

**MINUTES  
EMPORIA REDEVELOPMENT & HOUSING AUTHORITY  
CITY OF EMPORIA MUNICIPAL BUILDING  
REGULAR MEETING  
JANUARY 6, 2010**

*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, 2010 at 5:30 p.m. in the Council Chamber of the Municipal Building, 201 South Main Street, Emporia, Virginia. Ms. Veronica Leach, Chairperson presided over the meeting.

**ROLL CALL**

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

Ms. Veronica Leach	Ms. Sandra Skinner
Ms. Brenda Harrell	Ms. Carolyn Carey

Absent: Mr. Dave Thomas  
Ms. Marva Dunn  
Mr. Mark Owen

Others present: Steven B. Hall, Assistant City Manager  
Lori Jarratt, ERHA Clerk  
Sheila Cutrell, Fiscal Agent

**APPROVAL OF AGENDA**

Ms. Harrell made a motion to approve the agenda as presented. Ms. Carey seconded the motion which passed as follows:

Ms. Veronica Leach	aye
Ms. Brenda Harrell	aye
Mr. Sandy Skinner	aye
Ms. Carolyn Carey	aye

**MINUTES APPROVAL**

The minutes of the October 7, 2009, Regular Meeting, were distributed to the Housing Authority Members.

Ms. Harrell made a motion to approve the minutes as presented. Ms. Skinner seconded the motion which passed as follows:

Ms. Veronica Leach aye  
Ms. Brenda Harrell aye  
Mr. Sandy Skinner aye  
Ms. Carolyn Carey aye

## **FINANCIAL REPORT**

The financial report for October 1, 2009 through December 22, 2009 was presented to the Housing Authority Members.

Ms. Skinner made a motion to approve the financial report. Ms. Harrell seconded the motion which passed as follows:

Ms. Veronica Leach aye  
Ms. Brenda Harrell aye  
Mr. Sandy Skinner aye  
Ms. Carolyn Carey aye

## **UNFINISHED BUSINESS**

### ***A. Improvement Association Donation***

Mr. Hall reported that at the October 7, 2009 Regular Meeting, a request made by City Councilman Saunders was brought before the ERHA. He also reported that based on his request and the Authorities direction, a request letter was prepared for Ms. Barbie Roundtree of the Sussex-Surry-Greenville Improvement Association and signed by Chairperson Leach. He further reported that the letter discussed similarities between the organizations, expressed the interest in partnering on initiatives and requested a donation in support of the Home Repair Program. He stated that Commissioner Dunn was identified in the letter as the liaison.

He stated that as of December 29, 2009, no correspondence has been received by the City office with respect to this request.

Ms. Leach stated that she has not received any correspondence from Ms. Roundtree.

### ***B. Emergency Shelter Needs – Assisting Families***

Mr. Hall reported that at the October 7, 2009 Regular Meeting, Commissioner Dunn raised the issue of the need for emergency shelter funding for families in need of temporary housing. He also reported that no action was taken on this item and as indicated on October 7, 2009 this item was brought for your discussion.

He stated that in previous years, a line item has been included in the ERHA budget to address this concern. He also stated that it should be noted that any funds devoted to a new

potential line item be utilized for City of Emporia residents only. He further stated that additionally, a decision-making procedure shall be in place to make the determination on what family should receive assistance and vice-versa.

He reported that an Ordinance adopted February 26, 2008 appropriated funds in the amount of \$1,200 for "Temporary Lodging for Victims of Domestic Violence." He also reported that these funds were appropriated into the FY 08 budget and made available to the Family Violence and Sexual Assault Unit in the amount of \$100/month. He further reported that he was uncertain as to the extent these funds were utilized.

He recommended the Authority determine the amount of funds, if any, to be included in the FY2010 or FY2011 budget. He also recommended that the Authority determine the person(s) or organization responsible for the implementation, decision-making process and utilization of funds.

Ms. Cutrell advised that all of the funds were given to Family Violence and Sexual Assault Unit. She also advised that she did not receive a report back from Family Violence as to how much of the funds they used.

Ms. Skinner stated that she was not in favor of providing any funding for emergency shelter needs. She also stated that Ms. Nancy Turner appeared before the board requesting the funding. She further stated that Family Violence and Sexual Assault have their own budget.

Mr. Hall stated that he had some concerns with the lack of reporting.

Ms. Skinner stated that she had concerns with the lack of reporting as well as Ms Dunn requesting the funding and being employed by Family Violence.

Ms. Cutrell stated that Nancy Turner did bring her some receipts but there was nothing to show that they were for city residents.

Ms. Carey that she would like to bring this item back to the next regular meeting when Ms. Dunn was present since she had brought the item before the Authority.

### ***C. Home Repair Grant Program***

Mr. Hall stated that on September 15, 2009, City Council authorized the Home Repair Program and the waiver of any potential building permit fees associated with its implementation. He also stated that at the October 7, 2009 Regular Meeting the Authority approved the program with application dates of November 1<sup>st</sup> through December 1<sup>st</sup>. He further stated that based on the limited number of applications received by December 1<sup>st</sup>, the deadline was extended to December 31, 2009.

He reported that two separate applications were formed with the Program Income from closed out Department of Housing and Community Development projects being utilized to fund the program. He also reported that one application is solely fro the Lowground Road area with the other being dedicated to all other areas within the City. He further stated that it was determined the maximum funding amount would be \$500 per household for the City-wide

application with no set maximum for the Lowground area. He stated that disclaimers appear on the application indicating such.

He advised that funds would be disbursed in the form of a grant or a loan. He also advised that the determination of a grant or zero-interest loan will be based on HUD income levels for Emporia-Greenville. He also advised that a household that is considered low-income (51-80% median income) would be eligible for a zero-interest loan while a household that is very-low income (below 50% median) would be eligible for a grant.

He stated that as of January 6, 2010, a total of twelve applications have been received (eight from Lowground area and four City-wide). He also stated that of these six, one application is incomplete and awaiting estimates for improvements. He further stated that it is estimated that approximately four applications are still outstanding and have to be turned into the City.

He recommended that the Authority select a date to review the applications and make funding determinations.

The Authority decided to meet on January 27, 2010 to review the applications that have been received and make funding determinations.

## **NEW BUSINESS**

### **A. *Maturity of Certificates of Deposit***

Ms. Cutrell stated that on October 22, 2009, there were two certificates of deposits, #72133268 and #72133097 that were renewed with First Community Bank. She also advised that after obtaining and reviewing quotes on interest rates from all of the local banks, she and Steven Hall, Executive Director made the decision to keep these Certificates of Deposit with First Community Bank at an Annual Percentage Yield of 2.25% for a 12 month term.

She also advised that an additional investment of \$8,000 was added to the Certificate of Deposit #72133097 which increased that Certificate of Deposit balance to \$59,500.00.

This item was for informational purposes.

## **PUBLIC COMMENT**

There was no public comment.

## **ADJOURNMENT**

Ms. Skinner made a motion to adjourn the meeting. Ms. Harrell seconded the motion, which passed as follows:

Ms. Veronica Leach	aye
Ms. Brenda Harrell	aye
Mr. Sandy Skinner	aye
Ms. Carolyn Carey	aye

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Veronica Leach, Chairperson

Date

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Lori R. Jarratt, Clerk

Date