

Meeting Minutes  
ECONOMIC DEVELOPMENT AUTHORITY  
September 25, 2018

At a regular meeting of the Economic Development Authority of York County, Virginia, held on September 25, 2018 at 4:00 p.m. in the East Room of York Hall, 301 Main Street, Yorktown, Virginia, those present were:

R. Anderson Moberg, Chairman  
John Biagas, Secretary  
Vernard E. Lockwood, II, Treasurer  
J. Mark Carter  
Harmon J. Coxton  
Leslie Henderson Schultz

Others present:

Neil A. Morgan, County Administrator  
James Barnett, County Attorney  
James W. Noel, Jr., Assistant Secretary and Director of Economic Development  
Melissa M. Davidson, Assistant Director of Economic Development  
Deborah L. Gardner, Economic Development Assistant

**CALL TO ORDER**

The meeting was called to order at 4:00 p.m. by Chairman Moberg.

**ROLL CALL**

A quorum was established with all members present with the exception of Steven A. Meade.

**CITIZENS' COMMENT PERIOD**

None.

**PRESENTATIONS**

**MEMBER RECOGNITION**

September 25, 2018

Chairman Moberg thanked Mr. Tom Anderson and Mr. Harvey Weinstein for their service on the EDA.

Mr. Noel noted the exemplary service that both gentlemen had given. Mr. Weinstein served four years and Mr. Anderson served eight years including service as Vice-Chairman for three years.

Chairman Moberg expressed the Authority's appreciation to both members and then presented them each with a gift of remembrance – a beautiful, framed picture of the LaHermoine'.

Mr. Anderson thanked the Authority for the recognition and stated it was his pleasure to serve.

Mr. Weinstein also stated it was his pleasure to serve on the EDA and he hoped to return and serve another term.

## NEW BUSINESS

### KING OF CLUBS COFFEE

Mr. Noel introduced and welcomed Mr. Lance Zaal, the Managing Member and Founder of King of Clubs Coffee. Mr. Noel explained the company is considering a retail location on Route 60 and has applied for an economic development grant.

Mr. Zaal described his coffee operation of importing coffee beans, roasting, packaging, including recyclable K-cups, espresso pods and bags for wholesale. He provided cold-brew samples and nitro-infused coffee to the EDA members, noting the nitro is their most popular product. Mr. Zaal explained they are busy with the company's expansion and noted the grant would help secure a headquarters location with all of their production in one place.

Mr. Zaal concluded his presentation and left the meeting at 4:18 p.m.

### PROPERTY ACQUISITION

Mr. Noel reported on the proposed acquisition of 121 Alexander Hamilton Boulevard (Redcoats Antiques) the house located between the County Administration and Finance buildings. He stated the purchase agreement was negotiated for \$650,000. Mr. Noel mentioned the owner would like the County to consider leasing back to her if she is unable to find a suitable replacement home. He noted this property fits naturally into the County's campus for expanding County offices.

Mr. Morgan said the County would like for the EDA to be the vehicle to purchase this property and, since the carriage house is currently occupied, he recommended the EDA own the property for the

September 25, 2018

duration of the tenant occupancy. Mr. Morgan noted he is planning to use some year-end surplus money to reimburse the reserves that will provide the purchase funds and that \$150,000 is being set aside to renovate the building to make it usable for County offices, perhaps the Department of Parks, Recreation and Tourism.

Mr. Biagas moved to approve the following Resolution for the purchase of property located at 121 Alexander Hamilton Boulevard, Yorktown, VA, with the funds to be supplied through the County's budget:

RESOLUTION OF THE  
ECONOMIC DEVELOPMENT AUTHORITY  
OF YORK COUNTY, VIRGINIA

WHEREAS, the Economic Development Authority of York County, Virginia, proposes to purchase from Rosemary J. Stacpoole property consisting of approximately .5 acres, located at 121 Alexander Hamilton Boulevard, Yorktown, Virginia for a purchase price of \$650,000.00;

BE IT RESOLVED that the Chairman of the Economic Development Authority is hereby authorized to execute a contract to purchase said property for a purchase price of \$650,000.00.

BE IT FURTHER RESOLVED that the Chairman is authorized to execute closing documents, and the Assistant Secretary is authorized to do such other acts as may reasonably be required to complete closing on the transaction.

On roll call the vote was:

Yea: (6) Biagas, Carter, Coxton, Lockwood, Schultz, Moberg  
Nay: (0)

YORK RIVER COMMERCE PARK

Mr. Noel reported receiving a bill for signage for the York River Commerce Park (YRCP) entrance. A new sign was installed because the original sign was falling down. He stated he requested the Owner's Association install a new sign back when the EDA still owned property in the park and he agreed that the Authority would share the cost. He is asking the EDA to approve to pay 20% of the cost of the new sign, or \$1,237.60.

Mr. Lockwood moved to approve the 20% cost (\$1,237.60) of the new signage in the York River Commerce Park, to be paid from the Capital Fund.

On roll call the vote was:

September 25, 2018

Yea: (6) Carter, Coxton, Lockwood, Schultz, Biagas, Moberg  
Nay: (0)

### CRE PROGRAM GRANT

Ms. Davidson gave an overview of a program offered by the Center for Retail Excellence (CRE). This program provides startups and new business owner's classes on every aspect of operating a business with each class being taught by subject matter experts. She explained there is one located in Gloucester and one in Norfolk, and they would like to offer one in York County. The York County Chamber has agreed to allow the use of their conference room for this program. The class is 42 weeks long and costs of \$995 to attend. Ms. Davidson stated after the program completion, the business owner would have a fully vetted business plan. She noted the similarity to the NxLevel program that was previously offered through the Small Business Development Center. Ms. Davidson would like to have the Authority's support of a matching grant program to reimburse participants one-half of the cost. Ms. Davidson explained there is \$2,975 left in the former NxLevel grant fund (NxLevel program is no longer offered) and suggested added \$7,025 to the fund and changing the name to the CRE Program Grant. All grant recipients would have to either live in York County or have an existing business in York County.

Mr. Biagas moved to approve \$7,025.00 from the capital account to be added to the \$2,975.00 remaining NxLevel funds, and a name change to the "Center for Retail Excellence" grant.

On roll call the vote was:

Yea: (6) Coxton, Lockwood, Schultz, Biagas, Carter, Moberg  
Nay: (0)

### OLD BUSINESS

#### SEWER EXTENSION PROJECT

Mr. Noel discussed the proposed restaurant property site at 7120-24 George Washington Memorial Highway and the EDA's commitment to extend sewer to the site. He reminded the members that up to \$20,000 was approved at the April 24, 2018 EDA meeting. The Utility Engineering Department estimated a cost of \$18,000, but only one bid came in for \$33,500. Mr. Noel noted the recent cost increase for this type of work and asked the EDA to consider approving the additional amount.

Mr. Carter moved to approve an additional \$13,500 from the capital fund for the sewer extension work located at 7120-24 George Washington Memorial Highway.

On roll call the vote was:

September 25, 2018

Yea: (6) Lockwood, Schultz, Biagas, Carter, Coxton, Moberg  
Nay: (0)

AFFORDABLE FASTENERS

Mr. Noel recapped a previous discussion concerning Affordable Fasteners purchasing 1.02 acres of the EDA-owned property at 410 Old York-Hampton Highway. He noted they are a growing York County company located in the Yorktown Commerce Center, and this would be a good location for them and it would leave two developable parcels on either side of this property. Mr. Noel is recommending the Authority's approval of the proposed Resolution that will authorize the property sale to Affordable Fasteners (AFSCO, LLC) for \$66,300.00.

Mr. Lockwood moved to approve the proposed Resolution as stated:

RESOLUTION OF THE  
ECONOMIC DEVELOPMENT AUTHORITY  
OF YORK COUNTY, VIRGINIA

WHEREAS, the Economic Development Authority of York County, Virginia, proposes to sell to AFSCO, LLC, a Virginia limited liability company, property consisting of approximately 1.02 acres, shown as "Proposed Parcel B1" on Exhibit A (attached to the Agreement for Purchase and Sale of Real Estate) entitled "CS101 Conceptual Plan Layout," made by Landtech Resources, Inc.

BE IT RESOLVED that the Chairman of the Economic Development Authority is hereby authorized to execute a contract to sell said property referenced above for a purchase price of \$66,300.00.

BE IT FURTHER RESOLVED that the Chairman is authorized to execute a deed and such other documents, and the Assistant Secretary is authorized to do such other acts as may reasonably be required to complete closing on the transaction.

On roll call the vote was:

Yea: (6) Schultz, Biagas, Carter, Coxton, Lockwood, Moberg  
Nay: (0)

MARLOWE WE CARE

Mr. Noel explained Mr. Marlowe was originally interested in a 3.0 acre parcel at 410 Old York-Hampton Highway but, after the sale was approved by the EDA, they asked for a reduction of the proposed building size. Mr. Noel stated he has not been unable to reach Mr. Marlowe to firm up a

September 25, 2018

new Purchase and Sale Agreement.

WAUKESHAW DEVELOPMENT, INC.

Mr. Noel reported he has a Letter of Intent from Mr. McCormack to acquire and develop the EDA property at 7120-7124 George Washington Memorial Highway and, once it is executed by the EDA, it requires the Authority to have a Purchase and Sale Agreement in place within 30 days.

Mr. Morgan stated he felt the concept outlined in the Letter of Intent was what the Board asked the EDA to do and they were satisfied with the proposal.

Mr. Noel explained that if the Letter of Intent is executed at this meeting, the Purchase and Sale Agreement would be on next month's Agenda.

Mr. Carter moved to approve the Assistant Secretary to execute the Letter of Intent with Waukeshaw Development, Inc.

On roll call the vote was:

Yea: (6) Biagas, Carter, Coxton, Lockwood, Schultz, Moberg  
Nay: (0)

FINANCIALS

The Chairman duly noted the receipt of the May and June 2018 Treasurer and Financial Reports.

APPROVAL OF MINUTES

Mr. Biagas moved that the minutes of the August 28, 2018 Regular Meeting be approved.

On roll call the vote was:

Yea: (6) Carter, Coxton, Lockwood, Schultz, Biagas, Moberg  
Nay: (0)

CLOSED MEETING

The Chairman noted that it was in his judgment appropriate for the Authority to enter into closed

September 25, 2018

meeting as authorized by the Virginia Freedom of Information Act for the purpose of Prospective Business under Section 2.2-3711(A)(5).

Mr. Lockwood moved that the Authority enter into a closed meeting for the aforesaid purpose(s) and that the Authority deemed it necessary, as specified by the Virginia Freedom of Information Act, that Neil Morgan, Jim Barnett, Jim Noel, Melissa Davidson and Debbie Gardner, be present during the closed meeting. This motion was seconded by Mr. Biagas and approved.

On roll call the vote was:

Yea: (6) Coxton, Lockwood, Schultz, Biagas, Carter, Moberg  
Nay: (0)

The Authority entered into closed meeting at 4:48 p.m.

#### **RETURN FROM CLOSED MEETING**

The Authority returned to open meeting at 5:10 p.m.

#### **ROLL CALL VOTE CERTIFYING COMPLIANCE WITH SECTION 2.2-3711.1 D OF THE CODE OF VIRGINIA**

Mr. Lockwood moved that, to the best of each members' knowledge, only public business matters lawfully exempted from the open meeting requirements specified under the Virginia Freedom of Information Act were discussed in closed meeting, and that only such public business matters related to Prospective Business under Section 2.2-3711(A)(5) were discussed during closed meeting. Mr. Biagas seconded this motion.

The Chairman stated that if any member of the Authority believed that there was a departure from the requirements of the Virginia Freedom of Information Act, that the member was required by law to state his objection prior to the vote, indicating the substance of the departure that in his judgment had taken place. No such objection was raised. The roll call was as follows:

On roll call the vote was:

Yea: (6) Lockwood, Schultz, Biagas, Carter, Coxton, Moberg  
Nay: (0)

#### **KING OF CLUBS COFFEE**

Mr. Noel discussed the company's projected tax revenue of \$28,000 for two years and noted Mr.

September 25, 2018

Zaal was asking for an \$80,000 economic development grant. Mr. Noel said there are several pieces of capital equipment that the grant could be tied to. He noted that specialty coffee brews were a growing business that could add to the tourism environment in that corridor.

Mr. Lockwood referred to the business's capital expenditures and stated he is not sure what is needed right away versus what is needed down the road. He noted concerns over the unknown amount of Mr. Zaal's small business loan and matching grant. Mr. Lockwood stated he would like to know specifically what needed to be funded.

Ms. Davidson noted the application indicated the grant would be for capital investment for expansion. The owner said he was currently roasting in two different locations, and the grant would bring it all together and allow them to expand.

Mr. Morgan noted a recent grant was given to Mobjack Bay Coffee Roasters.

Mr. Lockwood stated he did not have a problem with the concept, but he'd like to see certain information included on their cost schedule so he could determine how the costs and grants factor into the equation. He suggested they ask for a cost schedule showing sources and uses of funds before a determination of a grant can be made.

Chairman Moberg reminded everyone that a previous grant was given Mobjack Bay Coffee Roasters and that should be considered in determination of this grant.

### **COUNTY ADMINISTRATOR COMMENTS**

Mr. Morgan reported that the Tourism Council is up and running and Mr. Wassmer is the Chairman of the group. He explained the importance of this group because eight of the top thirteen real estate taxpayers are tourism-related. He mentioned that the County has received its first month of supplemental sales tax that came in at about 70% of projections. Mr. Morgan elaborated on the Board's September Work Session and the next six years CIP: (1) a new law enforcement building; (2) an upgrade to Fire & Life Safety and Social Services; (3) a central location for Planning & Development Services; (4) upgrades to the County Admin building (5) acquiring and renovating the house on the hill for County offices (6) renovations for the Finance Building. Mr. Morgan stated he thinks this can all be done in the next 6-8 years and that it can be afforded if the current revenue base remains the same. He reported the school superintendent's top two priorities in the next CIP are to accelerate the expansion of Queens Lake Middle School and the renovation of Seaford Elementary.

### **DIRECTOR OF ECONOMIC DEVELOPMENT COMMENTS**

Mr. Noel mentioned that Mr. Meade is absent this evening because he is attending the James City

September 25, 2018

County Board of Supervisors' meeting to hopefully get that community on board with Eastern Virginia Regional Industrial Facility Authority (EVRIFA). This Authority is being formed to support the GoVA project for the unmanned facility on the Fuel Farm property. Mr. Noel also explained this entity would allow regional economic development projects in the future and to share the costs and tax revenues. Mr. Noel reported this action will soon be going to all of the elected bodies in the seven surrounding communities; it will go before York's Board of Supervisors on October 16<sup>th</sup>. He stated he felt this will be a tremendous vehicle for regional economic development in the future. Mr. Noel talked about the GWP and stated they are moving forward with engaging a director, which will be a lower level position, than previously anticipated. This structure will initiate a subcommittee comprised of economic development directors, chief appointed officials and the executive committee of the GWP to help keep the GWP in line with the localities economic development priorities. Mr. Noel said that the GWP is working with an engineering firm who helps regions applying for brownfield grants through the Environmental Protection Agency. Mr. Noel mentioned The Launchpad approached a Richmond incubator, Start VA, about it possibly taking over the Launchpad, but it doesn't look like that will happen. He noted the Launchpad is still struggling with what direction to go because the budget is so tight. Mr. Noel said there is a software company for robotics, SVT Robotics, in the Launchpad that could become a big success.

#### **ASSISTANT DIRECTOR OF ECONOMIC DEVELOPMENT COMMENTS**

Ms. Davidson reported that the York County Chamber of Commerce is hosting its annual Yorktoberfest event this Saturday, September 29<sup>th</sup>. The event will be held at Hampton Roads Harley Davidson. The EDA sponsors this event and she offered the members tickets.

#### **MEMBERS' COMMENTS**

Mr. Lockwood suggested the Authority put together an inventory of available light industrial lots within the County, with a description of the infrastructure on each property.

Mr. Morgan agreed such a list would be helpful and mentioned he may involve other County departments to help identify the properties.

Mr. Noel suggested it would be worthwhile to look at the Merrimac Trail/Second Street corridor for new retail/tourism development. He said the economic development directors in this area have agreed to try and organize some of the business owners to discuss marketing efforts and branding the corridor "the Edge District." He further stated that perhaps the EDAs could contribute some startup money for this project.

Mr. Coxton suggested the Authority look at an area on Mooretown Road (near Airport Road) where there's a 20-acre parcel for sale that could be a good location for an industrial park. He also

September 25, 2018

suggested an area on Goodwin Neck Road near Seaford that could work for an industrial park. He noted that many of the businesses on Production Drive were in need of expanding and needed a place to relocate.

**CHAIRMAN'S COMMENTS**

Chairman Moberg reported that the Chairman of the GWP had stepped down, and noted he is the current Vice-Chairman. He stated there will soon be a meeting to restructure and elect new officers, in which Mr. Meade may be filling the Chairmanship position. Chairman Moberg suggested that he will step down from his Vice Chairman position and stated that Mr. Carr may be filling that position.

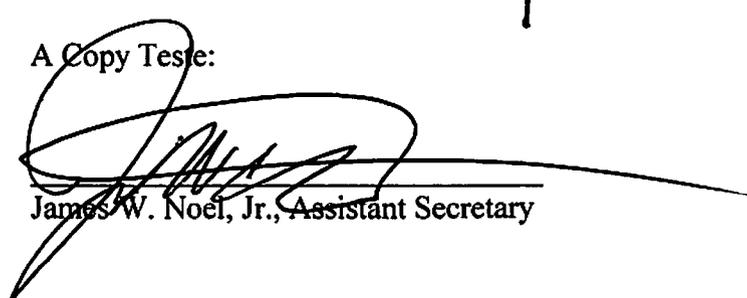
**ADJOURN**

There being no further business, Chairman Moberg adjourned the meeting at 5:45 p.m.

(SEAL)

  
R. Anderson Moberg, Chairman

A Copy Teste:

  
James W. Noel, Jr., Assistant Secretary

SENIOR CENTER OF YORK (SCY)  
YORKTOWN, VIRGINIA  
BOARD OF DIRECTORS MINUTES  
April 11, 2018

1. Call to Order

Carol Scott, Chairperson, called the meeting to order at 10:00 a.m.

Viana Dail conducted the roll call.

2. Roll Call

Board members present: Arlene Connell, Viana Dail, Brian Fuller, Nancy Geary, Tom McNamara, Buck Rodgers, Carol Scott, Cynthia Slominski, Cheryl-Nelson-Barnard, Betty Titus

Board members not present: Lynda Bush, Dee Davis, Donna Gilroy  
Bill Massey

Staff members present: Lynne McMullen, Gerald Patesel, Minnie Sippio

Staff members not present: none

3. Approval of Minutes

Betty Titus's name was added to the list of present board members. Betty Titus made a motion to accept the minutes and Arlene Connell made a second motion. All board members were in favor and the minutes were approved.

4. Financial Reports

A. Peninsula Agency on Aging (PAA)

Gerald Patesel provided a financial report from PAA indicating that monthly expenditures to the County of York and said expenses were standard.

B. Senior Center of York Treasurer's Report

Arlene Connell reported that we had done very well at our fundraiser and were waiting on our final totals with the white elephant and silent

auction. A question was asked if the \$200 check from Langley had been received and at that time it had not. Viana Dail accepted the motion to approve the treasurer's report and Brian Fuller second the motion.

## 5. Committee Reports

### A. Center Facility Operations

Tom McNamara had no facility issues to report.

### B. Center Programs

Carol Scott reported 1740 patron visits for March. The AARP tax program will be going strongly through April 17. The Monday monthly craft will take place on April 16, and the AARP Driver Safety Class is also on April 16 and April 17. The Annual Tea will be held on April 18 and sixty folks have registered for the program. The birthday bash scheduled for April 20 will be karaoke with Sam and Dave instead of Dan Smith as his program has been postponed to May. "War Stories and Pizza is going well and will be held on April 23.

### C. Health Programs

Minnie Sippio stated that Brain Gym will be held on Wednesday, April 25 at 12:45 with Tanika Houston. The program is an interactive mind fitness exercise that helps promote awareness, concentration, and coordination. On April 13, the York Poquoson Triad will sponsor Randi Chew with PAA as she discusses gadgets and assistive devices that help folks to maintain their lives better at home; participants can also bring in their items to show and tell.

The Healthy Aging Conference in Williamsburg had 220 people to attend; many were from the Senior Center and 8 were transported. There were three participants for the Tax Relief offered through the Commissioner of the Revenue. One hundred and thirty three meals were served last month in the Dining Club. The Matter of Balance, 8-week workshop will begin on May 1 on Tuesdays from 2 to 4 p.m. The Health Fair on May 4 from 9am to 12:30 has 23 different exhibitors thus far. Pam Taylor will give a life alert seminar at 10:30 with a comparison on top brands and what to look for in making selections. Peninsula Salt Council will have the Car Fit program where individuals can go through a 12-point safety check to ensure they fit their vehicle for comfort and safety on May 7 in Hampton. There was a suggestion to offer this program at the County Sports Complex.

#### D. Peninsula Agency on Aging

Gerald Patesel announced that tickets are on sale for PAA's senior prom on Sunday, May 20 from 5 to 9 p.m. in the CNU Ballroom. It had been held at Paradise Ocean Club which held 200, but the ballroom will hold 300 folks. The City of Newport News and the Department of Human Preventive Services will be hosting an intergenerational prom where the school kids do designs and partner together to distribute tickets. This event is free and opened to other localities and takes place on May 26 at 5:30pm at Mary Immaculate Conference Center.

PAA has been providing meals to participants on days that the dining clubs do not meet, and it has been received very well. The federal budget passed to increase revenue for nutrition programs; and waiting to hear back once the State is back in session. April 24 is a training day and the dining clubs will be closed.

#### E. York County of York

Brian Fuller reported that the County was in the middle of the budget process and waiting for the Governor to sign legislation on the tourism tax. The Governor is making modifications that should return the bill back to the House and Senate for consideration and a vote. After 42 years of service, Deputy County Administrator Mark Carter is retiring. Director of Public Works Mark Bellamy will take his place. Our department Community Services will report to Mark Bellamy; he also wants to attend a Senior Center board meeting.

Parks, Recreation, and Tourism are going to be separated into two divisions, Parks and Recreation and Tourism Development. The offices will still share the same location and administrative staff, but the functions will be separated but still work together on large events and programs. Bonnie Fitz is the Superintendent of Parks and Recreation, and Kristi Olson is the Tourism Development Manager for Tourism and Development.

The farmer's market will kick off this weekend. Next week, April 14 there will be a Sister City French Market. Markets will take place now through October every week on Saturdays, but not on May 5 as there will be the Blues, Brews, and BBQ, and there will not be a market on October 6. Also the Board of Supervisors were asking for more information and understanding of the role of Peninsula Agency on Aging.

#### 6. Old Business

- A. The Spring Fundraiser went well (135 participants) even with the rainy weather. The flow of people was steady throughout the day. The Center received many nice donated items for the white elephant sale and drawing. There were enough items for the bake sale and adding the silent auction to the drawing was good too. There were also a couple of suggestions to first consider holding this event in Ste. 4 and have the tax program in Ste. 3. Also if there are a lot of white elephant items, we can ask other Parks and Recreation staff to assist with pricing.
  - B. We are gearing up for the Annual Tea on April 18. Winette Jeffery will be speaking at the event, and sandwiches, BLT, cucumber and pimento will be provided by York County schools.
  - C. The Spring Picnic will be on Friday, May 11 at the Yorktown Beach Picnic area. We are expecting a pretty large crowd for this popular event. Freedom Rentals will be doing the set-up for the event, but board members are asked to arrive between 10:15 and 10:30 to help put table cloths on the tables. If there is some inclement weather, we will try to hold the event at Crooks Methodist Church, but many more board members will be needed to help set up if held at the church.
  - D. The 4<sup>th</sup> of July Celebration will be held on July 6 at the Senior Center. The menu of barbecue was discussed. In the past we have ordered it from Pops. They have charged us roughly \$95 to feed approximately 60 people. PAA has supplied the side dishes and an e-mail will be sent to confirm the food order.
8. Information Items

The Center is sponsoring a trip to Riverside Theatre in Fredericksburg to go see the show "Always Patsy Cline," on Friday, June 8. We have reserved seating, a motor coach, and we hope more folks will sign up. The fee is \$110. Concerning parking, there was a suggestion to have the participants to park at the end of the lots as to not take up as much of the central parking that day.

#### Announcements

The next board meeting will be on Wednesday, May 9, 2018. A motion to adjourn was made by Buck Rodgers and seconded by Arlene Connell.

SENIOR CENTER OF YORK  
YORKTOWN, VIRGINIA  
BOARD OF DIRECTOR'S MINUTES  
May 09, 2018

1. Call to Order

Carol Scott, Chairman, called the meeting to order.

Lynne McMullen conducted roll call and Sheri Greenleaf recorded minutes.

2. Roll Call

Board members present: Carol Scott, Arlene Connell, Brian Fuller, Bill Massey, Tom McNamara, Betty Titus, Cheryl Barnard, Cindy Slominski, Lynda Bush.

Board members not present: Viana Dail, Nancy Geary, Buck Rodgers, Donna Gilroy, Dee Davis.

Staff members present: Lynne McMullen, Gerald Patesel, Minnie Sippio, Sheri Greenleaf

Guests present: Bob Santillan

3. Approval of Minutes

A motion was made by Brian Fuller to accept the April minutes as presented and Betty Titus seconded the motion. All board members were in favor and the minutes were approved.

4. Financial Reports

A. Peninsula Agency on Aging – Bill Massey and Gerald Patesel reported that PAA continues to pay about \$325 per month toward SCY expenses.

B. Senior Center of York Treasurer's Report

Arlene Connell reviewed the Treasurer's Report. A \$200 donation will also be looked into at our next meeting. Ms. Connell also went over the 2019 budget for the Center. Mr. Fuller also pointed out that the County has a separate budget that greatly provides funds for the Center.

Lynda Bush moved to approve the SCY Treasurer's report and Brian Fuller seconded the motion. A motion was also accepted to adopt the budget by Betty Titus and seconded by Lynda Bush.

5. Committee Reports

A. Center Facility Operations – Tom McNamara

Tom McNamara reported that Nusbaum Property Management is working with York County for a HVAC system replacement over Suite 2. The kitchen refrigerator freezer is not working and a replacement refrigerator will be purchased and delivered next week. The Senior Center carpets were cleaned last night. York County Public Works will be coming in today to discuss replacing the tile in the Center's bathrooms. This work may be done within York County and not have to be contracted out to a business.

B. Center Programs – Carol Scott

There were 1956 patron visits in April. Picnic in the Park is this Friday, 11 May. AARP Driving Class is May 14 – 15. Indoor Plants program will be held May 17. Birthday Bash with Dan Smith is May 18. War Stories & Pizza will be May 21. There was mention of a possible future field trip or Veteran's Day event. A trip to Norfolk Botanical Garden will be held May 17. There also seems to be interest to have a talent show in the fall. Fredericksburg "Always, Patsy Cline" trip is scheduled for June 8.

C. Health Programs – Minnie Sippio

Minnie Sippio reported the Brain Gym program with Tanika Houston was very successful. "A Matter of Balance" class runs through June 19. There were 103 participants at the Health Fair and 25 vendors. There were 26 people who had Lions Club hearing and vision screenings. Eighteen people attended the emergency alert button system portion of the health fair. The SALT Car Fit checkup in Hampton had 12 attendees. There will also be a Stroke Awareness program for health day on May 30.

D. Peninsula Agency on Aging – Bill Massey

May is "Older Americans" Month. Mr. Massey reported that the PAA Senior Prom will be held on May 20 at CNU. Tickets cost \$30 per person and the event will serve as a fundraiser for PAA. Mr. Massey also reported that he met with the Mariner's Museum and that they are interested in making dollar days available for the opening of a WWI model ship exhibit beginning May 19; they want to increase senior citizen involvement in their programs.

#### E. York County – Brian Fuller

Brian Fuller reported that the York County budget has passed for 2019, but that it will have to be amended due to the approval of the new tourism tax. Brian Fuller mentioned that a new program called “Movie in the Park” is beginning on May 18<sup>th</sup> and will be shown on an inflatable screen in New Quarter Park and the McReynold’s Athletic Complex on May 19. To kick-off the event, there will also be a “Touch a Truck” event through the County’s Public Works from 5 to 8 p.m. and the movie will begin afterwards. There will be a series of movies throughout the summer held at different parks.

#### 6. Old Business

- A. Spring Tea feedback (April 18, 2018) – Carol Scott reported that she thought it went well and praised staff and volunteers for all their hard work preparing the event. Lynne McMullen reported that the speaker, Author Winette Sparkman Jeffery was well received. Lynne also said the majority of patrons seemed happy with the York County Schools catered food and it was delicious. There was a remark that more desserts were needed. Special appreciation to Cheryl and Cindy for preparation of the tea cups/pots, and to Carol, Viana, Cindy, and Cheryl for set up and clean up, and to Sheri for decorations.
- B. Spring Picnic (May 11, 2018) – Lynne McMullen reported that the picnic will be held in the Yorktown Beach Picnic Area from 11am-1:30pm. We are planning food for 112 people including volunteers and staff. The menu will again include fish, burgers, hot dogs, and side dishes from PAA. Rental tables and chairs will be provided by Freedom Rentals. A volunteer sign-up sheet was passed around, and board members were asked to report between 10:15 am for set up.
- C. 4<sup>th</sup> of July Celebration (July 6, 2018) – Lynne McMullen reported that the indoor event will be here at the Center with a limit of 60 people and a suggested donation of \$4 per person. Most likely Pop’s will be used again as the folks enjoy the food and the price is very reasonable. In the past the charge was under \$100 to feed 60. The Center appreciates PAA supplying the side dishes as well.
- D. “Always Patsy Cline,” Fredericksburg Theater (June 8, 2018 – 8am-7pm) - Lynne McMullen gave a brief itinerary and said that SCY patrons are signing up for the trip, but we are also offering the event to other local senior centers as our attendance numbers are low.

#### 7. New Business –

Nominating Committee – Carol Scott reported that it is time to form a nominating committee to select candidates to serve on the executive board for the upcoming

year. The board officers serve up to a two year term for the period July 1 – June 30 each year. Arlene Connell stated that she would serve on the committee and Carol said that she would speak with Buck Rodgers about it was well. We would like to present the slate of officers before July.

Senior Center Skit – The skit is planned for June 22. Otto Youngbluth is planning/coordinating the skit. Otto is planning a 10 May skit rehearsal.

8. Information Items – Martha Miller, from the AARP Tax Aide Program, sent a report stating during the 2018 tax prep season here at the Center that they had served 624 individuals for e-filing, 13 paper returns which included amendments and 151 individuals for Q&A, and 490 people were 60 years and older. Martha thanked the Senior Center of York for being great hosts for their program. Brian Fuller asked if there was some way someone could pre-load tax patron information in to the computers so that the process would go faster for the preparers.

#### Announcements

The next board meeting will be on Wednesday, June 13. A motion to adjourn was made by Arlene Connell and seconded by Betty Titus.

SENIOR CENTER OF YORK  
YORKTOWN, VIRGINIA  
BOARD OF DIRECTOR'S MINUTES  
June 13, 2018

1. Call to Order

Carol Scott, Chairman, called the meeting to order.

Viana Dail conducted roll call and Sheri Greenleaf recorded minutes.

2. Roll Call

Board members present: Carol Scott, Buck Rodgers, Arlene Connell, Brian Fuller, Bill Massey, Tom McNamara, Betty Titus, Cheryl Barnard, Cindy Slominski, Lynda Bush, Viana Dail.

Board members not present: Donna Gilroy, Dee Davis, Nancy Geary.

Staff members present: Lynne McMullen, Gerald Patesel, Minnie Sippio, Sheri Greenleaf

3. Approval of Minutes

A motion was made by Brian Fuller to accept the May minutes as presented and Viana Dail seconded the motion. All board members were in favor and the minutes were approved.

Lynne McMullen asked the group if they would consider changing the meeting time for board meetings. After much discussion a motion was made by Arlene Connell for the board to vote should the time/date be changed. It was unanimous that the time/date stay as is, the second Wednesday of each month at 10 AM. On behalf of the nominating committee Buck Rodgers presented the following slate of officers for 2018-2020: President: Carol Scott, Vice President: Buck Rodgers, Treasurer: Arlene Connell, and Secretary: Vacant

Brian Fuller made a motion that the slate be accepted as presented. Viana Dail seconded and all approved. The nominating committee will continue to search for someone willing to fill the secretary position.

4. Financial Reports

- A. Peninsula Agency on Aging – Bill Massey and Gerald Patesel reported that PAA continues to pay \$325 per month toward SCY expenses.
- B. Senior Center of York Treasurer’s Report

Arlene Connell reported that the \$200 bank donation was now included in the report. Arlene noted that the Audit committee will convene in July to perform the audit prior to August. Lynda Bush moved to approve the SCY Treasurer’s report and Viana Dail seconded the motion.

5. Committee Reports

A. Center Facility Operations – Tom McNamara

- a. Tom McNamara reported that Nusbaum Property Management had the air compressor unit replaced over Suite 2 and that now it is much cooler.
- b. The kitchen refrigerator was replaced and is working well.
- c. The Senior Center sofa chairs and couches will be cleaned June 15.
- d. York County Public Works will be replacing the stained bathroom floors in the Senior Center bathrooms.

B. Center Programs – Buck Rogers

- a. There were 1956 Visitors in April and 1705 Visitors in May. AARP Driver’s class was held June 11-12. The June Botanical Garden trip was great. The weather was perfect for it and everything went well. Trip goers asked if we could do a night trip next time for the Lantern Asia exhibit. Arlene Connell reported that the Patsy Cline trip went wonderfully and the participants gave good comments. Buck Rodgers asked about the participation on the trip. We had 15 participants, short of the 25 that we wanted and Fun Tours provided transportation. There were some comments about the smaller food selection this year versus other years. Brian Fuller mentioned that it’s important to know how we figure the price point for the trip to account for bus fee, program cost, etc. The Active Shooter program, in conjunction with TRIAD, had 30 participants. The setup for July 4<sup>th</sup> picnic on July 6<sup>th</sup> will be at 9:30 Friday morning. Pop’s will be catering the pulled pork.

b. Program & Trip Committee – Buck Rogers

Carol, Buck, and Lynne will meet to go over some program ideas and suggested trips to get an interest sheet to the patrons in order to focus on upcoming trip planning. Some suggestions were a NASCAR race in Richmond, a Norfolk Tides game, the ‘Vicki Lawrence and Mama’ show at the Ferguson

Center in Newport News, and a Smithfield tour. Brian Fuller asked if it had been considered to go to a Peninsula Pilots game. Bill Massey said he believed there was a “Seniors’ Day” coming up for the Norfolk Tides.

C. Health Programs – Minnie Sippio

- a. Minnie Sippio reported that 23 attended the May health program. Dining Club had 224 participants for the months of April and May. A Matter of Balance program finishes next week and Minnie plans to have another 8- week class in the fall. The Diabetes Self- Management class will start in August. The Active Shooter program will be this Friday, June 15<sup>th</sup>. Buck Rodgers reported that the recent TRIAD meeting only had four attendees, and that we should be getting more volunteers involved to support the program. The TRIAD Ice Cream Social will be July 18<sup>th</sup> with the theme “Military Support & Patriotism”. The program will cover the military impact in Hampton Roads.

D. Peninsula Agency on Aging – Bill Massey and Gerald Patesel

- a. Mr. Massey reported that the PAA Senior Prom was held on May 20 at CNU and it was a terrific event. The entertainment “Good Shot Judy” put on a great show.
- b. Gerald Patesel noted that the Dining Club will again have intergenerational activities with the Boys and Girls Club ending in August.

E. York County – Brian Fuller

- a. Brian reported that the York County summer programs are all starting. The “Yorktown Sounds of Summer at Riverwalk” Thursday night concerts at the beach are beginning with Slapnation and Vinyl Headlights this week. The fall “Patriotic Concert Series” series of concerts on Tuesday nights will be military bands.
- b. Brian added that the Naval Weapons Station will have a 100<sup>th</sup> birthday event that includes an open base with a country music concert featuring Parmalee, sponsored by York County.

6. Old Business

- A. Spring Picnic (May 11, 2018) – Follow up on the Spring Picnic. Members agreed that it was nice to have a covered shelter and the food was great! It was noted that not as many people played games as in the past.

7. New Business – none

8. Information Items – Buck Rogers mentioned that we should be able to take credit cards for patrons to pay for trips and classes and that might increase even better participation. Brian Fuller reported that the Senior Center front desk computer with Rectrac software and more bandwidth is ‘in work’ to increase capability here. Brian

Fuller noted that a new York County financial system, MUNIS, rolled out in July and that is taking a lot of resources.

Announcements

The Board will meet Wednesday, July 11, 2018.

A motion to adjourn was made by Viana Dail and seconded by Betty Titus.

SENIOR CENTER OF YORK  
YORKTOWN, VIRGINIA  
BOARD OF DIRECTOR'S MINUTES  
July 11, 2018

1. Call to Order

Carol Scott, Chairman, called the meeting to order.

Viana Dail conducted roll call and Sheri Greenleaf recorded minutes.

2. Roll Call

Board members present: Carol Scott, Buck Rodgers, Arlene Connell, Brian Fuller, Betty Titus, Cindy Slominski, Lynda Bush, and Viana Dail.

Board members not present: Donna Gilroy, Dee Davis, Bill Massey, Nancy Geary, Cheryl Barnard, Tom McNamara.

Staff members present: Lynne McMullen, Gerald Patesel, Minnie Sippio, and Sheri Greenleaf

Carol Scott read a letter of resignation to the Board from Donna Gilroy.

3. Approval of Minutes

On the June minutes, under Financial Reports, the wording was changed to be more specific to say Langley Federal Credit \$200 donation instead of bank donation. A motion was made by Buck Rodgers to accept the June minutes with those revisions and Lynda seconded the motion. All board members were in favor and the minutes were approved.

4. Financial Reports

A. Peninsula Agency on Aging –Gerald Patesel reported that PAA continues to pay \$325 per month towards SCY expenses.

B. Senior Center of York Treasurer's Report

Arlene Connell presented the June Treasurer's Report and noted that the Audit committee will convene July 16, at 10 a.m. to perform the audit prior to the next SCY board meeting. Lynda Bush moved to approve the SCY's Treasurer Report and Viana Dail seconded the motion.

## 5. Committee Reports

- A. Center Facility Operations – Lynne McMullen stated that she followed up with the County’s Public Works department about the replacement of the bathroom floors in the Center, and is waiting to hear back on when the work can be completed.
- B. Center Programs – Carol Scott-There were 1420 Visitors in June. AARP Driver’s class was held July 10 -11. The 4<sup>th</sup> of July celebration went very well with so many board members in attendance to help. The Pandolfi concert will be on Friday, 13 July and the concert program was passed around for review. We went over upcoming programs and how many people had signed up. As Kathy Wahl will take a break over the summer, Sheri Greenleaf will be teaching a craft class on July 16, where the patrons will paint landscaping blocks like garden insects/animals. The TRIAD Ice Cream Social will be held on Wednesday, July, 18. War Stories & Pizza will be held July 23. Culture Day, “Patriotic Pieces,” will be Monday, July 24 with Ron from AVPC Sound.

Program Announcements-The ‘Vicki Lawrence and Mama’ show at the Ferguson Center in Newport News has been rescheduled from October to May 23, 2019. ‘Jersey Boys’ will be at the Ferguson Center in April 2019. A clipboard has been placed at the front desk with several trip sign up lists to determine trip interest.

### C. Health Programs – Minnie Sippio

Minnie Sippio reported that 41 attended the TRIAD Active Shooter program on Friday, June 15<sup>th</sup>. Dining Club had 244 participants for meals including take home meals. “A Matter of Balance” program had 11 participants. There will be another 8-week class in the fall. The Beltone program with BINGO will be July 27. The diabetic program will run Tuesday, August 28 through Tuesday, October 2. The Senior Safety Summit will be October 16 at Northside Christian Church. The TRIAD Ice Cream Social will be July 18<sup>th</sup>. As part of that program, the Center is planning a 100<sup>th</sup> birthday celebration for patron Josephine Conese, and will collect 100 birthday cards to present to her at the program.

Lynda Bush asked about the status of hiring a Body Renewal substitute teacher. Lynne said that there has not been as many candidates applying for the position but that three interviews have been done, and negotiations are still being worked on with potential candidates. Cindy Slominski mentioned an instructor who works a Riverside who might be interested.

### D. Peninsula Agency on Aging –Gerald Patesel

Gerald Patesel noted that the Dining Club has again had intergenerational activities with the Boys and Girls Club and will continue into mid-August. There are openings

in the Dining Club, so please put the word out. It was also noted that PAA is in their last part of the fiscal year. PAA is also initiating a local transportation center in Williamsburg with WATA Transportation Authority for Paratransit needs with Faith in Action volunteers for scheduling ease. The transportation will be for those ages 60 and up and will not have income restrictions.

E. York County – Brian Fuller

Brian Fuller reported that Bill Massey (PAA) will be doing a presentation to the York County Board of Supervisors regarding PAA involvement and support of the Senior Center and the York County community. The fall “Patriotic Concert Series” series of concerts will be on Tuesday nights will be military bands. The Yorktown 4<sup>th</sup> of July event went very well and we were pleased that cars had left the parking lots quickly at the conclusion of the fireworks. Summer programs are in full swing for Parks, Recreation and Tourism.

6. Old Business

A. SCY 4<sup>th</sup> of July Celebration – Follow up on the SCY Indoor 4<sup>th</sup> of July Celebration.

Carol Scott commended all volunteers on a great job and complimented PAA to Gerald Patesel that the side dishes were wonderful and the baked beans were especially delicious.

B. Program Meeting Update – A couple of members of the program committee met to talk about upcoming programs and events for the Center. Some topics of discussion were karaoke, corn hole, a game day, a sing-a-long, chicken therapy, Norfolk Zoo trip, NASCAR, TIDES or Pilots Game trip, and possibly Putt-Putt. Other Board members made suggestions to include activities and York County’s McReynold’s Sports Complex, a mystery dinner theater, swimming or water aerobics at the Edgehill neighborhood pool, a trip to a Winery or Williamsburg tasting trail, Yorktown waterfront trip, coffee tasting, sporting events at local colleges, shows at local little theaters, a performance by an Elvis impersonator, trip to Brent & Beck’s Bulbs in Gloucester, and a visit to the Vintner’s Winer in York County. Lynne noted that the interest sign-up sheet for the Smithfield trip is full and we will soon be deciding the date of the trip. The Center is working with the library to sponsor a movie in October as well.

7. New Business –

Lynne noted that with popular demand, we will be collaborating with St. Mark Lutheran Church to present Mr. Pandolfi again this year. The concert will be Friday, July 13 at 1 p.m. at the church. There are eight acts signed up for the talent show that will be presented on September 7<sup>th</sup>. The Board discussed prizes for the acts and decided that

instead of giving out a first place prize, that all participants should be recognized. There will be a rehearsal before the show takes place.

Senior Center Craft Show – Viana Dail is working with the quilters and knitting group to hold a craft show on Saturday, October 20 at the Yorktown Market Days. It is our hope that all proceeds will come back to the Senior Center. There was a discussion as to if there was a surcharge or fee that the Center would have to pay for sales due to vendor fees. We are also looking into equipment needs such as a tent, tables, banner, and advertising signs for the event.

8. Information Items – None.

### Announcements

The Board will meet Wednesday, September 12, 2018. There is no August meeting.

A motion to adjourn was made by Betty Titus and seconded by Viana Dail.