

Minutes of the Town of Bedford

The Redevelopment and Housing Authority

The Redevelopment and Housing Authority held an organizational meeting on Thursday, January 11, 2024, at 5:30 p.m. in the Town Municipal Building Council Hall.

Redevelopment and Housing Authority members present: Jim Messier; Rusty Mansel; Frances Coles; Ann Duncan; Gail Davis; Georgiann Watts; and David Foster

Redevelopment and Housing Authority members absent: None

Town Staff present: Mary Zirkle, Director of Planning and Community Development; Gary McIver, Building Official; and Cathy Johnson, Clerk to the Housing Authority

Town Staff absent: Anne Cantrell, Finance Director

Other present: Jefrado Granger, Community Planner, Central VA Planning District Commission (via Zoom); Kathryn Bique, Community Development Specialist with Department of Housing and Community Development (DHCD) (via Zoom); CG Stanley, Town Council; and Robert Carson, Town Council

CALL TO ORDER:

Ms. Zirkle, Director of Planning and Community Development, opened the meeting and asked the Clerk for the roll call. The Clerk gave the roll call and it was determined that there was a quorum.

ELECTION OF CHAIRMAN:

Ms. Zirkle opened the floor for nomination of Chairman of the Redevelopment and Housing Authority. Ms. Coles made a motion to nominate Mr. Jim Messier as Chairman. Mrs. Davis seconded the motion. There being no further nominations, Ms. Duncan made a motion to close the floor to nominations of Chairman and Mrs. Watts seconded. The Clerk called the roll and all members present voted in favor to appoint Mr. Jim Messier as Chairman.

Ms. Zirkle turned the meeting over to Mr. Jim Messier, Chairman. Mr. Messier opened the floor for nominations of Vice Chairman. Ms. Coles made a motion to nominate Mr. Rusty Mansel as Vice Chairman. Mrs. Watts seconded the motion. There being no further nominations, Mrs. Watts motioned to closed the floor to nominations of Vice-Chairman. Ms. Coles seconded. The Clerk called the roll and all members present voted in favor to appoint Mr. Rusty Mansel as Vice-Chairman.

APPROVAL OF MINUTES:

Ms. Coles made a motion to approve the December 14, 2023, minutes and Mrs. Watts seconded. The vote carried 7-0 to approve the minutes as presented.

CONSENT AGENDA:

Ms. Zirkle gave the financial reports on behalf of Anne Cantrell, Finance Director. She stated that currently there is \$30,548.08 cash on hand in the Housing Authority account.

INFORMATION ITEMS:

Ms. Zirkle updated the Housing Authority on the Town parcels on South Street. She stated that after the land survey results there are issues pertaining to the title search and a fence encroachment. She explained using the preliminary re-survey provided by the surveyor that the adjacent neighbor on lot 18 had a fence encroaching on lot 17 owned by the Town. The Authority discussed how to rectify the situation. Ms. Zirkle read the Town Attorney's response to her email to the Housing Authority. She also read an email from the Bedford Regional Water Authority regarding its connection fees for the parcels. They discussed keeping the minimum lot area of 10,000 square feet to maintain a conforming lot size. The Housing Authority wants to create an opportunity for affordable housing with the need to make a profit and does not want a potential buyer to have an issue getting a mortgage based on the encroachment problem.

The Housing Authority agreed for the Town Attorney to draft a letter to the lot 18 property owner making them aware of the issue in order to discuss how to resolve the fence problem, whether by moving the fence, taking it down, or leaving it while the land remains with the Town. The Chair asked for a motion. Ms. Coles made a motion for the Town Attorney to write a letter to the current owners Benjamin and Kristi Moon at 530 Otey Street to make them aware of the fence encroachment. Mrs. Watts seconded. By acclamation, the motion carried 7-0 to have the Town Attorney contact Mr. and Mrs. Moon on behalf of the Town of Bedford and the Housing Authority about the fence encroachment on the South Street property to seek what is to be resolved before the Housing Authority takes possession in order to build affordable houses.

Next, Ms. Zirkle stated that the Town Economic Development Authority was interested in the property owned by the Housing Authority on Plunkett Street as long as it has a clear title. Ms. Duncan made a motion to authorize Ms. Zirkle to work with the Town Attorney on the title search to get clear title to work with the EDA. Ms. Coles seconded. By acclamation, the motion carried 7-0 to work on clearing the title.

ACTION ITEMS:


Ms. Zirkle stated that the Town Council adopted a Purchasing Policy and Procedures Manual on November 28, 2023. Under Section 11.3 of the Manual, it allows the Town Redevelopment and Housing Authority to adopt the Manual for use in its procurement. The Resolution of Adoption of the Town of Bedford Procurement Manual was read and the Housing Authority agreed to adopt the Manual. The Chair asked for a motion. Mr. Mansel made a motion to adopt the Resolution to use the Town of Bedford Purchasing Policy and Procedures Manual. Ms. Coles seconded. By acclamation, the motion carried 7-0 to adopt the Resolution pursuant to the provisions defined in the Manual for the Housing Authority to use the Town of Bedford Purchasing Policy and Procedures Manual.

ADJOURNED:

There being no further business, the Chair asked for a motion to adjourn the meeting. Ms. Duncan made the motion to adjourn and Mrs. Watts seconded. The meeting adjourned at 6:12 p.m. The Authority adjourned into the Hilltop Community Revitalization Project Management Team meeting immediately following.

Respectfully submitted,

Cathy Johnson, Clerk of the Authority
Approved on February 8, 2023


Mr. James T. Messier, Chairman