

**MINUTES  
EMPORIA REDEVELOPMENT & HOUSING AUTHORITY  
CITY OF EMPORIA MUNICIPAL BUILDING  
REGULAR MEETING  
JULY 7, 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, July 7, 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	Mr. Dave Thomas
Ms. Brenda Harrell <i>arrived at 5:35</i>	Ms. Carolyn Carey
Ms. Sandy Skinner <i>arrived at 5:45PM</i>	Mr. Mark Owen

Absent: Ms. Marva Dunn

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

**APPROVAL OF AGENDA**

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

Ms. Veronica Leach	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 April 7, 2010 Regular Meeting and June 10, 2010 Special Meeting, as presented, seconded by Ms. Carey which passed as follows:

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

## **FINANCIAL REPORT**

There were no questions regarding this report.

Mr. Thomas made a motion to approve the financial report, as presented, for April 1, 2010 – June 30, 2010 seconded by Ms. Carey which passed as follows:

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

## **UNFINISHED BUSINESS**

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

Mr. Hall stated that a line item was included in the adopted FY 11 Operating Budget for “Emergency Housing” in the amount of \$2,000. He also stated that in 2008, funds were appropriated in the amount of \$1,200 for “Temporary Lodging for Victims of Domestic Violence.” He further reported that these funds were made available to the Family Violence and Sexual Assault Unit in the amount of \$100/month. He advised that while these funds were available for use in FY 11, necessary steps must be taken prior to any expenditure to ensure accountability and rightful spending.

He stated that the items that should be solidified prior to utilizing any of the Emergency Housing funds include:

- Organization to administer
- ERHA Liaison with organization
- Record-keeping procedure and required documentation
- Determination of eligible recipients (what determines who receives assistance and who does not)
- Amount of funding for any one person/family for the fiscal year

He recommended that ERHA members make a determination on the bulleted items above to ensure accountability of the use of Emergency Funds.

Mr. Owen inquired the temporary housing would include hotel rooms. Mr. Hall advised that these funds would be used for victims of disaster and not just victims of family violence.

This item was held until the next Regular Meeting.

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

Mr. Hall advised that at the Wednesday, April 7, 2010, Regular Meeting updates on applications that were received for the home repair grants were provided. He also stated that to date, below is documentation that has been received and updates to other applications.

**Lowground Area:**

Ms. Margaret Eason - Ms. Carey to contact applicant for estimates. Ms. Eason came by the city office on February 1, 2010 and picked up a list of contractors. To date, no estimates have been provided.

Ms. Mary Nicholls – Ms Dunn to contact applicant for estimates. The Authority approved the application as grant eligible. Ms. Nicholls contacted the City office on February 2, 2010 to prioritize her work to be done. To date, no estimates have been provided.

Ms. Mary Eason – Ms. Carey to contact applicant for estimates. The Authority approved the application as grant eligible. To date, applicant has not provided any estimates.

**City-wide**

Ms. Nancy Easter – Ms. Carey to contact applicant for estimates. Applicant provided estimates on February 9, 2010 totaling \$7,543.00 from only one contractor.

Ms. Virginia Walker – Ms. Leach will contact for income documentation. All information has been received. Need approval from ERHA.

Mr. Hall stated that during the April 7, 2010 meeting, there was some discussion that Williams Street was included in the Lowground area. He also stated that this has been researched and according to records, Williams Street was included in Phase I in 1994. He further stated that it appears that no revenue was generated from Phase I to the Housing Authority, therefore, this street and other streets included in Phase I will remain in the City-wide applications which do not exceed \$500.

He recommended the Commissioners review the two completed Home Repair Applications and determine whether to fund either request.

Mr. Thomas made a motion to accept Ms. Virginia Walker and Ms. Nancy Easters application not to exceed \$500 each seconded by Mr. Owen which passed as follows:

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

**NEW BUSINESS**

***10-1. Home Repair Grant Program – Second Round***

Mr. Hall stated that the first round of the Home Repair Grant Program had been completed. He also stated that a total of five applications were awarded grant funding. He further stated that work at all five houses had been successfully completed. He advised that while the ERHA is not currently accepting applications for the program, funding still remains for a potential second round of grants.

He advised that as per the FY 11 budget that was adopted on June 10, 2010 the following balances are remaining:

CIG Program Income: \$26,106(Lowground Road Area)  
IPR Program Income: \$9,547 (City-wide Area)

He recommended the Commissioners determine if the Home Repair Program should be reinstated for a second round of funding and, if so, the dates of the application period and levels of grant awards for each area.

Ms. Carey inquired if the individuals that didn't submit complete applications could reapply. Mr. Hall stated that he did not see any reason why they could not reapply.

Mr. Hall stated that he did not recommend individuals that were funded in Phase I be eligible in the second phase.

Mr. Owen stated that the limits during the first phase of \$500 for city-wide and case by case basis for Lowground area worked well during Phase I.

Mr. Thomas stated that Phase II could be reopened in early August and close the end of September with ones received bring to the October Regular meeting.

Mr. Thomas made a motion to begin a Phase II seconded by Mr. Owen which passed as follows:

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

**10-2. Request by Commissioner Carey – Drainage Improvements on Zion Boulevard**

Mr. Hall stated that he and Commissioner Carey had discussed this item on June 11, 2010. He also stated that to date, no significant action has been taken. He further stated that Ms. Carey had requested this item be placed on the agenda for discussion amongst the ERHA Commissioners.

Mr. Hall stated that he had received drainage improvements cost estimates from Mr. Linwood Pope in the amount of approximately \$9,000 for approximately 1,000 feet of pipe.

Ms. Carey stated that during the spring cleanup on Zion Boulevard, several residents complained of water running off of Clay Street and standing in some areas. She also stated that she had visited the area during a heavy rain and there is a lot of water standing in both the front and back yards of several residents. She further stated that she had spoken with Royal Jones, Director of Public Works regarding the possibility of installing a reservoir. She reported that Mr. Jones advised that installing a reservoir would cause more problems.

Mr. Thomas inquired as to where the "tiling" would go on Zion Boulevard. Ms. Carey stated that she would leave that decision up to the Public Works Department.

Mr. Hall stated that Zion Boulevard is a City maintained street and the right-of-way extends beyond most streets. He also stated that the typical infrastructure improvement will need to have some type of engineering report.

Ms. Harrell inquired of Ms. Carey as to where she got the idea to lay the perforated pipe? Ms. Carey advised that she had a drainage issues and had to have pipe put in on her property.

Mr. Owen inquired if the engineer would be able to say if the piping would actually work or alleviate a lot of the problem. Mr. Hall stated that he was not certain as to where the pipe would need to be placed. He also stated that he did not know whether it would be more of a need to place the pipe in the front or the back.

Mr. Hall stated that the \$9,000 estimate provided by Royal Jones, included materials, equipment and possibly labor to install the pipe.

Ms. Skinner inquired if the \$9,000 would be paid out of the program income account. Ms. Cutrell advised that the \$9,000 could not be paid out of the program income as this account is for housing rehabilitation.

Mr. Hall stated that he would obtain a labor cost from the City, if there is one, or if it is included in the \$9,000. He also stated that he would contact Jeff Robison to see if Engineering Plans were going to be needed for this project.

Mr. Owen made a motion to hold a Special Meeting once Mr. Hall receives the information; seconded by Ms. Carey which passed as follows:

Ms. Veronica Leach	aye
Ms. Sandy Skinner	aye
Ms. Brenda Harrell	aye
Mr. Dave Thomas	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. Harrell seconded the motion, which passed as follows:

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

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Veronica Leach, Chairperson

Date

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Lori R. Jarratt, Clerk

Date