



CITY OF EMPORIA  
*REDEVELOPMENT AND HOUSING AUTHORITY*

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**AGENDA**  
**EMPORIA REDEVELOPMENT & HOUSING AUTHORITY**  
*Regular Meeting*  
**WEDNESDAY, OCTOBER 5, 2016– 5:30 P.M.**

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**ROLL CALL**

**APPROVAL OF MINUTES**

July 6, 2016–Regular Meeting

**FINANCIAL REPORT**

June 30, 2016 – September 28, 2016

**APPROVAL OF AGENDA**

**UNFINISHED BUSINESS**

**NEW BUSINESS**

16-07 – Maturity of Certificate of Deposit

16-08 – Home Repair Grant Applications – Request to Execute Contracts

**PUBLIC COMMENT**

**CLOSED SESSION**

**MINUTES  
EMPORIA REDEVELOPMENT & HOUSING AUTHORITY  
CITY OF EMPORIA MUNICIPAL BUILDING  
REGULAR MEETING  
JULY 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, July 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 David Thomas  
Commissioner Marva Dunn

Commissioner Mark Mitchell

Absent: Commissioner Carolyn Carey  
Commissioner Edward V. Lankford, IV  
Commissioner Boyce Adams

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 6, 2016 Public Hearing and Regular Meeting, as presented, seconded by Commissioner Dunn which passed as follows:

Commissioner Leach	aye
Commissioner Thomas	aye
Commissioner Dunn	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 March 31, 2016 and June 29, 2016 had been distributed to the Commissioners.

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

Commissioner Leach	aye
Commissioner Thomas	aye
Commissioner Dunn	aye
Commissioner Mitchell	aye

## **PPROVAL OF AGENDA**

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

Commissioner Leach	aye
Commissioner Thomas	aye
Commissioner Dunn	aye
Commissioner Mitchell	aye

## **NEW BUSINESS**

### ***16-05 – Home Repair Program – Request to Approve New Funding Cycle***

Mr. Thrower requested that a new home Repair Grand funding cycle be approved. He stated that should a new funding cycle be approved, applications will be due no later than 4:00 p.m. on Friday, August 19, 2016. He also stated that staff will then seek bids from contractors on funding requests. He also stated that applications and bids obtained from contractors will be presented for consideration at the October 5<sup>th</sup> meeting.

He advised that applications received later than the date and time specified above will not be accepted until a new funding cycle is formally opened again. He also advised that it was anticipated that a request for a new funding cycle would be in January 2017.

He recommended that the Commissioners approve a new funding cycle and authorize staff to accept applications.

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

Commissioner Leach	aye
Commissioner Thomas	aye
Commissioner Dunn	aye
Commissioner Mitchell	aye

### ***16-06 – ERHA Bylaws – Request to Amend***

Mr. Thrower advised that per discussion at the April 6, 2016 meeting, he was recommending Commissioners amend the ERHA Bylaws to read as follows:

Voting. Voting on all matters shall be by roll call and the “ayes” and “nays” shall be entered in the minutes of the meeting. All actions and direction shall require a majority vote of ~~the Board of Directors~~ those Commissioners present. The vote on all resolutions and ordinances shall be by roll call, and shall be entered in full upon the minutes of the meeting. Resolutions and ordinances shall require the signature of the Chairperson, or in the case of absence, the Vice-Chairperson, and the Executive Director.

Commissioner Dunn made a motion to amend the bylaws as presented, seconded by Commissioner Thomas which passed as follows:

Commissioner Leach	aye
Commissioner Thomas	aye
Commissioner Dunn	aye
Commissioner Mitchell	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.

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Veronica Leach, Chairperson                      Date

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Lori R. Jarratt, Clerk                                      Date

**Emporia Redevelopment and Housing Authority**  
**Financial Statement**  
**Checking Account**  
**June 30, 2016 - September 28, 2016**

<b>Beginning Balance</b>			<b>\$7,289.23</b>
<b>Revenues:</b>			
	8/22/2016	Loan payment - Bertha Person	\$250.00
	9/12/2016	Deposit from City - Façade Improvement Grant	5,000.00
		<b>Total Revenues</b>	<b>\$5,250.00</b>
<b>Expenses:</b>			
	8/22/2016	Check #1300 - Housing Insurance Services - Liability Insurance	\$1,532.00
	9/13/2016	Check #1301 - Callaville, LLC - Façade Grant	5,000.00
		<b>Total Expenses</b>	<b>\$6,532.00</b>
<b>Ending Balance</b>			<b>\$6,007.23</b>

**Emporia Redevelopment and Housing Authority  
Bank Account Balances as of 9/28/16:**

<u>Account</u>	<u>Account Number</u>	<u>Balance</u>	<u>Maturity Date</u>
Checking	53-2114239	\$ 6,007.23	
Certificate of Deposit	116190660346	\$24,233.51	11-23-2016
**CIG Program Income Checking	53-2115210	\$16,394.14	
**IPR Program Income Checking	1010107942	\$ 4,956.46	

\*\*Restricted – for use according to program income plans



CITY OF EMPORIA  
*REDEVELOPMENT AND HOUSING AUTHORITY*

**Memorandum**

September 28, 2016

**TO:** Emporia Redevelopment & Housing Authority Commissioners

**FROM:** Sheila Cutrell, Fiscal Agent

**SUBJECT:** Maturity of Certificate of Deposit

**ITEM:** 16-07

On November 23, 2016, the Authority's Certificate of Deposit #116-190-6603-48 with Carter Bank & Trust in the amount of \$24,233.51 will mature.

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



CITY OF EMPORIA  
REDEVELOPMENT AND HOUSING AUTHORITY

**Memorandum**

October 4, 2016

**TO:** Emporia Redevelopment & Housing Authority Commissioners  
**FROM:** Brian S. Thrower, Executive Director *BST*  
**SUBJECT:** Home Repair Grant Applications – Request to Execute Contracts  
**ITEM:** 16-08

As you are aware, you opened up a new Home Repair Grant funding cycle at your July 6, 2016 meeting. Staff received a total of seven applications from property owners. The sole bid received to complete requested improvements to three homes was from Sandy L. Hill Construction in the amount of \$7,850.

**Recommendation**

Per the funding guidelines you previously adopted, I recommend you authorize staff to execute construction contracts with Sandy L. Hill Construction for the following improvements. The total for all recommended improvements is \$2,250.

204 Zion Boulevard

Pillars under house replaced	<u>\$1,800</u>
Total	\$1,800

302 Purdy Road

Enforce floor between bath and dining rooms	\$100
<i>Contractors Notes: 6 floor joist damaged by termites</i>	
Install vent in foundation	<u>\$350</u>
Total	\$450

**Attachments**

Bid Tabulation  
Sandy Hill Construction Bid and Requested Improvements  
Home Repair Grant Guidelines and Requirements





## Emporia Redevelopment & Housing Authority (ERHA) Bid Tabulation

<b>Service: ERHA Housing Rehab</b> <b>Bid Opening: 9-28-2016 @ 4PM</b> <b>Opened By: Lori R. Jarratt</b> <b>Witness: Darlene Cain</b>		SL Hill Construction Rcvd: 9-28-2016 @ 2:30PM CONTACT: Sandy L. Hill PHONE: 252-308-9600	
Location	Improvements	Bid Amount	
302 Purdy Road	Enforce floor between bath and dining rooms <i>Contractors Notes: 6 floor joist damaged by termites</i>	\$100.00	
	Install vent in foundation	\$350.00	
	Redo tar around chimney on roof	\$100.00	
	Place railing beside front steps	\$400.00	
	Fix window in bedroom	\$300.00	
<b>Total Improvements</b>		<b>\$1,250.00</b>	
240 Zion Boulevard	Pillars under house Replaced	\$1,800	
	Need Flooring	No Bid	
<b>Total Improvements</b>		<b>\$1,800.00</b>	
206 Lee Street	Adjacent roof on back of house leaks <i>Contractors Notes: Need new structure roof</i>	\$4,000.00	
	Leaks in roof and sheetrock	\$800.00	
<b>Total Improvements</b>		<b>\$4,800.00</b>	
<b>Total improvements</b>		<b>\$7,850.00</b>	

**There was no bid on the following properties:**

- 310 Southampton Street
- 272 Wadlow Street
- 212 Lowground Road
- 210 Farmer Street



CITY OF EMPORIA  
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September 9, 2016

**City of Emporia Redevelopment and Housing Authority (ERHA)**

The ERHA is seeking proposals from qualified contractors to furnish labor and materials to improve the structures as shown on page three. Itemized cost estimates must be provided on page 3 and a total bid below.

Proposers must submit the sealed proposal to the Emporia City Manager, 201 South Main Street, Emporia, Virginia, 23847, in a sealed envelope clearly marked on the outside as "ERHA Home Repair". The City will accept sealed proposals at the above address no later than 4:00P.M. on Wednesday, September 28, 2016. The City shall not accept any proposals after this date/time for any reason. If you hand deliver your sealed proposal, then please use the above street address. If you mail your sealed proposal, then it is the proposer's responsibility that the sealed proposal arrives in the City Manager's Office by the date/time above. The mailing address is Emporia City Manager, Post Office Box 511, Emporia, Virginia 23847.

***You must complete the following information and return this page with your proposal:***

Name and Address of Proposer:

SL Hill Const Date: 28 sept 2016  
332 E Littleton Rd By: \_\_\_\_\_  
(signature)  
Sandy L Hill Printed Name: Sandy L Hill  
Telephone #: 252-308-9600 Title: President  
Email Address: SandyLHill55@gmail.com  
Insert the total cost of your bid: 7850.00

Potential bidders may ask questions about this RFB by writing to the above address or by calling Brian Thrower or Lori Jarratt at (434) 634-3332, TTD 711.

The City reserves the right to reject any and or all bids and to accept other than the lowest bid if the City deems it in its best interest.

Requirements:

1. Bidders must submit a copy of their current DPOR license.
2. Bidders must submit proof of current General Liability Insurance in the amount of \$300,000 and Property Damage in the amount of \$100,000.
3. ONLY IMPROVEMENTS AS SPECIFICALLY SHOWN ON PAGE 3 AND 4 ARE TO BE BID UPON!!!
4. The ERHA has the right to exclude any work on page 3 due to budget limitations.
5. Proposer shall contact homeowners (see numbers provided on page 3) and view each household prior to submitting a bid.
6. If awarded the contract, contractor must contact all homeowners again PRIOR to arriving on-site to determine date/time for work to begin.
7. Contractor must provide start date for each unit to the City of Emporia Building Official and coordinate inspections.
8. Contractor must inform the ERHA as each unit is completed.
9. Obtain final inspection from the City of Emporia Building Official.

General Terms and Conditions:

1. Terms of the contract shall be for the period of 120 days.
2. Contractor shall be required to respond to request for services within 72 hours pending weather conditions.
3. Payment for services will be rendered net 30 days upon submission of invoice.
4. Additional charges for work that may fall outside the requirements for contract must be approved by the ERHA prior to being carried out.
5. In case of failure to deliver services in accordance with the contract terms and conditions, the ERHA, after due oral or written notice may procure them from other sources and hold the contractor responsible for any resulting additional costs. The ERHA reserves the right to cancel and terminate the contract upon 15 days written notice to the contractor.
6. Any property damage resulting from work performed under this contract shall be repaired to the ERHA's satisfaction at the contractor's expense.
7. The contractor shall be entirely responsible for any loss or damage to his or her own materials, supplies and equipment and to the personal property of his or her own employees while they are maintained on the work site.
8. The contract shall be governed in all respects by the laws of the Commonwealth of Virginia and the City of Emporia.

**City of Emporia Redevelopment and Housing Authority (ERHA)**

**Housing Units and Rehabilitation Description**

*The selected contractor must perform the following work in a professional and workmanlike manner in accordance with the Virginia Building Statewide Building Code.*

ADDRESS	OWNER	PHONE NUMBER	IMPROVEMENTS		COST
204 Zion Boulevard	Lucy Hicks	434.634.4891	1.	Pillars Under House Replaced <i>&amp; Floor Joist Damaged</i>	1. <i>1800.00</i>
			2.	<i>By Termite</i> Need Flooring	2.
<b>Total Improvements: \$</b>					
272 Wadlow Street	Mary Nicholls	434.637.1989	1.	Porch and Steps	1.
			2.	Roof	2.
			3.	Paint outside of house	3.
			4.	Side Door Replaced	4.
			5.	Front Door Replaced	5.
			6.	Door Bell out of order	6.
<b>Total Improvements: \$</b>					
206 Lee Street	Lisa Harrison	434.532.2542	1.	Adjacent roof on back of house leaks <i>Need New Structure Roof</i>	1. <i>4000.00</i>
			2.	Leaks in roof and sheetrock	2. <i>800.00</i>
<b>Total Improvements: \$ <i>4800.00</i></b>					
212 Lowground Rd.	Cora Jean Hines	434.634.3718	1.	Bathroom window upstairs needs repair	1.
			2.	Hall window needs repair	2.
			3.	Kitchen faucet needs repair	3.
			4.	Bathroom faucet needs fixing	4.
<b>Total Improvements: \$</b>					
302 Purdy Road	Shirley Mayweather	434.634.2046	1.	Enforce floor between bath and dining rooms	1. <i>100.00</i>
			2.	Install vent in foundation	2. <i>350.00</i>
			3.	Redo tar around chimney on roof	3. <i>100.00</i>
			4.	Place railing beside front steps	4. <i>400.00</i>
			5.	Fix window in bedroom	5. <i>300.00</i>
<b>Total Improvements: \$ <i>1250.00</i></b>					

210 Farmer Street	Kathleen Monroe	434.532.3457	1.	Rewiring of entire house	1.
			2.	Fuse boxes not up to code	2.
			3.	Roof, Gutters, Downspouts need replacing	3.
			4.	Kitchen Sink and tub fixtures leaking	4.
			5.	Storm windows and door off kitchen	5.
			6.	Heat pump & Thermostat need checking	6.

**Total Improvements: \$**

310 Southampton St	Ruth M. Koch	434.348.0816 Or 434.594.5503	1.	Electrical repairs in and out	1.
			2.	Central Air	2.
			3.	All interior painting	3.
			4.	Kitchen Improvements	4.
			5.	Driveway	5.
			6.	Replace Shrubs around house foundation	6.
			7.	Generator (Already have electric box installed)	7.
			8.	Carpet Cleaning, Sand Floors	8.
			9.	Fix Living Room Fireplace(if power goes out this is needed)	9.
			10.	Attic insulation	10.
			11.	Back room floor covering replacement	11.

**Total Improvements: \$**



CITY OF EMPORIA  
REDEVELOPMENT AND HOUSING AUTHORITY

## Home Repair Grant Guidelines and Requirements

*Amended: January 6, 2016*

### Applicant:

- Requests may include repairs and/or improvements to the interior and/or exterior of the house and/or property  
*Priority given to repair and improvements addressing health and safety needs*
- Own your own home – provide documentation from tax receipt or deed
- Must be a City resident
- Must be current on all taxes, fees, and bills owed to City prior to grant award
- First preference 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 consideration of first-time applicants.*
- Income Limits –80% of median household income as determined by the United States Department of Housing and Urban Development for Emporia.
- Grant award maximum – Lowground Road Area – \$5,000 (*Streets include: Zion Boulevard, Harrje Street, Wadlow Street, Astrio Street, Clay Street, Faison Street and Turner Street*)  
*Approved grants exceeding \$5,000 will be the responsibility of the applicant/homeowner*
- Grant award maximum – City-wide \$500 (*Approved grants exceeding \$500 will be the responsibility of the applicant/homeowner*)
- All applications are subject to ERHA approval and funding constraints

### Application:

- Application must be filled out in its entirety
- All required documentation must accompany the application. *Applications will not be accepted without documentation*
- Work must be prioritized
- Verification of income for previous two months for each person listed including applicant