

POQUOSON ECONOMIC DEVELOPMENT AUTHORITY
Board of Directors Regular Meeting
February 9, 2015, 8 a.m.
Poquoson City Hall – Council Chambers

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

David Callis, Economic Development (ED) Director
Charity Gavaza, Economic Development (ED) Coordinator
D. Wayne Moore, City Attorney
Deborah Vest, Community Development Director
Mary J. “Evie” Insley, Secretary

ABSENT: Manfred C. Freeman, Jr., Chairman

Vice Chairman Booth called the meeting to order at approximately 8:00 a.m. in the Council Chambers located at 500 City Hall Avenue.

APPROVAL OF THE MINUTES

The minutes of the October 7, 2014 regular meeting and the October 21, 2014 special meeting were approved as submitted.

PUBLIC COMMENT

There was no comment.

UNFINISHED BUSINESS

1. Adoption of FY2015 EDA Proposed Budget

Director Moore briefly reviewed the proposed 2015 EDA Budget in the amount of \$76,105 which had been presented at the October 7, 2014 meeting. However, adoption was postponed at that meeting in order to give notice to the participants of the Storm Water Retention Pond Easement and Maintenance Agreement.

Director Meetze moved, seconded by Director Moore, to adopt the 2015 EDA Proposed Budget. Recorded vote on the motion:

YES: Directors Trant, Moore, Meetze and Vice Chairman Booth.

NO: None.

ABSTAIN: H. Freeman

(Director Costello arrived after the above vote was taken.)

2. EDA Property Delineations Expiration Schedule

Dave Callis, Economic Development (ED) Director, reminded the Authority that the wetlands delineation on its properties identified as Tax Parcels, 27-1-96, 27-1-97A and 27-1-98 located at the southeast corner of City Hall Avenue and Victory Boulevard would expire on May 18, 2016. After a brief discussion regarding the length of time necessary to acquire a wetlands delineation reconfirmation of the aforementioned parcels by the Army Corps of Engineers (ACOE), Mr. Callis was asked to seek input from Sandy Brinson of Integrity Environmental, Inc. regarding when the EDA should initiate this process. Mr. Callis stated that when he speaks with Ms. Brinson he will first inquire if the current confirmed delineations can simply be extended for another five years without any additional inspections.

3. EDA Goals, Objectives and Strategies

Mr. Callis stated that the Authority's Goals, Objectives and Strategies were included in this month's agenda packet for the Director's consideration and update. He further stated that the Directors may wish to review their responsibilities and provide updates at the next meeting. Vice Chairman Booth agreed that this item should be reviewed and requested that it be included in the March agenda for further discussion. The Directors discussed the Outreach Goal and suggested that meetings be held not only with local businesses, but with business leaders of organizations outside of the City whose principals live in Poquoson (i.e. Tysinger, Ferguson and Huntington Ingalls). It was also suggested that the Mayor's Breakfast might be a forum for this type of meeting; that the Authority needed to generate an outreach list of residents in the business world; and that a quarterly newsletter be generated to keep them informed of ongoing possibilities and growth in Poquoson. Charity Gavaza, Economic Development (ED) Coordinator agreed that additional focus should be exerted on this objective. She and Director Meetze agreed to meet to discuss this further and present their conclusions at the Authority's next meeting.

4. Fountains of Poquoson Phase I BMP Payment

The ED Director announced that on January 27, 2015, The Fountains of Poquoson ("The Fountains") paid the \$9,472 for the buy-in of the EDA's regional BMP facility. This amount represented the initial 20%, the balance of which will be due in five (5) equal quarterly payments beginning three (3) months after the first payment. After discussion with the Directors, it was determined that Director Moore and the Director of Finance, Theresa Owens, would determine

how the funds would be posted. It was also agreed that Ms. Deborah Vest, Community Development Director, would work with Ms. Owens to track the balance of payments due from The Fountains. In response to a query, Ms. Vest stated that the development would not be issued a permit until the City has received a surety bond receipt.

NEW BUSINESS

Overview of Teen Center

Mr. Callis stated that the Fire Department had recently performed a routine fire inspection of the Teen Center building and found several violations, mainly maintenance issues which Poquoson Islander Players (PIPs) representative, Jonathan Manning, has agreed to address prior to re-inspection by the Fire Department. He also advised the Directors that the PIPs want to minimally refurbish the parking area of the building by spreading a couple loads of gravel on the area. Mr. Callis stated that the City's Building Official noted in his inspection report that the handicapped ramp adjacent to the building was definitely showing its age, but was not yet in an "unsafe" condition. After the discussion, it was agreed that Mr. Callis should meet with the Public Works Director on site to assess the condition and needed repair of the Teen Center parking lot and building and report the outcome at the next EDA meeting.

REPORT OF THE SECRETARY

None.

REPORT OF THE TREASURER

Director Craig Moore, Treasurer, reported that the Authority's Financial Activity Report included the seven months of this fiscal year, with the exception of the \$9,472 BMP buy-in which was not deposited until February. It was also noted that the CNU Bond Fee of about \$8,876 is in jeopardy as the bond's purpose was the acquisition of "Center Court" which may be stopped due to environmental issues. It was pointed out that Dr. McEwen's incentive payment was still outstanding. Following a discussion on the possibility of additional bond issuance, it was determined that before the next meeting Mr. Callis would confirm with the Finance Director and the City Manager the availability of funds for additional EDA bonds. It was agreed that George Consolvo should be contacted to discuss potential bond issuance before the next meeting.

STAFF ACTIVITIES

1. Charity Gavaza, Economic Development (ED) Coordinator reported that she, Mr. Callis and Ms. Vest would be going to Norfolk on February 20th to make a presentation to the Port Authority in support for grant funding to construct a breakwater at Messick Point. The application is due by March 1, 2015 and a determination would be made in May so that funds should be available as early as July 1st. Should the City be successful, the breakwater could be completed this year. The breakwater will consist of two 160 square foot segments which would be aligned so as to break up the wave action and ensure the safety of boats

moored at Messick Point. When asked about the necessary permits, the Commission was informed that Bob Moses of Port Messick, LLC had already filed and received approval of his Joint Permit Application with VMRC.

2. Mr. Callis announced that the next Residential Realtor Event would be held on May 5th at the Yacht Club with breakfast, presentations, a bus tour and lunch being served. He announced that the event last year was extremely well attended. He stated this date was requested by the Virginia Peninsula Association of Realtors (VPAR) and wanted to advise the Authority that it conflicts with the regular scheduled EDA meeting for May.
3. A Ribbon Cutting ceremony for the grand re-opening of The Hair Place will be held on February 24, 2015 at the Wythe Creek Shopping Center.
4. Mr. Callis also introduced the new Streetscape Enhancement and Tree Replacement program on Wythe Creek Road. He explained that the Bradford Pears which currently line Wythe Creek Road have a root system which has begun to damage the sidewalks, curbs and drainage system. He explained that in concurrence with the re-pavement of the Wythe Creek/Victory Boulevard area, the Bradford Pears will be removed and the sidewalk and curb and guttering repaired. In addition, this fall Crepe Myrtle trees, City Council's choice, will be planted to replace the Bradford Pears. It is anticipated that all of the trees on the Wythe Creek Corridor will be replaced this year. Currently, the City is trying to inform our citizens of the process which will begin in the very near future.
5. Mr. Callis stated that City Council had approved a Conditional Use Permit for Messrs. Jamie Price and Brian Bloxom to re-open the Crab Cake House as a barbecue restaurant in early spring.
6. The next EDA Meeting is scheduled for March 3, 2015.

ADJOURNMENT

The meeting was adjourned at approximately 9:00 a.m.



 Chairman



 Secretary