

MINUTES
EMPORIA REDEVELOPMENT & HOUSING AUTHORITY
CITY OF EMPORIA MUNICIPAL BUILDING
REGULAR MEETING
January 6, 2016

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, January 6, 2016 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 Mark Mitchell
Commissioner David Thomas	Commissioner Edward V. Lankford, IV
Commissioner Carolyn Carey	Commissioner Boyce Adams

Absent: Commissioner Marva Dunn

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

APPROVAL OF MINUTES

Commissioner Thomas made a motion to approve the minutes of the April 1, 2015 Public Hearing and Regular Meeting, as presented, seconded by Commissioner Carey which passed as follows:

Commissioner Leach	aye
Commissioner Thomas	aye
Commissioner Carey	aye
Commissioner Mitchell	aye
Commissioner Lankford	aye
Commissioner Adams	aye

APPROVAL OF FINANCIAL REPORT

Ms. Cutrell stated that the financial report detailing revenues and expenditures that occurred during the period of July 1, 2015 – December 30, 2015 had been distributed to the Commissioners.

Ms. Cutrell advised that the certificate of deposit with Carter Bank and Trust was renewed at an interest rate of 1.1% for a term of twelve months. She also advised that the balance in this CD was reduced, for the reimbursement to the City, for the West Atlantic Street Neighborhood properties as approved by the ERHA.

Commissioner Lankford made a motion to approve the financial report as presented, seconded by Commissioner Mitchell which passed as follows:

Commissioner Leach	aye
Commissioner Thomas	aye
Commissioner Carey	aye
Commissioner Mitchell	aye
Commissioner Lankford	aye
Commissioner Adams	aye

APPROVAL OF AGENDA

Commissioner Carey made a motion to approve the agenda as presented, seconded by Commissioner Thomas which passed as follows:

Commissioner Leach	aye
Commissioner Thomas	aye
Commissioner Carey	aye
Commissioner Mitchell	aye
Commissioner Lankford	aye
Commissioner Adams	aye

NEW BUSINESS

16-01 – Appointment of Chair and Vice Chairperson

Mr. Thrower advised that according to the ERHA Bylaws, the ERHA are required to annually elect a Chairperson and Vice-Chairperson at the first meeting in January.

The duties of each of these officers are as follows:

Chairperson – “The Chairperson shall preside at all meetings of the Emporia Redevelopment and Housing Authority. At each meeting the Chairperson shall submit such recommendations and information as is considered proper concerning the business affairs and policies of the Authority; and shall perform all duties pertaining to the office of Chairperson and such other duties as may be prescribed by the Authority from time to time.”

Vice-Chairperson – “The Vice-Chairperson shall perform all duties of the Chairperson in the absence, incapacity, or inability of the Chairperson to act.”

He recommend the ERHA elect a Chairperson and Vice-Chairperson for calendar year 2016.

Commissioner Carey made a motion to appoint Veronica Leach as Chairperson and Marva Dunn as Vice-Chairperson for the 2016 calendar year, seconded by Commissioner Thomas which passed as follows:

Commissioner Leach	aye
Commissioner Thomas	aye
Commissioner Carey	aye
Commissioner Mitchell	aye
Commissioner Lankford	aye
Commissioner Adams	aye

16-02 – Home Repair Program – Request to Revise Guidelines and Approve New Funding Cycle

Mr. Thrower stated that the Commissioners were provided the proposed revisions to the Home Repair Guidelines. Mr. Thrower advised that the most substantial revision pertains to the grant award cap for projects within the Lowground Road area. He also stated that specifically, he was requesting the ERHA amend the guidelines to cap the maximum grant award to \$5,000 per property, given the fact there is currently only \$22,816.19 remaining in the CIG Program Income Checking Account to be used for this purpose.

He stated that he would like to request the ERHA approve a new funding cycle for the program. He also stated that specifically, should the ERHA approve the new funding cycle, applications will be due no later than 4:00 p.m. on Friday, February 19th. He advised that staff will then seek bids from contractors on funding requests. He further stated that applications and bids obtained from contractors will be presented to you for consideration at your April 6th meeting.

He stated that applications received later than the date and time specified above will not be accepted until you formally open up a new funding cycle. He also stated that he anticipated requesting that the ERHA open up a new funding cycle in July.

He recommended the ERHA approve the revised guidelines and the new funding cycle.

Commissioner Carey inquired as to the balance in the Lowground Road account. Mr. Thrower advised that the balance in the CIG Program Income checking account was \$22,816.19

Commissioner Lankford inquired if there was any stipulations that would prohibit a homeowner from applying more than once. Mr. Thrower advised that, according to the guidelines, consideration will be given to first time applicants with previous applicants to follow.

Commissioner Lankford made a motion to approve the guidelines, as amended, seconded by Commissioner Adams which passed as follows:

Commissioner Leach	aye
Commissioner Thomas	aye
Commissioner Carey	aye
Commissioner Mitchell	aye
Commissioner Lankford	aye
Commissioner Adams	aye

PUBLIC COMMENT

There was no public comment.

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