Front Royal Economic Development Authority Regular Meeting
"Business Development Board"
Town Hall – East Conference Room

View meeting online LIVE at https://www.frontroyalva.com/673/Town-Hall-Live
New Business • Existing Business • Workforce • Infrastructure • Asset Development

Monday, February 2, 2026 12:00 PM

1. Roll Call– *Hillary Wilfong*
2. *Approval of Minutes - *I move that FREDA approves the Regular Meeting minutes January 5, 2026.*
3. Retail Strategies- Lizi Lewis
4. Ongoing Business-
    - New Business
    - Existing Business
    - Workforce
    - Infrastructure
    - Asset Development
5. Open Discussion
6. Adjourn

Next Regular Meeting – Monday, March 2, 2026 @ 12:00pm

FRONT ROYAL ECONOMIC DEVELOPMENT AUTHORITY (FREDA) MEETING MINUTES
Monday, January 5, at 12:00pm
Town Hall Upstairs Conference Room

The following minutes are a summary of items on the agenda.
This meeting may be viewed in its entirety by accessing the video of the same date online via the Town's website at www.frontroyalva.com.

ROLL CALL PRESENT: Chairman Richard M. Novak
Director Aiden Miller
Director Frank Stankiewicz
Director Robert Elliott
Director Thomas Eshelman

ABSENT: Director David Gedney

SUPPORT STAFF PRESENT: Community Development and Tourism Director, Lizi Lewis
Town Manager Joe Petty
Executive Administrative Assistant Hillary Wilfong, Secretary

Election of Officers

Chairman Novak stated that, in accordance with the bylaws, the Board elects its officers at the first meeting of the year. The current officers are Rick Novak, Chairman; Nick Bass, Vice Chairman (term expired); Director Eshleman, Treasurer; and Executive Assistant Hillary Wilfong, Secretary. Chairman Novak indicated his willingness to continue serving as Chairman unless another member wished to be considered.

Director Eshleman moved to appoint Rick Novak to continue serving as Chairman; the motion was seconded by Director Elliott.

Director Stankiewicz moved to appoint Director Eshleman to serve as Treasurer; the motion was seconded by Director Elliott.

Director Eshleman moved to appoint Hillary Wilfong to serve as Secretary; the motion was seconded by Director Stankiewicz.

All motions passed unanimously.

Retail Strategies

Chairman Novak reported that Retail Strategies recently presented to Town Council, which voted to extend the contract for an additional year. The Board expressed support and enthusiasm for the continuation of the partnership.

Ms. Lewis shared that, as part of the renewal, Retail Strategies will conduct bi-monthly meetings with herself, one Board member, and one Town Council member. Director Miller volunteered to participate in these meetings. The Board agreed, and Director Miller will relay updates to the Board alongside Ms. Lewis.

Business Development
The Board discussed the *Blueprint for New Business* flyer and recommended posting it on the Town's website and sharing it more broadly. Members suggested reaching out to individuals who are either considering starting a business or have recently done so to gather feedback. Ms. Lewis will share the Blueprint with the Business Development Board and the Chamber of Commerce and seek participation from a prospective or new business owner.

Workforce
No updates were provided.

Infrastructure
Chairman Novak announced that the VDOT Smart Scale project will hold a public forum on January 14 from 4:00–6:00 p.m. at Samuels Public Library.

Open Discussion
The Board discussed the budget, available capital, and the Town and Town Manager's expectations for the Board. Mr. Petty shared that Town Council plans to discuss FREDA's goals and needs at an upcoming meeting, with the intent of determining a plan and budget.

Director Eshleman requested clarification regarding the Board's authority. Ms. Lewis explained that the Board may make financial decisions under the $50,000 threshold; any amount exceeding that must be approved by Town Council.

Chairman Novak recognized Director Stankiewicz at his final meeting and thanked him for his service and contributions. Director Stankiewicz expressed appreciation to the Board and shared his enthusiasm for its future work.

Director Elliott inquired about filling current Board vacancies. Ms. Lewis stated that appointments are made by Town Council and coordinated by the Town Clerk.

Director Eshleman suggested inviting a representative from the Warren County Economic Development Authority to speak at a future meeting. Ms. Lewis agreed to attempt to arrange this.

Next Meeting
Regular Board Meeting: Monday, February 2, 2026, at 12:00 p.m.

Adjournment
Director Stankiewicz moved to adjourn the meeting at 12:29 p.m. The motion was seconded by Director Miller and carried unanimously.