

**MINUTES  
EMPORIA REDEVELOPMENT & HOUSING AUTHORITY  
CITY OF EMPORIA MUNICIPAL BUILDING  
REGULAR MEETING  
OCTOBER 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, October 7, 2009 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. Carolyn Carey
Ms. Sandra Skinner	Mr. Mark Owen
Mr. Dave Thomas	
Ms. Marva Dunn	<i>arrived at 5:40p.m.</i>

Absent: Ms. Brenda Harrell

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

**APPROVAL OF AGENDA**

Mr. Hall stated that Ms. Dunn had requested to add one additional item to New Business, *Item B – Emergency Shelter Needs – Assisting Families*

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

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

## **MINUTES APPROVAL**

The minutes of the July 1, 2009, Regular Meeting, July 28, 2009, Regular Meeting and August 25, 2009, Special Meeting, were distributed to the Housing Authority Members.

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

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

## **FINANCIAL REPORT**

The financial report for June 25, 2009 through September 30, 2009 was presented to the Housing Authority Members.

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

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

Ms. Cutrell advised the Authority that there were two certificates of deposit, one that matured on October 16<sup>th</sup> and one that matured on October 22<sup>nd</sup>. She also stated that she would like some direction from the board as to the term of renewal for the two certificates of deposits.

She also stated that the checking account currently had a balance of \$8,794.09. She stated that she recommended that the board move \$8,000 into a certificate of deposit in order to earn more interest.

Mr. Owen inquired as to the term on the certificates. Ms. Cutrell advised that the certificates were normally placed in a certificate for no longer than 12 months. She also stated that she would to know if the board would like to place the certificate in a term longer than 12 months. She further stated that she typically gets rates on six and twelve months and any special rates that banks may have at the current time.

Ms. Carey inquired if any of these funds would be used for the home repairs. Ms. Cutrell advised that these funds would not be used for home repairs. She also advised that program income funds would be used for the home repair grants.

Mr. Hall inquired if all of the funds of the ERHA were in certificates. Ms. Cutrell advised that, if the \$8,000 is moved, all of the funds would be in certificates except for the

\$794.09. She also stated that the ERHA does have an income of one payment on a loan and interest from the certificates which totals approximately \$600 in income per month.

Ms. Skinner stated that she would not recommend the certificates be taken out for any longer than a year.

Mr. Owen stated that there may be another option such as a Business IDA (Investors Deposit Account) which pays more and would not penalize for early withdrawal.

Mr. Owen made a motion for the Finance Director to research the rates on the certificates of deposit that would be maturing and place them with the financial institution that is the most beneficial. Ms. Skinner seconded the motion with passed as follows:

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

## **NEW BUSINESS**

### ***A. Request by Councilman Saunders – Improvement Association Donation***

Mr. Hall stated that Governor Kaine recently announced the Sussex-Surry-Greenville Improvement Association was one of numerous organizations that received funding under the Homelessness and Rapid Re-Housing Program. He also stated that this program is designed to provide assistance and support to prevent homelessness or to quickly re-house and stabilize those who are currently homeless. He further stated that these funds became available through the stimulus package. He advised that the organization received funding in the amount of \$302,643.

He advised that on June 16, 2009, the Emporia City Council adopted Resolution 09-15 supporting the application by authorizing the City Manager to sign necessary documentation regarding the application. He also advised that at the September 15 City Council meeting, Councilman Saunders requested that the ERHA request a donation from the Improvement Association to support the ERHA Home Repair Program. He further advised that he informed Councilman Saunders this item would be passed to the ERHA-Improvement Liaison Ms. Marva Dunn for action.

He recommended a letter be prepared to the Improvement Association requesting a donation to support the efforts of the ERHA Home Repair Program.

Mr. Thomas inquired if the Improvement Associates had a dollar amount that they were looking to receive. Mr. Hall advised that they were looking for a donation.

Ms. Dunn stated that she had contacted Ms. Roundtree from the Improvement Association. She also stated that Ms. Roundtree advised her that the Improvement Association did not have any funding for the homeless through the stimulus program. She further stated that when the Improvement Association begins to write grants for funding, if they are aware ahead of time of the

needs of the ERHA, they will include such needs in their original grant proposal application. She advised that this is considering that the grant application will fund the project.

Mr. Hall stated that the ERHA could send a general letter, even if the letter did not directly request funding, asking to be included in any future grants. Ms. Dunn stated that Ms. Roundtree advised her that the Improvement Association would be doing their needs assessment around February or March. She also stated she would ask Ms. Roundtree to attend a special meeting and would ask her for the written guidelines of the stimulus package.

Mr. Hall stated that he did not think that the ERHA needed a Special Meeting but could invite Ms. Roundtree to attend the January 6, 2010 Regular Meeting. He also stated that the guidelines for the Stimulus Package could be included in the agenda.

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

Ms. Dunn advised that she would like to see the ERHA help families that may be involved in domestic violence. She stated that she would like to have one agency that she could turn to that would help a family with rent for three to six months which would help them learn how to budget their money.

Ms. Carey stated that she had visited the Richmond Housing Authority and there is grant funding that can be used to assist families.

Ms. Skinner inquired if the individuals would be from the City of Emporia. Ms. Dunn advised that she serves the areas of Brunswick, Sussex, Greenville and Emporia.

Mr. Hall recommended that the ERHA bring this item back during the regular meeting in January.

Ms. Dunn stated that the ERHA may want to do a survey from the local landlords who own apartments to find out if they have a waiting list. She also stated that there are only two apartment complexes in Emporia that have three bedrooms and only two that offer any type of assistance.

**UNFINISHED BUSINESS**

***D. Home Repair Grant Program***

Mr. Hall stated that as discussed at the July 1 Regular Meeting, July 28 and August 25 Special Meetings, “Home Repair Program” applications have been prepared based on the Chattanooga, TN example. He also stated that these applications will utilize program income from two Department of Housing and Community Development projects. He further stated that as such, there are two separate applications; one for the Lowground Road area and one for all other areas within the City. He advised that it was determined the maximum funding amount would be \$500 per household for the City-wide application and there is no set maximum for the Lowground Road area. He also advised that disclaimers appear on the applications indicating such.

He stated that these funds would be disbursed in the form of a grant or a loan. He also stated that the determination of a grant or zero-interest loan will be based on HUD income levels

for Emporia-Greenville. He further stated that a household that is considered low-income (51-80% of median income) would be eligible for a zero-interest loan while a household that is very-low income (below 50% of median) would be eligible for a grant. He advised that a sample scoring sheet and promissory note have been prepared.

He stated that on September 15, City Council authorized the Home Repair Program as well as any potential building permit fees associated with its implementation.

He advised that the following items that still must be reviewed and/or confirmed prior to implementation include:

- Review Committee participants
- Means of public awareness (advertising the programs)
- Timeline moving forward (application period, review period, etc.)

He recommended the ERHA determine appropriate application and review periods, the review procedure, and authorize implementation of the Home Repair Program.

Mr. Thomas stated applications should be available November 1, 2009 and due back by December 1, 2009. He also stated that review of the applications could begin after the first of 2010 and begin any projects that are awarded in February or March 2010.

Ms. Skinner inquired if there needed to be a work session in December. Mr. Hall advised that depending on the volume of applications, the due date may need to be changed to a later date. He also advised that the ERHA could meet for the regular meeting in January and present the number of applications and then schedule a special meeting to review the applications.

Ms. Skinner made a motion to begin accepting applications beginning November 1, 2009 and ending December 1, 2009. Mr. Thomas seconded the motion which passed as follows:

Ms. Veronica Leach	aye
Ms. Sandra Skinner	aye
Mr. Dave Thomas	aye
Ms. Marva Dunn	aye
Ms. Carolyn Carey	aye
Mr. Mark Owen	aye

## **PUBLIC COMMENT**

There was no public comment.

## **ADJOURNMENT**

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

Ms. Veronica Leach	aye
Ms. Sandra Skinner	aye

Mr. Dave Thomas    aye  
Ms. Marva Dunn    aye  
Ms. Carolyn Carey   aye  
Mr. Mark Owen     aye

---

Veronica Leach, Chairperson                      Date

---

Lori R. Jarratt, Clerk                                      Date