

TOWN OF AMHERST
ECONOMIC DEVELOPMENT AUTHORITY
AGENDA - REVISED
JULY 6, 2026 – 5:15 PM

1. Call to Order and Determination of Quorum
2. Approval of the May 4, 2026, and June 1, 2026, Meeting Minutes
3. Continued Discussion of the Future of Brockman Park
4. Other Business
5. Adjournment

**Town of Amherst
Economic Development Authority**

Chairperson Sharon Turner called a meeting of the Town of Amherst Economic Development Authority, formerly Industrial Development Authority, to order on May 4, 2026, at 5:15 p.m. in the Council Chambers of the Town Hall at 174 S. Main Street, Amherst, Virginia.

It was noted that a quorum was present as follows:

P	Sharon Turner	A	Steven Jefferson
A	C. Manly Rucker	A	Jared Martin
P	Mark Milhous	P	Jaynene Casey
P	Meredith Newman		

Town Manager Sara E. McGuffin, in her capacity of Secretary, and Clerk of Council Vicki K. Hunt were also present.

Mr. Milhous made a motion which was seconded by Ms. Casey to approve the minutes of the February 2, 2026, meeting.

There being no discussion the motion carried 4-0 as follows:

Sharon Turner	Aye	Steven Jefferson	Absent
C. Manly Rucker	Absent	Jared Martin	Absent
Mark Milhous	Aye	Jaynene Casey	Aye
Meredith Newman	Aye		

As of July 1, 2020, all members of local industrial development authority and economic development authority are required to receive FOIA training within two months after assuming office and thereafter at least once during each consecutive period of two calendar years commencing with the date on which the member last completed a training session. To facilitate this training, FOIA Council has developed a FOIA training course specifically for this purpose.

A FOIA Council training video designed for local officials who are unable to attend a scheduled online FOIA training webinar was presented to the Authority Members. The video included all content covered in the standard training course. The Clerk of Council will record each Authority Member's name and the date of training completion and shall maintain those records for five years pursuant to § 2.2-3704.3 of the Code of Virginia.

There being no further business, the meeting adjourned at 6:01 p.m. on motion of Mr. Milhous and seconded by Ms. Newman.

The motion carried 4-0 as follows:

Sharon Turner	Aye	Steven Jefferson	Absent
C. Manly Rucker	Absent	Jared Martin	Absent
Mark Milhous	Aye	Jaynene Casey	Aye
Meredith Newman	Aye		

Sharon W. Turner, Chairperson

ATTEST: _____
Secretary

For Approval

**Town of Amherst
Economic Development Authority**

Chairperson Sharon W. Turner called a meeting of the Town of Amherst Economic Development Authority, formerly Industrial Development Authority, to order on June 1, 2026, at 5:15 p.m. in the Council Chambers of the Town Hall at 174 S. Main Street.

It was noted that a quorum was present as follows:

P Sharon Turner		A Steven Jefferson	
P	C. Manly Rucker	P	Jared Martin
P	Mark Milhous	P	Jaynene Casey
P	Meredith Newman		

Town Manager Sara E. McGuffin, in her capacity of secretary, and Clerk of Council Vicki K. Hunt were also present.

The Economic Development Authority met with Town Council to discuss the history of Brockman Park, past and proposed development concepts for the site, and potential future directions. The purpose of this discussion was to facilitate collaboration between the two bodies and help refine the long-term strategic vision for the park.

Town Manager McGuffin presented a brief overview of the history of Brockman Park and discussed the statutory powers and responsibilities of the Economic Development Authority as established by the General Assembly.

Town Manager McGuffin asked the Economic Development Authority and Town Council to discuss the current goals for Brockman Park and consider what priorities should guide future development. Topics included whether the primary objectives should be generating revenue, creating jobs, increasing activity within the park, supporting business development, or fostering overall growth of the Town.

Megan Lucas from Lynchburg Regional Alliance, and Laurie Saunders from the Amherst County Economic Development Authority were present to answer questions.

Discussion focused on the extent to which the strategic direction of Brockman Park has evolved from its original industrial development purpose following the sale of a portion of the property for a long-term care and senior living facility. Members considered the implications of this transition for future land use and development priorities within the park.

No action was taken at this time, and further discussion of the matter was deferred to a future meeting.

Clerk of Council Hunt was called upon to read a resolution authorizing a closed meeting, as follows:

WHEREAS, the Economic Development Authority of the Town of Amherst desires to discuss in Closed Meeting the following matter(s):

- Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community, specifically to meet with Town Council to discuss matters related to Brockman Park.

WHEREAS, pursuant to: §2.2-3711A.5 of the Code of Virginia, such discussions may occur in Closed Meeting.

NOW, THEREFORE, BE IT RESOLVED that the Town of Amherst Economic Development Authority does hereby authorize discussion of the aforesated matters in Closed Meeting.

Mr. Rucker made a motion that was seconded by Ms. Casey to approve the resolution and go into closed session.

The motion carried 6-0 via the roll call method as follows:

Sharon Turner	Aye	Steven Jefferson	Absent
C. Manly Rucker	Aye	Jared Martin	Aye
Mark Milhous	Aye	Jaynene Casey	Aye
Meredith Newman	Aye		

A copy of the Resolution is attached to and made a part of these minutes.

At 5:46 PM, pursuant to the Resolution, the Economic Development Authority convened in closed session.

At 6:48 PM the meeting reopened to the public.

Clerk of Council Hunt read the following closed session certification to the Authority members:

Do you certify that to the best of your knowledge (i) only public business matters lawfully exempted from open meeting requirements under Title 2.2, Chapter 37 of the Code of Virginia, and (ii) only such public business matters as were identified in the motion by which the closed session was convened were heard, discussed, or considered in the session?

Responses via the roll call method were as follows:

Sharon Turner	Yes	Steven Jefferson	Absent

C. Manly Rucker	Yes	Jared Martin	Yes
Mark Milhous	Yes	Jaynene Casey	Yes
Meredith Newman	Yes		

There being no further business, at 6:48 p.m. the special session adjourned.

Sharon W. Turner, Chairperson

ATTEST: _____
Clerk of Council

FOR APPROVAL

TOWN OF AMHERST ECONOMIC DEVELOPMENT AUTHORITY

MOTION:
SECOND:

Wednesday, June 1, 2026
Regular Meeting

RE: AUTHORIZE CLOSED MEETING

WHEREAS, the Economic Development Authority of the Town of Amherst desires to discuss in Closed Meeting the following matter(s):

- Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community, specifically to meet with the Town Council to discuss matters related to Brockman Park.

WHEREAS, pursuant to: §2.2-3711A.5 of the Code of Virginia, such discussions may occur in Closed Meeting.

NOW, THEREFORE BE IT RESOLVED that the Economic Development Authority of the Town of Amherst does hereby authorize discussion of the aforesated matters in Closed Meeting.

Adopted this 1st day of June 2026.

D. Dwayne Tuggle, Mayor

ATTEST:

Secretary