



AGENDA
EMPORIA REDEVELOPMENT & HOUSING AUTHORITY
Regular Meeting
WEDNESDAY, OCTOBER 4, 2017– 5:30 P.M.

ROLL CALL

APPROVAL OF MINUTES

April 5, 2017– Public Hearing and Regular Meeting

FINANCIAL REPORT

March 30, 2017 – September 27, 2017

APPROVAL OF AGENDA

UNFINISHED BUSINESS

NEW BUSINESS

17-07 – Maturity of Certificate of Deposit

PUBLIC COMMENT

CLOSED SESSION

PUBLIC HEARING

1. Proposed FY18 Operating Budget

The Emporia Redevelopment and Housing Authority held a Public Hearing on Wednesday, April 5, 2017, at 5:30 p.m. in the Council Chambers of the Municipal Building, located at 201 South Main Street, Emporia, Virginia. Chairperson Veronica Leach presided over the hearing.

The following Commissioners were present:

Commissioner Veronica Leach
Commissioner David Thomas

Commissioner Gloria Robinson
Commissioner Carolyn Carey

1. Proposed FY18 Operating Budget

Chairperson Leach opened the public hearing. She stated that the purpose of the public hearing was to receive comments regarding the proposed FY18 Emporia Redevelopment and Housing Authority operating budget.

Mr. Thrower stated that the recommended the FY18 operating budget totals \$78,103.

Chairperson Leach asked if there was anyone present who wished to speak regarding the proposed FY18 Operating Budget.

With there being no comments to come before the Commissioners, Chairperson Leach declared the public hearing closed.

Veronica Leach, Chairperson Date

Lori R. Jarratt, Clerk Date

MINUTES
EMPORIA REDEVELOPMENT & HOUSING AUTHORITY
CITY OF EMPORIA MUNICIPAL BUILDING
REGULAR MEETING
APRIL 5, 2017

Note to Reader: Although the printed agenda document for this Redevelopment and Housing Authority meeting is not part of these minutes, the agenda document provides background information on most all of the items discussed by the Board at this meeting. The Clerk of the Redevelopment and Housing Authority maintains the agenda document. One may see a copy of the agenda for this meeting by contacting the Clerk.

The Emporia Redevelopment and Housing Authority held a Regular Meeting on Wednesday, April 5, 2017 at 5:30 p.m. in the Council Chamber of the Municipal Building, 201 South Main Street, Emporia, Virginia. Veronica Leach, Chairperson presided over the meeting.

ROLL CALL

Upon roll call, the following Emporia Redevelopment and Housing Authority members indicated their presence:

Commissioner Veronica Leach
Commissioner David Thomas
Commissioner Carolyn Carey

Commissioner Gloria Robinson

Absent: Commissioner Marva Dunn
Commissioner Edward V. Lankford, IV
Commissioner Mark Mitchell

Others present: Brian S. Thrower, City Manager
Lori Jarratt, ERHA Clerk
Sheila Cutrell, Finance Director

APPROVAL OF MINUTES

Commissioner Carey moved to approve the minutes of the January 12, 2017 Regular Meeting, as presented, seconded by Commissioner Thomas which passed as follows:

Commissioner Leach	aye
Commissioner Thomas	aye
Commissioner Carey	aye
Commissioner Robinson	aye

APPROVAL OF FINANCIAL REPORT

Ms. Cutrell stated that the financial report detailing revenues and expenditures that occurred during the period of December 23, 2016 – March 29, 2017 had been distributed to the Commissioners.

Commissioner Carey moved to approve the financial report as presented, seconded by Commissioner Thomas which passed as follows:

Commissioner Leach	aye
Commissioner Thomas	aye
Commissioner Carey	aye
Commissioner Robinson	aye

APPROVAL OF AGENDA

Commissioner Carey moved to approve the agenda as presented, seconded by Commissioner Robinson which passed as follows:

Commissioner Leach	aye
Commissioner Thomas	aye
Commissioner Carey	aye
Commissioner Robinson	aye

NEW BUSINESS

17-04 – Proposed FY18 Operating Budget – Request to Adopt

Mr. Thrower stated that the draft budget for Fiscal Year 2017-2018 (FY18) had been provided for discussion and consideration.

He recommended the adoption of the FY18 budget and ordinance as proposed with any amendments included.

Commissioner Carey made a motion to adopt budget Ordinance No. 17-01 as presented, seconded by Commissioner Thomas which passed as follows:

Commissioner Leach	aye
Commissioner Thomas	aye
Commissioner Carey	aye
Commissioner Robinson	aye

17-05 – Home Repair Program – Request to Approve New Funding Cycle

Mr. Thrower requested that the Commissioners approve a new Home Repair Grant funding cycle. He stated that should the Commissioners approve the new funding cycle, applications will be due no later than 4:00p.m. on Friday, May 12th. He stated that staff will then seek bids from contractors on funding requests. He advised that applications and bids obtained from contractors will be presented for consideration at the July 5th meeting.

He recommended the approval of the new funding cycle and authorize staff to accept applications.

Commissioner Thomas made a motion approve the new funding cycle and authorized staff to accept applications, seconded by Commissioner Robinson which passed as follows:

Commissioner Leach	aye
Commissioner Thomas	aye
Commissioner Carey	aye
Commissioner Robinson	aye

17-06 – Trash Removal – Request to Approve

Mr. Thrower advised that staff has received complaints regarding the accumulation of a significant amount of trash behind the apartment complex on Carver Circle. He also stated that the property where the trash has accumulated is owned by the ERHA. He further stated that staff has obtained two quotes to remove the trash from the property. He advised that the low bid received was from Topping Enterprises in the amount of \$4,400.

He recommended the Commissioners authorize the Executive Director to execute an agreement with Topping Enterprises in the amount of \$4,400 to remove the trash from the property. He stated that staff will transfer funds from the Emergency Repairs line item to cover the expense.

Commissioner Thomas moved to authorize the Executive Director to execute an agreement with Topping Enterprises in the amount of \$4,400 for the removal of trash from property, seconded by Commissioner Carey which passed as follows:

Commissioner Leach	aye
Commissioner Thomas	aye
Commissioner Carey	aye
Commissioner Robinson	aye

PUBLIC COMMENT

Ms. Leach asked if anyone would like to address the Housing Authority.

With there being no comments to come before the Emporia Redevelopment and Housing Authority, Ms. Leach closed the public comment portion of the meeting.

ADJOURNMENT

With no further business to come before the Emporia Redevelopment and Housing Authority, Chairperson Leach adjourned the meeting.

Veronica Leach, Chairperson Date

Lori R. Jarratt, Clerk Date

Emporia Redevelopment and Housing Authority
Bank Account Balances as of 9/27/17:

<u>Account</u>	<u>Account Number</u>	<u>Balance</u>	<u>Maturity Date</u>
Checking	53-2114239	\$ 453.19	
Certificate of Deposit	116190660348	\$24,500.15	11-23-2017
**CIG Program Income Checking	53-2115210	\$16,634.79	
**IPR Program Income Checking	1010107942	\$ 4,610.49	

**Restricted – for use according to program income plans

**Emporia Redevelopment and Housing Authority
Financial Statement
Checking Account
March 30, 2017 - September 27, 2017**

Beginning Balance		\$6,825.09
Revenues:		
7/5/2017	Deposit from City - Façade Improvement Grant	\$1,750.00
8/7/2017	Deposit from City - Façade Improvement Grant	789.75
9/5/2017	Deposit from City - Advertising	3,650.00
	Total Revenues	\$6,189.75
Expenses:		
4/3/2017	Check #1314 - City of Emporia - Advertising, postage & copies	\$376.67
4/24/2017	Check #1315 - Topping Enterprises, Inc. - Debris removal	4,400.00
6/21/2017	Check #1316 - City of Emporia - Postage & copies	26.23
7/7/2017	Check #1317 - Townsend & Bloom - Façade Improvement Grant	1,750.00
8/1/2017	Check #1318 - Housing Insurance Services - Insurance policy	1,569.00
8/7/2017	Check #1319 - Cain's Barbershop - Façade Improvement Grant	789.75
9/5/2017	Check #1320 - ECNBB, LLC - Advertising	3,650.00
	Total Expenses	\$12,561.65
Ending Balance		\$453.19



CITY OF EMPORIA
REDEVELOPMENT AND HOUSING AUTHORITY

Memorandum

September 29, 2017

TO: Emporia Redevelopment & Housing Authority Commissioners
FROM: Sheila Cutrell, Fiscal Agent
SUBJECT: Maturity of Certificate of Deposit
ITEM: 17-07

On November 23, 2017, the Authority's Certificate of Deposit #116-190-6603-48 with Carter Bank & Trust in the amount of \$24,500.15 will mature.

This item is for discussion and your direction on reinvestment terms.