

**WEST POINT
ECONOMIC DEVELOPMENT AUTHORITY
MINUTES
February 28th, 2011**

I. Call to Order

Carol Cunningham, President, called the meeting to order at 6 P.M. in the Downtown Business Center, 621 Main Street, West Point, Virginia.

Members Present: Carol Cunningham, Chairman, John Koch, Vice Chairman, Jack Lawson, William B. Lee, Lauren Shephard

Members Absent: Paul Kelley

Also Present: Bill Porter, Interim Town Manager

Karen Barrow, Town Clerk

Shawn Hershberger, Economic Development Coordinator

Carol Cunningham advised as the newly elected president that she will be meeting on a weekly basis with the Economic Development Coordinator and stated that if any member has any questions or concerns to let Mrs. Cunningham know and she will address those concerns with Shawn Hershberger.

II. Review of Agenda

Mr. Lee made a motion to adopt the following amended agenda: 1) Omit Election of Chairman. 2) Place the Painting Exterior of Building on the March agenda. 3) Place Incentives on the agenda under New Business. Seconded by Mr. Koch, upon a unanimous vote the motion was approved.

III. Adoption of Minutes

John Koch made a motion to adopt the minutes of January 26, 2011, seconded by Jack Lawson. Upon a unanimous vote, the motion was approved.

IV. Financial Report

Lauren Shephard advised that the same "Current Liability" is still reflected in the report and should be "Non-Current Liability", Ms. Shephard advised that she is willing to contact the Town Treasurer regarding the change.

Shawn Hershberger advised that C & F Bank will need new signature cards for the checking account, Mike Matthews name needs to be replaced. I will need some additional information.

Lauren Shephard made a motion to adopt the finance report as amended, seconded Mr. Lawson. Upon a unanimous vote, the motion was approved.

V. Economic Development Update

A. Virginia Natural Gas

Mr. Hershberger provided the EDA with copies of letters sent to local legislators regarding the extension of Virginia Natural Gas in West Point to serve Smurfit-Stone.

Mrs. Cunningham asked what route the gas line would take.

Mr. Hershberger advised the route has not been agreed upon, one possible route would be across the Pamunkey River near the YMCA.

Mrs. Shephard asked if the gas would be accessible for residential homes.

Mr. Hershberger advised that a developer or homeowner would have to pay the expense of installing a gas line. The gas line would be installed directly to Smurfit-Stone.

B. Middle Peninsula Business Development Partnership

Mr. Hershberger presented the EDA with a letter sent to Candie Newman of the Middle Peninsula Business Development Partnership requesting West Point be allowed to use the remaining revolving loan fund for regional economic development.

Mrs. Cunningham asked if the Middle Peninsula Business Development Partnership will be hosting an entrepreneurial work shop in West Point.

Mr. Hershberger advised that a work shop has been scheduled for March.

C. Virtual Museum

Mr. Hershberger advised that L Marketing has begun work on the Virtual Museum for the Historical Society.

D. Riverwalk

Mr. Hershberger advised that work should begin on Riverwalk on or around April 1, 2011.

E. 7th Street Marina

Mr. Hershberger advised he is currently scheduling a pre-award prep meeting with Four on the Shore and the Health Department for the Boating Infrastructure Grant. It is possible that the Health Department will notify the award of the grant next month.

F. General Information

Mr. Hershberger advised that he has continued to work on the following activities: The owner of the property located on the corner of Lee Street: The federal EB5 program: Sheetz convenient store: An auto repair business looking to locate to West Point.

VII. Old Business

A. Industrial Park Update

1. Thalhimers

Shawn Hershberger advised there is no change in the market and therefore no report from Thalhimers.

2. Entrance Sign

Shawn Hershberger advised the cost to replace the Industrial Park sign is \$1,590, the EDA need to decide how to pay for the sign.

Mr. Lawson made a motion to authorize Shawn Hershberger to replace the Industrial Park sign using funds from the Money Market Account, seconded by Mr. Lee. Upon a unanimous vote, the motion was approved.

B. Downtown Business Center

1. Painting Exterior of Building – Estimate

Shawn Hershberger advised he had spoken with Vernon Dennis of C & F Bank regarding the exterior painting of the business center. Mr. Dennis advised that C & F Bank does not want to become involved with the painting of the building.

Mrs. Cunningham asked Mr. Hershberger to obtain addition quotes to paint the exterior of the building.

Mr. Lawson advised the EDA has spent approximately \$30,000 in HVAC repairs and repairs to the roof.

C. Web Site Update

Mr. Hershberger advised that that he has looked at Municipal Web Sites with the Town Manager and Town Council has given the go ahead to obtain prices on refurbishing the Town's Web Site.

D. Strategic Planning

VIII. New Business

IX. Next Meeting Date: March 23rd 2011

X. Adjournment

There being no further business, Mrs. Cunningham adjourned the meeting a 7:15 P.M.

Approved _____ / _____ / _____

Carol Cunningham,

Chairman

West Point Economic

Development Authority

Members Terms

Carol Cunningham, Chairman	843-7399	9/30/13
Paul Kelley	314-2120	9/30/14
John Koch, Vice Chairman	843-7374	9/30/13
Jack Lawson	843-3500	9/30/12
W. Bernard Lee	842-2384	9/30/14
Lauren Shephard	843-7272	9/30/12
Vacant		9/30/12