

Waynesboro Economic Development Authority
Minutes of the Regular Meeting
Friday, January 8, 2021
Zoom Remote Call

Members Present on Zoom: Ms. Mary Sullivan
Mr. Mark Snyder
Ms. Angie Bandy
Mr. George Reed
Mr. Perry Fridley
Ms. Brenda Arkward

Members Absent: Ms. Tami Radecke

Others Present on Zoom: Mr. Greg Hitchin- Director of Economic Development & Tourism
Ms. Stephanie Duffy- Administrative Assistant
Ms. Jennifer Callison- Tourism & Marketing Manager
Mr. Mike Hamp- City Manager
Mr. Bobby Henderson- Mayor

Welcome

Mr. Fridley called the meeting to order at 8:02 AM and thanked everyone for joining the meeting remotely, then gave a reminder that the EDA was authorized to meet electronically by City ordinance 2020-21 and State legislation passed (an amendment to house bill 29 of 2019). EDA members and staff are attending remotely from home and office and the meeting is being recorded for minute taking purposes.

Approval of Minutes

There being no changes to the minutes from the regular meeting on December 11, 2020 meeting, Ms. Bandy made a motion to approve the minutes as written. The motion was seconded by Mr. Reed and passed by unanimous vote.

Update on CARES Grants & Financial Report

Mr. Hitchin gave updates on the small business grants and financial accounts. As approved in the last meeting and confirmed via e-mail, staff completed the Al Fresco grant program with eight applications and subsequent six grants. Combined with one remaining Renaissance Fund Two grant, seven checks, totaling \$12,504.42 were written on December 28th and distributed on December 29th to meet the deadline of December 31st for CARES funds to be expended. This completes the CARES program with \$599,835.05 distributed to 53 local business and \$164.95 in administrative costs (to buy blank check stock, 100 checks were written as a result of the four grant programs) for a total of \$600,000. There will also be some additional costs associated with issuing 1099s for businesses that qualify. Mr. Hitchin shared the final reports with the board which can also be found on the economic development website under the COVID 19 section of the Community Profile page: <https://www.waynesborobusiness.com/community-profile/>. This page will be expanded to include all efforts by the City to combat the economic effects of COVID-19.

Seven checks dispersed:

B&S Cleaning	\$6,000	RF2
Heritage on Main	\$1,124.42	Al Fresco

Stella, Bella & Lucy's	\$1,124.42	Al Fresco
Benny Stivale's	\$1,124.42	Al Fresco
Fishin' Pig	\$1,124.42	Al Fresco
The River Burger	\$1,124.42	Al Fresco
Mister Jamison's	\$882.32	Al Fresco

As shown on line 18 of the dashboard, the credit card was used three times, twice for fees associated with Stamps.com totaling \$217.99 and once for CARES administrative expenses totaling \$164.95.

In addition, two fees associated with the new RLF auto payment were detailed – a monthly \$15 fee payment and a \$2.85 variable payment based on the number of items processed. There was also a chargeback of an auto deposit due to incorrect account information, the original amount of \$69.44 plus a \$4 return fee.

Ms. Sullivan made a motion to approve the checks as written. The motion was seconded by Ms. Bandy and passed by unanimous vote.

Committee Reports

- a. Audit: Ms. Bandy has received the bank reconciliation reviews and signed off on them.

Monthly Updates

There were no updates given.

Other Business/Discussion

Mr. Hitchin thanked Mayor Henderson and Mr. Hamp for joining the EDA meeting. Mr. Hitchin noted that board members should have received an e-mail from Julia Bortle, reminding them to complete the state financial disclosure for 2021. Mr. Hitchin also reported that later this month staff will be launching a marketing campaign for the Technology Zones, more to come on that at the next meeting. Staff has also completed a series of target industry brochures, copies will be mailed to EDA and council members.

Correspondence and Communication of the Chairman

The next regular meeting is scheduled for February 12, 2021.

There being no other business to discuss, Mr. Reed made a motion to adjourn. The motion was seconded by Mr. Snyder and the meeting was adjourned at 8:15 AM.

Respectfully submitted ___/___/____

Certified as approved ___/___/____

Stephanie Duffy
Recording Secretary

Gregory E. Hitchin
Secretary/Treasurer