

**MINUTES
EMPORIA REDEVELOPMENT & HOUSING AUTHORITY
CITY OF EMPORIA MUNICIPAL BUILDING
REGULAR MEETING
OCTOBER 13, 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, October 13, 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. Marva Dunn~ arrived at 6:07 ~departed at 6:40
Ms. Sandy Skinner	Ms. Carolyn Carey
Mr. Dave Thomas	Mr. Mark Owen

Absent: Ms. Brenda Harrell

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

APPROVAL OF AGENDA

Mr. Hall stated that there was a Closed Session item added to the agenda. Ms. Skinner made a motion to approve the agenda as amended, seconded by Ms. Carey which passed as follows:

Ms. Veronica Leach	aye
Ms. Sandy Skinner	aye
Mr. Dave Thomas	aye
Ms. Carolyn Carey	aye
Mr. Mark Owen	aye

MINUTES APPROVAL

Mr. Thomas made a motion to approve the minutes of the July 7, 2010 Regular Meeting and August 19, 2010 Special Meeting, as presented, seconded by Mr. Owen which passed as follows:

Ms. Veronica Leach	aye
Ms. Sandy Skinner	aye
Mr. Dave Thomas	aye

Ms. Carolyn Carey aye
Mr. Mark Owen aye

FINANCIAL REPORT

Ms. Cutrell stated that the financial report detailing the revenue and expenditures for July 1, 2010 through September 30, 2010 was before the ERHA members and she would entertain any questions.

Ms. Cutrell stated that there were the two certificates of deposit that would be maturing next week. She also stated that money needed to be withdrawn from the certificates in order to pay for the Zion Boulevard Project and the commitment of funds that was made to the City in the amount of \$60,000. She further stated that the \$60,000 was intended to be used for the first phase of the West Atlantic Street Project and the budget for this project was for 18months.

She stated that the funds committed by the ERHA were to be used for housing rehab and these funds would be needed within six months. She recommended that the \$60,000 be taken out of the certificate of deposit and given to the City.

Mr. Owen inquired if the \$45,000 for the Zion Boulevard Project has to be withdrawn from one of the certificates of deposit. Ms. Cutrell advised that these funds would have to be withdrawn from one of the CD's.

Ms. Skinner inquired as to the amount for the Zion Boulevard Project. Mr. Hall stated that the ERHA approved no more than \$45,000 for this project.

Mr. Owen inquired if the funds could be withdrawn from the CD's and once everything for both projects were paid, put the remaining funds into another CD. Ms. Cutrell stated that this could be done or the total \$105,000 be withdrawn and the remainder of the funds in both CD's, put into a new CD. She also stated that the interest from these two CD's and the loan payments were the only means of income for the ERHA.

Ms. Cutrell stated that the CD's totaled \$136,500. Ms. Skinner stated that once the funds for the projects were removed, this would leave \$31,500.

Ms. Cutrell stated that she could check into putting the remainder funds into a Money Market account.

UNFINISHED BUSINESS

B. Emergency Shelter Needs – Assisting Families

Mr. Hall stated that this item was carried over from the August 19, 2010 Special Meeting. He also stated that a line item was included in the adopted FY 11 ERHA Operating Budget for "Emergency Housing" in the amount of \$2,000. He further stated that discussion at the Special Meeting provided the following framework for the use of these funds:

- The Family Violence and Sexual Assault Unit will oversee the use of these funds
- Commissioner Dunn will be the ERHA's reporting liaison (use of funds, letters, etc.)
- Ms. Nancy Turner will make the determination on eligibility (City residency and need)
- Ms. Turner will also complete a letter for each individual/family receiving funds verifying residency within City limits

- A maximum allowance of \$200 per family or person

He stated that due to the lack of a quorum of voting members present at the Special Meeting, this item has returned for your consideration.

He recommended the ERHA approve the framework for use of the Emergency Housing funds as presented.

Ms. Skinner stated that she was under the impression that a motion had passed that Family Violence would not receive funding. She also stated that she felt there is a conflict of interest for Ms. Dunn to be a liaison for this funding as she is employed with the Family Violence and Sexual Assault Unit.

Mr. Hall stated that at the Special Meeting, it was discussed that the \$2,000 was put into the budget for helping families as well as the items listed above and there would be some of the stipulations. He also stated that he would recommend the funds be used for victims of natural disaster and not just family violence.

Mr. Owen stated that it was his assumption from the Special Meeting that Domestic Violence would receive the funding and Ms. Turner would provide documentation that the funds were used for City residents.

Ms. Skinner stated that she did not have any issues with setting the funds aside for a program but she did have an issue using the funds specifically for domestic violence. She also stated that Ms. Turner has funds and so many other citizens do not have access to this program.

Mr. Hall stated that the ERHA did not have to give Family Violence the entire \$2,000 but could distribute those funds on a case-by-case basis.

Ms. Carey stated that they should be able to provide some documentation that the funds were used according to the stipulations of the ERHA.

Ms. Carey inquired how the funds were administered in 2009. Ms. Skinner stated that Ms. Turner requested \$1,200 during a meeting and the funds were given to Family Violence. Ms. Skinner stated that it was not the responsibility of the ERHA to help Family Violence when the program has funds. She also stated that she was not saying that they were not worthy of funding but that the funds could be better spent on the citizens within the City.

Ms. Skinner inquired if Ms. Tuner appeared before the board at the Special Meeting.

Mr. Thomas inquired if the funds could go to families that have been displaced instead of going to domestic violence.

Mr. Owen stated that the American Red Cross would help families that have been displaced.

Ms. Carey stated that the ERHA could give the funds on a case-by-case basis.

Mr. Hall stated that an outside organization needed to administer the funds. He also stated that the administration of funds should not fall on City staff. He further stated that there were State Code stipulations if the ERHA decided to administer the funds.

Mr. Owen stated that if the ERHA was going to donate funding, it should be the American Red Cross.

Mr. Thomas stated that the funds could go to the American Red Cross, Samaritan home, etc. for displaced families as opposed to just victims of domestic violence.

Ms. Dunn stated that she would volunteer to find an agency to donate these funds while Mr. Hall found out if it was viable for the ERHA to donate the funds. Mr. Owen stated that the ERHA could make the donation to the American Red Cross. Ms. Dunn stated that there is not a local office for the American Red Cross and the closest one is in Petersburg, Virginia.

Mr. Hall inquired if the Samaritan Home was an option. Ms. Dunn stated that the Samaritan Home helps people that are in transit and not just local.

This item was held until the next Regular Meeting.

NEW BUSINESS

10-4. Zion Boulevard Drainage Project – Appropriation Ordinance

Mr. Hall stated that the ordinance has been provided to appropriate \$45,000 into the FY 11 Emporia Redevelopment and Housing Authority operating budget. These funds will be utilized for surveying, engineering and construction to complete the Zion Boulevard drainage project authorized at the August 19, 2010 Special Meeting.

He recommended the ERHA adopt the ordinance.

Mr. Owen made a motion to adopt Ordinance **No. 10-2** seconded by Ms. Carey which passed as follows:

Ms. Veronica Leach	aye
Ms. Sandy Skinner	aye
Mr. Dave Thomas	aye
Ms. Carolyn Carey	aye
Mr. Mark Owen	aye

10-5. Home Repair Grant – Phase II – Review of Applications

Mr. Hall stated that as of the cutoff on September 20, 2010, a total of eight applications were received. Of those eight applications, one had obtained funding in Phase I. He also stated that this individual was sent a letter notifying them of the funding requirements. He also stated that according to the Treasurer's Office, the applicants are current on their personal property taxes. He further stated that as such, below is a summary of the remaining seven applications.

Lowground Area:

Ms. Margaret Eason – 227 Zion Boulevard - No income verification, no estimates and no verification of home ownership.

Ms. Mary Eason – 610 Clay Street - No income verification, no estimates and no verification of home ownership.

City-wide:

Celestine Austin – 115 Harris Avenue – Application complete.

Jane Wyche – 608 Davis Street – Application complete.

David Lee Walton – 417 Gowin Street – Application Complete

Willie Mae Tillar – 120 Virginia Avenue – No estimates provided

George Lundy, Jr. – 822 Williams Street- No Income Verification.

He recommended the ERHA make your determination for each application.

Ms. Margaret Eason - This application is not approved due to lack of documentation.

Ms. Mary Eason – This application is not approved due to lack of documentation.

Mr. Owen made a motion to approve a grant in the amount of \$500 for Ms. Celestine Austin seconded by Ms. Skinner which passed as follows:

Ms. Veronica Leach	aye
Ms. Sandy Skinner	aye
Mr. Dave Thomas	aye
Ms. Carolyn Carey	aye
Mr. Mark Owen	aye

Mr. Hall stated that Ms. Jane Wyche has the materials and only needed labor to complete her repairs.

Ms. Dunn made a motion to approve a grant in the amount of \$500 for Ms. Jane Wyche, seconded by Ms. Carey which passed as follows:

Ms. Veronica Leach	aye
Ms. Sandy Skinner	aye
Mr. Dave Thomas	aye
Ms. Carolyn Carey	aye
Mr. Mark Owen	aye

Ms. Willie Mae Tillar - This application is not approved due to lack of documentation.

Mr. George Lundy, Jr. - This application is not approved due to lack of documentation.

Ms. Skinner stated that she would like to have the estimate broken down and signed by the individual completing the work. Mr. Hall advised that the application could be approved and he would contact Mr. Walton to prioritize his work.

Ms. Dunn made a motion to approve a grant in the amount of \$500 for Mr. David Lee Walton, seconded by Ms. Skinner which passed as follows:

Ms. Veronica Leach	aye
Ms. Sandy Skinner	aye
Mr. Dave Thomas	aye
Ms. Carolyn Carey	aye
Mr. Mark Owen	aye

10-6. VAHCDO Membership

Mr. Hall stated that the membership for the Virginia Association of Housing and Community Development Officials (VAHCDO) is due for renewal. He also stated that the active membership for a period of one year, beginning October 1, 2010 and ending September 30, 2011, is \$266.

This membership was renewed in 2009.

Mr. Thomas made a motion to renew the VAHCDO membership in the amount of \$266.00 seconded by Mr. Owen which passed as follows:

Ms. Veronica Leach	aye
Ms. Sandy Skinner	aye
Mr. Dave Thomas	aye
Ms. Carolyn Carey	aye
Mr. Mark Owen	aye

PUBLIC COMMENT

There was no public comment.

*****Closed Session*****

Ms. Skinner moved that Closed Session be entered for the purpose of discussing Virginia Code §2.2-3711(A) (3) **Discussion or consideration of the acquisition of real property for public purpose**. Mr. Owen seconded the motion, which passed as follows:

Ms. Veronica Leach	aye
Ms. Sandy Skinner	aye
Mr. Dave Thomas	aye
Ms. Carolyn Carey	aye
Mr. Mark Owen	aye

*****Regular Session*****

Mr. Owen moved that the meeting be returned to Regular Session seconded by Mr. Thomas which passed as follows:

Ms. Veronica Leach	aye
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