

PUBLIC HEARING

1. Proposed FY16 Operating Budget

The Emporia Redevelopment and Housing Authority held a Public Hearing on Wednesday, April 1, 2015, 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 David Thomas	Commissioner Edward V. Lankford, IV
Commissioner Marva Dunn	Commissioner Mark Mitchell
Commissioner Carolyn Carey	

Absent: Commissioner Veronica Leach

1. Proposed FY16 Operating Budget

Vice-Chairperson Dunn opened the public hearing. She stated that the purpose of the public hearing was to receive comments regarding the proposed FY16 Emporia Redevelopment and Housing Authority operating budget.

Mr. Thrower stated that the recommended FY16 operating budget totals \$90,067.

Vice-Chairperson Dunn asked if there was anyone present who wished to speak regarding the proposed FY16 Operating Budget.

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

Marva Dunn, Vice-Chairperson Date

Lori R. Jarratt, Clerk Date

MINUTES
EMPORIA REDEVELOPMENT & HOUSING AUTHORITY
CITY OF EMPORIA MUNICIPAL BUILDING
REGULAR MEETING
April 1, 2015

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 1, 2015 at 5:30 p.m. in the Council Chamber of the Municipal Building, 201 South Main Street, Emporia, Virginia. Marva Dunn, Vice-Chairperson presided over the meeting.

ROLL CALL

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

Commissioner David Thomas	Commissioner Edward V. Lankford, IV
Commissioner Marva Dunn	Commissioner Mark Mitchell
Commissioner Carolyn Carey	

Absent: Commissioner Veronica Leach

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 January 21, 2015 Regular Meeting, as presented, seconded by Commissioner Carey which passed as follows:

Commissioner Thomas	aye
Commissioner Dunn	aye
Commissioner Carey	aye
Commissioner Lankford	aye
Commissioner Mitchell	aye

APPROVAL OF FINANCIAL REPORT

Ms. Cutrell stated that the financial report detailing revenues and expenditures that occurred during the period of January 21, 2015 – March 26, 2015 had been distributed to the Commissioners.

There was no discussion regarding the financial report.

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

Commissioner Thomas	aye
Commissioner Dunn	aye
Commissioner Carey	aye
Commissioner Lankford	aye
Commissioner Mitchell	aye

APPROVAL OF AGENDA

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

Commissioner Thomas	aye
Commissioner Dunn	aye
Commissioner Carey	aye
Commissioner Lankford	aye
Commissioner Mitchell	aye

NEW BUSINESS

15-04 – Proposed Fiscal Year 2016 (FY16) Operating Budget – Ordinance

Mr. Thrower stated that the draft budget for Fiscal Year 2016 (FY16) was provided for discussion and consideration.

He advised that Sheila Cutrell, Fiscal Agent, was present to answer any questions regarding the proposed FY16 budget.

He recommend the ERHA adopt the FY16 budget and ordinance as proposed with any amendments included.

Commissioner Lankford made a motion to adopt **Ordinance No. 15-01**, adopting the FY16 ERHA Operating Budget as presented, seconded by Commissioner Carey which passed as follows:

Commissioner Thomas	aye
Commissioner Dunn	aye
Commissioner Carey	aye
Commissioner Lankford	aye
Commissioner Mitchell	aye

15-05 – Home Repair – Review of Grant Applications

Mr. Thrower stated that as of Friday, March 27, 2015 the City received a total of 13 applications. He also stated that internal review of the applications determined nine were not eligible. He further stated that letters were mailed to the applicants detailing the reasoning for denial. He reported that the nine applications were denied for the following reasons: two incomplete, three excessively exceeded the income limits, two had previously received funding, and two had delinquent taxes.

He advised that of those preliminarily approved, two are in the Lowground area and two are City-wide.

He stated that a Request for Bids would be prepared to solicit one contractor to perform all work approved in this round of the Home Repair Program. He also stated that the procurement will be handled in accordance with the City of Emporia’s Small Purchase Policy. He further stated that the contract will be awarded to the lowest responsible bidder.

He recommended the ERHA determine the improvements to be completed for all four approved Home Repair Program applications. He also recommend the ERHA authorize staff to issue the Request for Bids document based on these improvements. He advised that he would then bring back the bid results for consideration.

The following list of approved applicants was provided:

211 Turner Street	Jamil R. Doswell	1. Re-securing all panels on side porch
		2. Front new roof panels and roof repair
		3. Sheetrock repair in living room ceiling
712 Halifax Street	Yvonne H. Squire	1. Windows
		2. Bathroom Floor
		3. Kitchen Sink Cabinet (Has hole in cabinet)
		4. Bedroom & Den Floor
		5. Screen Door
		6. Heating/Air Unit
737 Clay Street	Virgie Reese	1. Porch on Front of house
		2. Roof on back porch and painted
221 Zion Boulevard	Michael Eason	1. Rails around front porch
		2. Vinyl in kitchen (floor)
		3. Bathroom floor
		4. Bathroom toilet

Commissioner Carey inquired if the applications were denied, due to not being complete, could be reconsidered upon completion. Mr. Thrower advised that they could be re-considered in the next round of funding if the application is completed and they meet the requirements.

Commissioner Carey inquired about the portion of the Home Repair Guidelines and Requirements that states, "Cannot obtain funding if funding has been received from previous ERHA grant or loan." Mr. Thrower advised that these were the guidelines that were set by the ERHA for this round of funding. He also advised that the ERHA could amend the guidelines and requirements for the next round.

Commissioner Carey made a motion approving staff to issue a Request for Bid, for the four approved applicants, seconded by Commissioner Lankford which passed as follows:

Commissioner Thomas	aye
Commissioner Dunn	aye
Commissioner Carey	aye
Commissioner Lankford	aye
Commissioner Mitchell	aye

Commissioner Dunn stated that the guidelines and requirements could be amended to state that applicants who have not received funding in the past would get first preference

Commissioner Thomas made a motion that the guidelines and requirements be amended to state that "First preference will be given to applicants who have not received funding in the past. Homeowners that have received funding previously may apply during each round with funding determined after first-time applicants," seconded by Commissioner Carey which passes as follows:

Commissioner Thomas	aye
Commissioner Dunn	aye
Commissioner Carey	aye
Commissioner Lankford	aye
Commissioner Mitchell	aye

PUBLIC COMMENT

Mr. Williams advised that his father, of 240 Zion Boulevard, received a letter stating that his application was denied because he had previously received funding. He stated that it was his understanding that there was a grant for specific areas within the City. He also stated that he was informed that the grant was for the entire City of Emporia. Commissioner Dunn advised that there was a grant specifically for the Lowground Road Area that included certain streets. She also advised that the ERHA amended the guidelines to allow homeowners to re-apply with funding determined after first-time applicants. She further advised that his father may re-apply during the next round of funding under the new guidelines. He stated that this was fair and he understood.

ADJOURNMENT

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

Marva Dunn, Vice – Chairperson

Date

Lori R. Jarratt, Clerk

Date