

**MINUTES
EMPORIA REDEVELOPMENT & HOUSING AUTHORITY
CITY OF EMPORIA MUNICIPAL BUILDING
REGULAR MEETING
OCTOBER 5, 2011**

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, 2011 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:

Ms. Veronica Leach – *in at 5:45*
Ms. Carolyn Carey
Ms. Marva Dunn

Mr. Edward V. Lankford, IV
Mr. Dave Thomas

Absent: Mr. Mark Owen
Mr. John Jones

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

APPROVAL OF AGENDA

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

Ms. Carey	aye	Mr. Thomas	aye
Ms. Dunn	aye	Mr. Lankford	aye

MINUTES APPROVAL

Mr. Thomas made a motion to approve the minutes of the July 1, 2011 Regular Meeting as presented, seconded by Ms. Carey which passed as follows:

Ms. Carey	aye	Mr. Thomas	aye
Ms. Dunn	aye	Mr. Lankford	aye

FINANCIAL REPORT

There was no discussion regarding the financial report

NEW BUSINESS

11-12. Home Repair Program – Review of Approved Applications

Mr. Hall reported that at the Wednesday, July 6, 2011, Regular Meeting the Housing Authority authorized the Home Repair Program to be opened “indefinitely” with deadlines set by staff to review applications. He also reported that as of the August 12th “deadline” the City received a total of 18 applications. He further reported that internal review determined ten of these applications were not eligible. He stated that letters were mailed to applicants detailing the reasoning for denial. He also stated that the breakdown of the ten application denials is as follows: four incomplete, one not located in the City, three excessively exceed income limits and two had delinquent taxes.

He stated that of those preliminarily approved, four are in the Lowground area and four are City-wide. He also stated that per the program guidelines, the City-wide applications may receive up to \$500 of improvements and the Lowground awards are determined on a case-by-case basis.

He recommended the Housing Authority determine the improvements to be completed for all eight approved Home Repair Program applications. He also recommended the ERHA determine the open and close dates for the next round of the Home Repair Program.

Mr. Hall stated that the individuals that applied that were not in the “Lowground Road Area” only gives a \$500 maximum on improvements for each. He also stated that contractor estimates have not been received and cannot say for certain that each will cost exactly \$500.00.

He advised that there had been preliminary discussion that the focus of the repairs be on exterior work. He also advised that work on each home would need to be detailed so that it can be included in the request for proposal.

Mr. Thomas stated that the four approved “City Wide” included: James Harding, George Lundy, Shirley Mayweather and Lisa Harding. He also stated that the maximum may or may not cover the all the exterior work.

Mr. Thomas made a motion to extend the \$500 funding to the four approved “City Wide” applicants for exterior renovations.

Ms. Dunn stated that the limit may not cover any exterior work on Ms. Mayweather’s home. Mr. Thomas stated that if the floor is caving in, the floor supports could be repaired. He also stated that the roof could possibly be patch work as opposed to replacing it entirely.

Ms. Dunn stated that once the contractor provided an estimate, and the \$500 did not cover the exterior repairs, then interior work could be looked into.

Mr. Lankford stated that the work on the exterior of the home should be done to weather the house prior to any interior work being done.

Ms. Carey stated that there should be a focus on the exterior first.

Mr. Hall inquired if there should be one contractor awarded for each home repair. Mr. Thomas stated that if one contractor bids on each home repair, they should give a better price for all as opposed to completing one.

Mr. Hall inquired if the limit should be raised to \$1,000 for all "City Wide" applicants. Mr. Lankford inquired if this decision could be made once the estimates were received. Mr. Hall advised that the limit would remain at \$500 until the bids were received by the contractors.

There was no further discussion.

11-13. Home Repair Program – Request for Contractors Bids

Mr. Hall stated that as was determined at the Wednesday, July 6, 2011, Regular Meeting; a Request for Bids document will 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 responsive, responsible bidder.

He advised that each future round of the program will be handled in this manner.

He recommended the ERHA authorize staff to issue the Request for Bids document and award the Home Repair Program improvements to one contractor based on bid results.

Mr. Lankford made a motion for City staff to put together a Request for Bids based on the information provided by each applicant, seconded by Mr. Thomas which passed as follows:

Ms. Leach	aye	Mr. Lankford	aye
Ms. Carey	aye	Mr. Thomas	aye
Ms. Dunn	aye		

Ms. Carey stated that Ms. Nancy Easter on Williams Street had work done in the first round of funding and currently has some flooring that was wearing out her linoleum. Mr. Hall advised that Randy Pearce, Building Official inspected all homes that were repaired. He also stated that he would have Randy look at the repairs and if he thinks it is from the work the contractor did, the contractor should be held accountable.

11-14. Maturity of Certificate of Deposit

Ms. Cutrell advised that on October 25, 2011, the Authority's Certificate of Deposit #116190660341 with Carter Bank & Trust in the amount of \$38,503.24 will mature. She also advised that the current interest rate was 1% for one year.

Ms. Cutrell inquired if the Authority wanted to keep the current one year or possibly move to a six month term.

Mr. Lankford stated that a six month term may be better.

Mr. Lankford made a motion for the Fiscal Agent to obtain rates with all local banks on a six month certificate of deposit and place the certificate with the bank that has the best rate, seconded by Ms. Carey which passed as follows:

Ms. Leach	aye	Mr. Lankford	aye
Ms. Carey	aye	Mr. Thomas	aye
Ms. Dunn	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.

Veronica Leach, Chairperson Date

Lori R. Jarratt, Clerk Date