

## MINUTES OF MONTHLY MEETING

Russell County Public Service Authority  
Minutes Unavailable

Russell County Industrial Development Authority  
July 14, 2011

Castlewood Water & Sewage Authority  
Minutes Unavailable

Russell County Planning Commission  
August 15, 2011

Minutes  
Russell County Planning Commission  
August 15, 2011

The Russell County Planning Commission met on Monday, August 15, 2011 in the Board of Supervisors Conference Room at the Russell County Governmental Center, 133 Highland Drive, Lebanon, Va.

Members Present

Roger D. Sword  
Kirby Meadows  
Linda Cross  
Andy Smith  
Wayne Young  
Greg Stoots  
Jack Compton  
John Mason  
Bill Wampler  
Don Cross

Members Absent

Charlie Edmonds

Others Present

Harry Ferguson  
Kevin Tiller  
Emory Altizer  
Todd Stevenson  
Jon Bowerbank

Chairman Meadows called the meeting to order at 6:30 p.m. The minutes were presented for consideration. A motion was made by Mrs. Cross, seconded by Mr. Wampler that the minutes be approved as presented. Motion carried.

Emory Altizer, Todd Stevenson, and Jon Bowerbank appeared before the Commission in regard to a previous ruling by the Commission. At the December 2010 meeting, Mr. Altizer requested approval to sell an addition lot in his development located in the Belfast community. At that meeting it was determined that the proposed sell would define the development as a Subdivision by definition stated in the Ordinance. In that event the existing road would need to be upgraded to VDOT standards.

Members explained that it appears the circumstances have not changed and the previous ruling is still in effect. However, after much discussion, it was agreed that if Mr. Altizer wished to deed a portion of the remaining land to a new relative it would be permissible and the transaction would be exempt from the Ordinance. Mr. Altizer thanked the Commission and stated he would consider that option.

Mr. Ferguson presented a listing of plats that he, Mr. Sword, and Chairman Meadows had reviewed and found to be exempt from the subdivision ordinance during the past month. The Commission reviewed the list.

Mr. Ferguson presented a plat of the proposed re-subdivision of the Roger Mullins property located in the Jim Frank Taylor SD. Mr. Mullins is proposing to combine lots 128 A & B and lots 129 A & B into one lot. After discussion a motion was made by Mr. Stoots with second by Mr. Mason to accept the proposal and to recommend approval by the Board of Supervisors. Motion carried unanimously.

Mr. Sword reported he had recently talked with Tom Taylor concerning the finalization of the Comprehensive Plan. Mr. Taylor explained he is in the process of interpreting census data and updating that section of the plan. He feels he will be meeting with the Commission in the near future for the members input.

There being no further business to conduct, a motion was moved by Mrs. Cross with a second by Mr. Wampler to adjourn. Motion carried.

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Kirby Meadows, Chairman

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Roger D. Sword, Corresponding Sect.

**July 14, 2011**

At a regular monthly meeting of the Russell County Industrial Development Authority held on Thursday, July 14, 2011, in The Old Mill Restaurant, Mill Street, Lebanon, Virginia, and beginning at 5:00 P. M.

PRESENT: Harry T. Rutherford, Chairman  
S. Stephen Banner, Vice Chairman  
J. C. Boyd, Member  
Fred W. Meade, Member  
R. D. Snead, Member  
Roger D. Sword, Member  
Sam L. Whited, Secretary

Ben Chafin, Attorney  
Jim Baldwin, Advisor  
Larry Carr, Advisor

ABSENT: Tony Dodi, Member  
Michael L. Duty, Member

Joe Gillespie, Advisor  
Carol White, Treasurer

OTHERS IN ATTENDANCE: Charlie Fugate

The Chairman called the Meeting to Order.

**APPROVAL OF MINUTES**

Upon motion made by Fred Meade, second by Steve Banner, and duly approved by the Industrial Development Authority to approve the Minutes as presented with correction for June 9, 2011.

The Vote Was:

AYE: S. Banner, J. C. Boyd, F. Meade, R. D. Snead, R. Sword, S. Whited

Nay: None

Absent: T. Dodi, M. Duty

**APPROVAL OF INVOICES**

Upon motion made by J. C. Boyd, second by Roger Sword, and duly approved by the Industrial Development Authority, to approve all invoices including Harry's invoices for payment.

Lee Hartman & Sons, Inc.	10,685.01
Ken Construction Co, Inc.	1,378.00
Chafin Law Firm	931.88

The Vote Was:

AYE: S. Banner, J. C. Boyd, F. Meade, R. D. Snead, R. Sword, S. Whited

Nay: None

Absent: T. Dodi, M. Duty

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**NOTE FROM ATTORNEY BEN CHAFIN**

A copy of the letter from Attorney Ben Chafin to Green Mountain Industries of Lebanon, VA, cancelling the lease with the Industrial Development Authority was handed out. Copy of such letter is attached.

**CASTLEWOOD PROPERTY**

Charlie Fugate was present and gave comments about the Solar Kiln Property at Castlewood.

**LEASE OF CASTLEWOOD PROPERTY**

Upon Motion made by J. C. Boyd, second by Steve Banner, and duly approved by the Industrial Development Authority to allow a new company to use the Castlewood site for \$1.00 per year and to furnish the Industrial Development Authority with a Certificate of Insurance showing the Industrial Development Authority as an additional insured on the Liability Insurance. Clean up of the site may begin in July 2011 with re-negotiation of lease in one year. Start up of company will be in November 2011.

The Vote Was:

AYE: S. Banner, J. C. Boyd, F. Meade, R. D. Snead, R. Sword, S. Whited

Nay: None

Absent: T. Dodi, M. Duty

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**NON-DISCLOSURE AGREEMENT**

Upon motion made by R. D. Snead, second by Fred Meade, and duly approved by the Industrial Development Authority to allow the Chairman to sign a Non-disclosure Agreement between an Undisclosed Industry and the Industrial Development Authority.

The Vote Was:

AYE: S. Banner, J. C. Boyd, F. Meade, R. D. Snead, R. Sword, S. Whited

Nay: None

Absent: T. Dodi, M. Duty

**COMMENT FROM BEN CHAFIN, ATTORNEY**

Ben reminded the Industrial Development Authority members that all discussions regarding any and all new industry prospects were to be kept between the Board Members only.

**RICHMOND REGIONAL RECEPTION**

Upon motion made by R. D. Snead, second by Steve Banner, and duly approved by the Industrial Development Authority to allow the Chairman to sign an agreement for rooms for the January 25 – 27, 2012 Annual Meeting in Richmond, Va. The Reception will be held on January 26, 2012.

The Vote Was:

AYE: S. Banner, J. C. Boyd, F. Meade, R. D. Snead, R. Sword, S. Whited

Nay: None

Absent: T. Dodi, M. Duty

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### **AUGUST MEETING**

Upon motion made by J. C. Boyd, second by R. D. Snead, and duly approved by the Industrial Development Authority, to change the monthly meeting from the 11<sup>th</sup> of August 2011, to the 18<sup>th</sup> of August 2011 due to scheduling conflicts.

The Vote Was:

AYE: S. Banner, J. C. Boyd, F. Meade, R. D. Snead, R. Sword, S. Whited

Nay: None

Absent: T. Dodi, M. Duty

### **PROSPECT COMMITTEE MEETING**

The Chairman announced that there will be a Prospect Committee Meeting on Thursday, July 21, 2011, at 1: P. M. at the VECEDA office in Lebanon, Va.

The chairman called a Recess for the evening meal.

The Chairman called the meeting back to order.

### **PROPERTY INVENTORY STICKERS**

Upon motion made by R. D. Snead, second by Roger Sword, and duly approved by the Industrial Development Authority to have Sam Whited purchase Identification Stickers for the Industrial Development Equipment located in the Russell County Conference Center.

The Vote Was:

AYE: S. Banner, J. C. Boyd, F. Meade, R. D. Snead, R. Sword, S. Whited

Nay: None

Absent: T. Dodi, M. Duty

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**CONFERENCE CENTER DIRECTORS OFFICE**

Upon motion made by R. D. Snead, second by Steve Banner and duly approved by the Industrial Development Authority, to authorize J. C. Boyd and Fred Meade to meet with Patty and Shannon to explore the possibility of an office being located in the corner of the SVTDC Lobby using glass partitions and to secure estimated costs.

The Vote Was:

AYE: S. Banner, J. C. Boyd, F. Meade, R. D. Snead, R. Sword, S. Whited

Nay: None

Absent: T. Dodi, M. Duty

**DECLARATION**

Mr. R. D. Snead, a member of Russell Host, LLC, and the Industrial Development Authority, being involved in a new business adventure in conjunction with the above named company, has provided a Legal Declaration pursuant to VA Code #2-2.3115 duly signed and filed with the County Administrator of Russell County.

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**CLOSED SESSION**

Upon motion made by R. D. Snead, second by Roger Sword, and duly approved by the Industrial Development Authority to go into Closed Session as permitted by VA Code#2.2-3711 (A) (1) personnel matter; VA Code 2.2-3711 (A) (3), acquisition of property; VA Code#2.2-3711, a prospective new industry; and VA Code#2.2-3711 (A) (7) consultation with legal counsel.

The Vote Was:

AYE: S. Banner, J. C. Boyd, F. Meade, R. D. Snead, R. Sword, S. Whited

Nay: None

Absent: T. Dodi, M. Duty

**RECONVENE TO PUBLIC SESSION**

Upon motion made by R. D. Snead, second by Roger Sword and duly approved by the Industrial Development Authority, The Chairman called the meeting back into regular session and requested the "Certification Motion after reconvening in Public Session"

The Vote Was:

AYE: S. Banner, J. C. Boyd, F. Meade, R. D. Snead, R. Sword, S. Whited

Nay: None

Absent: T. Dodi, M. Duty

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**CERTIFICATION MOTION AFTER RECONVENING IN  
PUBLIC SESSION**

The Industrial Development Authority hereby certifies that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be so discussed under the provision of the Virginia Freedom of Information Act cited in that motion.

The Roll Vote:

Steve Banner	Yes	*J. C. Boyd	NO
R. D. Snead	Yes	Roger Sword	Yes
Sam Whited	Yes	Mike Duty	Absent
Fred Meade	Yes	Tony Dodi	Absent
Harry Rutherford	Yes		

- J. C. Boyd states “personal issues came up”.

**SOCIAL SERVICES**

Upon motion made by Steve Banner, second by R. D. Snead, and duly approved by the Industrial Development Authority to allow the Building Committee, (J. C. Boyd and Roger Sword) to make the necessary repairs to the flooring in the file room of the Social Services building with cost up to \$1000.00.

The Vote Was:

AYE: S. Banner, J. C. Boyd, F. Meade, R, D. Snead, R. Sword, S. Whited

Nay: None

Absent: T. Dodi, M. Duty

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### **HEALTH DEPARTMENT**

Upon motion made by Steve Banner, second by R. D. Snead, and duly approved by the Industrial Development Authority, to have the Building Committee (J. C. Boyd and Roger Sword) meet with the Health Department on the flooring issue, and also secure bids for this project.

The Vote Was:

AYE: S. Banner, J. C. Boyd, F. Meade, R. D. Snead, R. Sword, S. Whited

Nay: None

Absent: T. Dodi, M. Duty

There being no further business and upon motion made by Steve Banner, second by Fred Meade , and duly approved by the Industrial Development Authority that the meeting be adjourned to reconvene on Wednesday, July 27<sup>th</sup>, 2011, in The Old Mill Restaurant Conference Room, Mill Street, Lebanon, VA, beginning at 12:00 noon.