

**Economic Development Authority  
Of  
Lancaster County, Virginia  
At  
Chesapeake Bank  
Minutes – July 16, 2015**

Members Attending: Chairman Szyperski, Mr. Pennell, Mr. Pittman, Mr. Fleet, Mr. Barrack and Mr. Curry.

Others Present: Mr. Frank Pleva, Executive Director, Mr. Paul Lee, Robinson, Farmer, Cox Associates, Ms. Lindsay Gardner, Lancaster Community Library Director, Ms. Joni Carter and Ms. Susan Cockrell.

Mr. Szyperski called the meeting to order at 10:00 a.m.

**March 10, 2015 Meeting Minutes**

Mr. Pennell moved to approve the March 10, 2015 minutes. Mr. Fleet seconded the motion. **VOTE: 6-0.**

**Financial Report**

Mr. Pleva stated that the bank balance was \$116,162.38 at the end of June.

**Unfinished Business**

Mr. Szyperski reminded the EDA members about the Visions' meetings that are held on the third Friday of each month at 8:00 a.m. at the Chesapeake Bank Training Center on School Street in Kilmarnock.

**New Business-Youth Works Summer Employment Program Funding Request**

Ms. Lindsay Gardner of the Lancaster Community Library stated that she was requesting \$15,000 for the Youth Works Summer Employment Program. She stated that last summer was the first year that the participating businesses were asked to pay half of the wages for the student employees. She stated that they met their goal of having twenty businesses pay for fifty percent of the wages. She stated that there are some students that excel and go on to obtain their own employment and some students that do not always work out.

Ms. Gardner stated that Northumberland County did not contribute to the program this year. She stated that, despite her efforts, Northumberland has not been consistent in their participation. She stated that she might offer the program in Middlesex County next year.

Mr. Curry asked about the additional request of \$5,000 more.

Ms. Gardner replied that the additional \$5,000 just helps to sustain the program, because the DuPont funds decrease every year.

Ms. Szyperski asked how many years had the Youth Works Program been in existence.

Ms. Gardner replied six years.

Mr. Fleet made a motion to approve the \$15,000 request for the Youth Works Summer Employment Program. Mr. Pennell seconded the motion. **VOTE: 6-0.**

### **New Business-Update on the Funding Request from Visions for Oyster-Related Development**

Mr. Szyperski stated that Joni Carter wanted to give an update on what has happened since the EDA granted the funding request of \$30,000 for oyster-related development.

Ms. Carter stated that her plan was to visit the various businesses that would be an asset to the oyster development in the area such as the museums, Belle Isle State Park and Tides Inn. She stated that they are promoting Virginia Oyster Country, which includes Lancaster, Middlesex and Gloucester. She stated that she has sent a proposal for grant funding and they are advertising in both regional and local magazines. She stated that she is trying to get Mathews County on board as well. She stated that she has many ideas that they will try such as the Virginia Oyster Academy at the Tides Inn, which would involve a tour with a waterman and lunch. She stated that they are also working on a film for the PBS channel.

### **New Business-Fiscal Year 2013-14 Comprehensive Annual Financial Report**

Mr. Paul Lee of Robinson, Farmer, Cox Associates stated that he was presenting the draft audit for the EDA for the year ending June 30, 2014. He stated that his firm will need a representation letter from the EDA and they would like the EDA to review the audit.

Mr. Lee discussed various parts of the audit and stated that it appeared that all annual fees had been paid to the EDA with the exception of Chesapeake Health Services, which has sporadically paid its annual fee from FY08 to the present, and the County of Lancaster, which made no annual fee payments on either its 2003 or 2008 debt.

Mr. Szyperski asked what the unpaid fees balance was.

Mr. Lee replied approximately \$20,000 to \$30,000.

Mr. Szyperski asked what was outstanding that was not reflected in the bank balance.

Mr. Pleva replied the hospital and the two county issues from 2003 and 2008.

Mr. Lee suggested asking issuers for information on their outstanding balances when they receive their annual fee notices.

Mr. Szyperski suggested an aging system for receivables.

Mr. Pleva suggested formalizing a policy on the service fees, which would state that a fee of a certain amount would be levied unless the EDA waives it. He stated that he would consult with Dan Siegel of Sands Anderson, PC on the appropriate language and get back with the EDA.

Mr. Pennell stated that after Mr. Pleva develops the language for the policy, the EDA does not need to see it, unless there is a bond issue request, until the next regular meeting.

**Other Business**

Mr. Szyperski stated that he anticipated Mr. Kyzer's vacancy would be filled in November when his term expires.

**Adjournment**

Mr. Pennell moved and Mr. Fleet seconded the motion to adjourn the meeting. **VOTE: 6-0.**

Attest: \_\_\_\_\_  
Frank A. Pleva,  
Executive Director