**Town of Onancock**

**Economic Development Authority Meeting**

**October 17, 2023 6:00pm**

1. **Call to Order and Roll Call**:

Matt Spuck, Town Manager, called the meeting to order at 6:02pm. EDA members present were Jake Dillon, Bill Chandler, Rosemary Paparo, Jeffrey Vernimb, Joy Marino and Stephen Johnsen. Katie Schwab attended by Zoom. Town Manager Matt Spuck was also present.

1. Introductions followed.
2. **Approval of meeting minutes:**
3. None to approve
4. **Public Hearings:**
5. None scheduled
6. **Public Presentation:**
7. None scheduled
8. **Authority Action:**
9. Vote for Chairperson and Vice-Chairperson

Nominations were called for Board Chair. Jeffrey Vernimb nominated Katie Schwab. Rosemary Paparo seconded the motion. No discussion. Motion passed 7-0.

Nominations were called for Vice-Chair. Joy Marino nominated Bill Chandler.

Rosemary Paparo seconded the motion. No discussion. Motion passed 7-0.

Nominations were called for Secretary. Discussion asked for volunteers. Joy Marino volunteered with the condition video would be available.

1. **Authority Discussion:**
2. Terms of Office were filled:

Jake Dillon, Rosemary Paparo and Katie Schwab will serve 4 year terms commencing on August 28, 2023 and terminating December 31, 2027.

Steve Johnsen, Jeffrey Vernimb, and Bill Chandler will serve 2 year terms commencing on August 28, 2023 and terminating December 31, 2025

Joy Marino will serve 3 years congruent with current Council term.

Samuel H. Cooper, Jr, Clerk of Circuit Court, Accomack County administered the oaths of office.

1. FOIA and COIA training. Decision was made to have live training with Eric Gregory, Town Attorney, of Hefty, Wiley and Gore.
2. Opportunity was made available to have Onancock.com email addresses. Email Town Manager if so desired.
3. Meeting dates were confirmed: October 17, 2023, November 21, 2023 and December 19, 2023. All meetings will be on Tuesdays at 6:00.
4. Bylaws: King William County, VA and Fredericksburg, VA are being considered. EDA drafts and adopts, Attorney approves, then Town Council adopts. EDA members will compare the two bylaws and make comments by November 3, 2023 using Googledocs. Hard copies will be available. Edited red line version and edits will be presented to EDA at November 21 meeting with a goal of adopting in December.
5. Strategic Plan: Will drive funding and will provide focus on grants. Discussion of consulting with existing EDAs and businesses in town. Comprehensive Plan, Town Plan from Hill Studios and Onancock Main Street have available resources. Jake Dillon and Rosemary Paparo will meet with town business owners.
6. **Public Comment:**

Janet Fosque, Onancock Main Street, welcomes EDA to the community to find funding to improve our town and has resources to share.

Kasey Grier, 74 Market Street, inquired if Market Study is for downtown or entire town? Supports importance of Strategic Plan to be inclusive. Comprehensive Plan Housing Section does not deal with housing issues in lower- and middle-income residents.

1. **Town Manager’s Report:**
2. Existing projects update: Lilliston Building: There are four agreements that need to be endorsed by all parties. The Town, Town Attorney and the State have agreed to all four. The Developer has only agreed with three so far. Not approved is Performance Agreement stating 18-month completion. Will consult with DHCD. PSP Lilliston LLC, 40 Market Street, has asked for confidentiality. PSP, LLC has a 1-million-dollar loan and is putting up $800,000. County Building inspectors will approve work. 20 Market Street has hired a consultant and deadline is in ten days. Wise Drug went thru planning process and was not approved due to increased competition.
3. New Opportunities: Upon repayment of 20 and 40 Market Street, in twenty years, two million dollars plus interest will be available for Downtown major projects which is defined as College Avenue to the Harbor. EDA can approve Uptown projects with separate grant funding. Need a Strategic Plan and open a bank account to transfer funds from State to EDA and then EDA transfers to Developer. EDA can apply for grant funds which are extensive and available town wide. Grant writing is being done by Town staff.
4. **Board Members Comments:**

Jacob Dillon – bylaws to customize, focus on two existing projects at 20 and 40 Market Street

Bill Chandler – Get in place Bylaws and Strategic Plan

Rosemary Paparo – Waiting for 20 Market Street application to be submitted

Katie Schwab – pulling together all resources.

1. **Adjourn**

EDA Member Johnsen moved to adjourn the meeting. EDA Member Dillon seconded. The motion passed with a 7-0 vote. The meeting was adjourned at 7:35 PM.