

**MINUTES  
EMPORIA REDEVELOPMENT & HOUSING AUTHORITY  
CITY OF EMPORIA MUNICIPAL BUILDING  
REGULAR MEETING  
JANUARY 7, 2009**

*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 7, 2009 at 5:30 p.m. in the Council Chamber of the Municipal Building, 201 South Main Street, Emporia, Virginia. Steven Hall, Executive Director, presided over the meeting.

**ROLL CALL**

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

Ms. Veronica Leach  
Ms. Brenda Harrell  
Mr. Dave Thomas

Ms. Marva Dunn  
Ms. Carolyn Carey

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

Absent: Ms. Sandra Skinner

**MINUTES APPROVAL**

The minutes of the November 12, 2008 Regular Meeting and the December 11, 2008, Special Meeting, were distributed to Housing Authority Members.

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

Ms. Veronica Leach	aye
Ms. Brenda Harrell	aye
Mr. Dave Thomas	aye
Ms. Marva Dunn	aye
Ms. Carolyn Carey	aye

## FINANCIAL REPORT

The financial reports for November 6, 2008 through December 31, 2008 were presented to the Housing Authority Members.

There were no questions regarding this report.

## UNFINISHED BUSINESS

### A. *Appointment of Chairperson and Vice Chairperson*

Mr. Hall stated that the Board of Directors shall elect annually at the first meeting in January a Chairperson and Vice-Chairperson from within the ranks of the appointed Commissioners of the Board who shall serve for no more than two consecutive years.

*Chairperson - shall preside at all meetings of the Authority. At each meeting the Chairperson shall make the 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 – shall perform all duties of the Chairperson in the absence, incapacity or inability of the Chairperson to act.*

Mr. Hall recommended that the authority appoint a chair and vice-chairperson.

Ms. Carey made a motion to nominate Mr. Thomas. Mr. Thomas stated that he would have to regretfully decline due to other requirements outside of the ERHA.

Ms. Dunn made a motion to nominate Ms. Leach as the chairperson. Ms. Harrell seconded the motion which passed as follows:

Ms. Veronica Leach	aye
Ms. Brenda Harrell	aye
Mr. Dave Thomas	aye
Ms. Marva Dunn	aye
Ms. Carolyn Carey	aye

Ms. Harrell made a motion to nominate Ms. Dunn as the vice-chairperson. Ms. Leach seconded the motion which passed as follows:

Ms. Veronica Leach	aye
Ms. Brenda Harrell	aye
Mr. Dave Thomas	aye
Ms. Marva Dunn	aye
Ms. Carolyn Carey	aye

***E. Affordable Housing – Public Meeting***

Mr. Hall reported that at its April 2, 2008 meeting, the ERHA directed the Executive Director to contact Housing Virginia staff regarding setting up a public meeting to address the issue of affordable housing. He stated that staff is seeking direction from the ERHA regarding the details of this event as well as its continued interest in this meeting.

Ms. Carey stated that she had been in contact with Ms. Michelle Jones of DHCD who had agreed to meet with the ERHA in February. She also stated that Ms. Jones had inquired as to what exactly she wanted her to discuss with the ERHA. Ms. Carey advised that this could include general housing information, duties of the ERHA and what is available for the authority to pursue.

Mr. Hall advised Ms. Carey to get in contact with Ms. Jones to let her know that the authority would not be able to meet until 5:30 in the afternoon.

He stated that the Planning Commission held a training session in the fall regarding the state code and what the responsibilities were for the Planning Commission. He also stated that he could contact Dr. Chandler to see if he would be willing to give some of the same training to the ERHA.

Mr. Hall stated that he would contact Dr. Chandler. He also asked Ms. Carey if she would contact Ms. Jones.

There was no further discussion regarding this item.

**NEW BUSINESS**

***A. Special Meeting Summary***

Mr. Hall stated that the City of Emporia has entered into a contract with KW Poore and Associates for resubmission of the West Atlantic Street Neighborhood Improvement Project. He also stated that continued support and the earmarking of funds by the ERHA are vital to this grant application. He further stated that there has been no concrete information gathered on the status of the Indoor Plumbing Program or the Lowground Road Project at the current time. He advised that he had attempted to contact representatives at the Virginia Department of Housing and Community Development and anticipated replies after the New Year.

He stated that as information on these programs became available, ERHA members would be updated. He recommended focusing first on these three projects and moving forward with other potential initiatives on the attachment as the capacity of the ERHA to administer such programs becomes more evident. He also stated that in addition, another Special Meeting may be called at any time to discuss any of the bulleted items as additional information becomes available.

Mr. Hall stated that the purpose of this list is to provide members a quick reference and reminder of what items shall be considered for funding allocations as the ERHA moves into its

fiscal year 2009-2010 budget which will be adopted at the Regular Quarterly Meeting on April 1, 2009.

Mr. Hall provided the following to the member of the ERHA:

### **Summary of Items Discussed at ERHA Special Meeting (12/11/08)**

#### **Tentative Work Plan for 2009**

- West Atlantic Street Neighborhood Improvement Project
  - Maintain earmarked funding of \$60,000 for resubmission of grant application
  - Public meeting scheduled for mid-January
  - Continued financial and organizational support as the grant application is prepared
  
- Training/Workshops for Emporia's Citizens
  - Financial literacy
  - Homeownership
  
- Training/Workshops for ERHA
  - Office of Community Capacity Building workshop
    - Goals and objectives
    - Rights and capabilities of the ERHA
  - Informational presentation on Housing Authorities Law (VA Code Sec. 36-1)
  
- Indoor Plumbing Program (DHCD)
  - Awaiting information from DHCD on this program (anticipated date of mid-January)
  
- Lowground Road Project (DHCD)
  - Awaiting information from DHCD on this program (anticipated date of mid-January)
  
- Community Fund for Residential Improvements
  - Allocate funds for a low-interest loan or grant program for improvements to households of disabled persons or those in need of emergency repairs
  - Necessary to establish an application, scoring system, contracts, etc.
  
- Neighborhood Enhancement Grant Pool
  - Neighborhood "gateway" improvements
  - Landscaping and beautification efforts
  - Partner with various civic clubs, organizations, and neighborhood groups
  
- Part-time Administrative Assistance
  - Grant applications, project management/oversight, other administrative assistance as needed
  - Recommend revisiting as specific projects and the need becomes clearer

- Code Enforcement and Property Maintenance Initiative
  - Increase enforcement (City of Emporia function)
  - Blight abatement and removal
  - Potential acquisition and redevelopment
  - Legal assistance to the ERHA would be necessary
  
- Virginia Individual Development Accounts (DHCD)
  - Serve as intermediary between DHCD and residents
  - Homeownership education and financial literacy training
  - Savings accounts with a state match
  
- Community volunteers to assist with projects/programs
  - Contractors, lawyers, bankers, etc.
  
- Partnership with Habitat for Humanity
  - Emergency residence dwelling
  
- Community clean-ups
  - Partner with Greensville County Schools
  
- Fiscal Year 2009-2010 budget

He also stated that he had received correspondence from Mr. Oscar Mason who he had met with regarding possibly offering his services to the authority on a part-time basis. He also stated that he advised Mr. Mason that the ERHA had limited resources and that a portion of the funds were allocated to the West Atlantic Street Project.

Ms. Dunn inquired if the authority had agreed to continue to earmark the \$60,000 for the West Atlantic Street. She stated that her recollection on the last discussion of this matter was that some members of the authority had some concerns regarding this project. Mr. Hall advised that the funds were budgeted for in FY 08-09 but the authority would have to approve the funding for the FY 09-10 budget which would be done the first meeting in April.

Mr. Hall stressed the importance of the West Atlantic Street project.

Ms. Cutrell reviewed the financial report. Mr. Hall recommended use of Lowground Road funds and Indoor Plumbing funds prior to removing any funds from the certificates.

Ms. Carey stated that Astrio Street and Zion Boulevard needed to be paved and widened. She also stated that Wadlow Street already had gutters on both sides. She further stated that there were two residents on Davis Street that had no hard surface road going to their homes.

Mr. Hall stated that street improvements in the Lowground area could possibly be done with the remaining funds from the Lowground Project. He also stated that the area on Davis Street was part of the annexation and the City allowed residents to build homes as they pleased. He further stated that he would find out if the funds could be used in that area.

There was no further discussion regarding this item.

**B. VAHCDO Membership**

Mr. Hall stated that in the past, the ERHA have been members of the Virginia Association of Housing and Community Development Officials (VAHCDO). He also stated that this membership has not been renewed in the past year due to lack of a full board.

He recommended that the authority renew the VAHCDO membership.

Ms. Dunn made a motion to renew the VAHCDO membership. Ms. Carey seconded the motion which passed as follows:

Ms. Veronica Leach	aye
Ms. Brenda Harrell	aye
Mr. Dave Thomas	aye
Ms. Marva Dunn	aye
Ms. Carolyn Carey	aye

**PUBLIC COMMENT**

There were no public comments.

**ADJOURNMENT**

Ms. Leach 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. Dave Thomas	aye
Ms. Marva Dunn	aye
Ms. Carolyn Carey	aye

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Steven B. Hall, Executive Director

Date

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Lori R. Jarratt, Clerk

Date