

January 12, 2026

**MEETING OF THE POWHATAN COUNTY ECONOMIC DEVELOPMENT AUTHORITY
HELD IN THE VILLAGE BUILDING CONFERENCE ROOM, 4290 ANDERSON HIGHWAY
IN POWHATAN COUNTY, VIRGINIA, JANUARY 12, 2026 AT 6:00 PM**

EDA Members Present: Frank Rennie, Chairman
Tim Benusa, Treasurer
John Saber
Chris Shust

EDA Members Absent: Matt Schiefer, Vice-Chairman

Staff Members Present: Roxanne Salerno, Director of Economic Development
Lauren Baird, Economic Development and Tourism Assistant

Guests: Robert Powers – BOS, District 3

A. Call to Order

Mr. Rennie called the meeting to order at 5:54 p.m. and noted that all members were present with the exception of Mr. Schiefer. A quorum was established.

B. Election of Chairman

1. **Chairman** – Mrs. Salerno opened the floor for nominations for Chairman of the EDA. Mr. Benusa made a motion to nominate Mr. Rennie as Chairman. Mr. Shust seconded the motion. Mr. Benusa, Mr. Saber, and Mr. Shust voted AYE. **MOTION Passed (3/0).**

C. Election of Officers

1. **Vice-Chair** – Chairman Rennie opened the floor for nominations for Vice-Chairman of the EDA. Mr. Benusa made a motion to nominate Mr. Schiefer as Vice-Chairman. Mr. Saber seconded the motion. Mr. Benusa, Mr. Shust, Mr. Saber, and Chairman Rennie voted AYE. **MOTION Passed (4/0).**
2. **Treasurer**- Chairman Rennie opened the floor for nominations for Treasurer of the EDA. Mr. Rennie made a motion to nominate Mr. Benusa as Treasurer. Mr. Saber seconded the motion. Mr. Shust, Mr. Saber, and Chairman Rennie voted AYE. **MOTION Passed (3/0).**
3. **Secretary** – Chairman Rennie opened the floor for nominations for Secretary of the EDA. Mr. Benusa made a motion to nominate Mrs. Salerno as Secretary. Mr. Saber seconded the motion. Mr. Benusa, Mr. Shust, Mr. Saber, and Chairman Rennie voted AYE. **MOTION Passed (4/0).**

D. Adoption of the 2026 By-laws

January 12, 2026

The by-laws were presented as 2026 by-laws with no changes. The board did not request any additions or deletions. Mr. Shust motioned to approve the 2026 by-laws as presented. Mr. Benusa seconded the motion. Mr. Benusa, Mr. Shust, Mr. Saber, and Chairman Rennie voted AYE. **MOTION Passed (4/0).**

E. Adoption of 2025 Meeting Schedule – Mrs. Salerno presented the draft 2026 meeting schedule. Mr. Benusa made a motion to adopt the schedule. Mr. Shust seconded the motion. Mr. Benusa, Mr. Shust, Mr. Saber, and Chairman Rennie voted AYE. **MOTION Passed (4/0).**

F. Meeting minutes from November 10th & December 16, 2025 – Mr. Benusa motioned to approve the meeting minutes as presented. Mr. Saber seconded the motion. Mr. Benusa, Mr. Shust, Mr. Saber, and Chairman Rennie voted AYE. **MOTION Passed (4/0).**

G. Treasurer’s Report-

Mr. Benusa presented the board with the treasurer’s report, which was to be more detailed moving forward. The starting balances of the EDA accounts on December 1, 2025, were \$40,266.58 for the checking account and \$76,958.60 in the Money Market account. Mr. Benusa reported that the deposit of \$250,000 from the bond closing was deposited into the checking account and then moved into the Money Market account in December.

There was a deposit of \$3,000 for Habitat’s rent for November and December. \$37,000 was paid out for due diligence work done by Kimley Horn. Mr. Benusa also reported \$593.57 in interest for the Money Market account. The final balances of the EDA accounts on January 12, 2026, were \$56,266.58 in the checking account \$277,552.17 in the Money Market account.

H. Old Business-

1. **PLI Business Night** – Mrs. Salerno provided details on the upcoming PLI Business Economic Development Night at Independence Golf Course on January 27th at 7:00 PM. Mrs. Salerno stated she would update the presentation and send it to Chairman Rennie for his review. Chairman Rennie also discussed other events coming up related to PLI: History of Powhatan bus tour on February 28th at 8:00 AM and the PLI Graduation Dinner on May 5th at 6:00PM.
2. **EDA Property Update** - Mrs. Salerno provided an update for the EDA Shady Oaks property. The geotech survey is in progress and is being conducted by Froehling and Robertson, which should be completed in four to six weeks. Kimley-Horn is to start the VBRSP report after the geotech survey is completed. Mrs. Salerno also updated that a right-of-way would need to be filed for the Carter Gallier Extension Road to connect Carter Gallier Boulevard to Luck Stone Road.

- 3.
4. **Developers Roundtable Discussion** – Mrs. Salerno discussed changing from a Developers Advisory Committee to a Developers Roundtable after discussions with Chesterfield County Economic Development and Planning and Zoning. This would be one meeting with 10-15 in attendance versus multiple meetings. Topics and questions would be discussed and reviewed by the EDA Board and the Economic Development Department ahead of time and should be linked to the ED Strategic Plan. Mrs. Salerno discussed trying to facilitate this roundtable sometime in April.
5. **Strategic Plan Review** – Mrs. Salerno presented the board with a slideshow with Strategic Plan Actions and placed black checkmarks next to items ED is currently working on/in progress and orange checkmarks next to easily attainable/to work on in the near future. The orange checkmarks included developing an RFP for marketing and branding, which the board asked to review the RFP prior to publishing. Also, continuing relationship with VTC to analyze the creation of a Tourism Zone, implementing an ED Development Review Process, creation of an Ombudsman/Business Manager position for ED department, facilitation of 288/711 Master Plan, development of an incentive policy, leveraging Sports Tourism with surrounding localities, and encouraging PLI members to be ED Strategy Advocates.

Mrs. Salerno also presented the board with a Big-Ticket Item review which included the previously mentioned Business Manager position, 288/711 Small Area Plan, Tourism Development Marketing Match Funds, and Sports Tourism Leverage Fund. A VCU internship was brought up by the board members and could be utilized towards marketing.

6. **ED Project Updates & Monthly Report** – Mrs. Salerno reviewed the January Economic Development report and updated the board on various projects that have been newly opened, under construction and under site plan review as well as rezonings and CUPs of interest to the board. The Lighthouse Learning Academy Re-Zoning from Light Industrial to Commerce Center was discussed at length by the board regarding appropriate location and the safety of the location for pedestrians and children.

Mrs. Salerno also gave the board project updates to include Wawa at Stavemill, which is working out loading zone and interconnectivity issues and an Outdoor Recreation Project for motorcross and ATV trails on 750 acres that requested an ordinance amendment and may need a CUP in A-10.

I. New Business-

January 12, 2026

1. **Incentive Package Discussion** – Mrs. Salerno presented the board with a slide presentation on high points of incentive packages and opened the discussion to the board for feedback. The board suggested it be a structured plan with guidelines such as financial levels/thresholds. The incentive package would be open for established and new businesses with the discussion of a Community Land Trust. Mrs. Salerno said she would plug numbers into a ROI calculator and bring them back to the board in February.
2. **EDA Council Discussion** – Chairman Rennie discussed how busy County Attorney Ms. Jackson can be with county business. Outside council for the EDA was discussed by the board and the board asked whether it would be “pay-as-you-go”, retainer, or hourly as well as if this would need to go through the RFP process.
3. **Additional Items-** The board discussed continuing the Habitat contract amount from December.

J. Adjournment

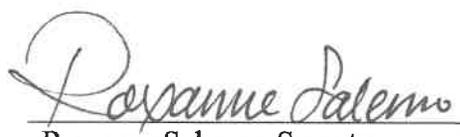
There being no further business, Mr. Rennie moved to adjourn the meeting. Mr. Shust made the motion and Mr. Rennie seconded the motion. Mr. Benusa, Mr. Shust, Mr. Saber, and Chairman Rennie voted AYE. **MOTION Passed (4/0).**

The meeting was adjourned at 7:50 p.m.



Frank Rennie IV, Chairman
Economic Development Authority

2/9/26
Date



Roxanne Salerno, Secretary
Economic Development Authority

2/9/26
Date