, Chairman Freeman stated that he had spoken with the current EDA Treasurer, Craig P. Moore, and is willing to serve another year as Treasurer if the Authority so chooses. Vice Chairman H. Freeman stated that he did not wish to be re-elected as Vice Chairman.

Director Meetze moved, seconded by Director Booth, to re-elect Craig Moore as Treasurer. Recorded vote on the motion:

YES: Directors Booth, H. Freeman, Meetze and Chairman Freeman.

NO: None.

Vice Chairman H. Freeman moved, seconded by Director Booth, to re-elect Victoria Diggs as the EDA Secretary. Recorded vote on the motion:

YES: Directors Booth, H. Freeman, Meetze and Chairman Freeman.

NO: None.

Vice Chairman H. Freeman moved, seconded by Director Meetze, to elect Donald Booth as Vice Chairman. Recorded vote on the motion:

YES: Directors Booth, H. Freeman, Meetze and Chairman Freeman.

NO: None.

Director H. Freeman moved, seconded by Director Meetze, to re-elect Manfred Freeman as the Chairman. Recorded vote on the motion:

YES: Directors Booth, H. Freeman, Meetze and Chairman Freeman.

NO: None.

*2. Consideration of the Authority's Bylaws*

Following a brief discussion, Director Meetze moved, seconded Vice Chairman Booth, to amend the Authority's Bylaws to reflect that each regular meeting date would be established at the current meeting or by the EDA Chairman on a month-by-month basis. Recorded vote on the motion:

YES: Directors Booth, H. Freeman, Meetze and Chairman Freeman.

NO: None.

*3. Wetlands Assessment*

Chairman Freeman stated that Donald Davis, a surveyor, assured him that the wetlands delineation on the Authority's property across from City Hall Avenue did not need to be renewed. However, Mr. Davis did indicate that, due to improper grading by the contractor, two or three swales had developed on the property that need attention to prevent the creation of wetlands. Chairman Freeman asked the Economic Development Director, Dave Callis, to seek the City Manager's permission to have the Public Works Department open up the swales and install new riprap to address this situation.

Vice Chairman Booth concurred with Mr. Davis' determination and added that the only reason to have a wetlands confirmation renewed is if you think additional uplands have been created.

The ED Director stated that the wetlands assessment on the Lotkowicz parcels will expire May 18, 2016. He pointed out that Sandy Brinson of Integrity Environmental will perform a wetlands assessment on the Authority's parcel located on City Hall Avenue, identified as Tax Map Parcel No. 27-1-94A, sometime in the near future. However, he pointed out that Ms. Brinson will bring the assessment back to the Authority to seek its permission prior to obtaining the Army Corps of Engineers (ACOE) confirmation.

*4. Miscellaneous Items*

Chairman Freeman notified the Authority that he had executed the paperwork for the line-of-credit extension with PNC Bank. The City Attorney, D. Wayne Moore, explained that the City is in the process of obtaining the full faith and credit documentation, but is still waiting on PNC for pertinent information in order to do the necessary paperwork.

STAFF ACTIVITIES

*1. Big Woods Landowner Meeting*

The ED Coordinator stated that the next Big Woods landowner meeting would be held that night with Sandy Brinson from Integrity Environmental and Carol Meredith with the Newport News Development Department making special presentations.

Following a brief discussion, the Authority agreed that June 4, 2013 would be the next meeting.

ADJOURNMENT

The meeting was adjourned at approximately 9:35 a.m.

  
Chairman

  
Secretary