

*Minutes of the Town of Bedford*

## **The Redevelopment and Housing Authority**

The Redevelopment and Housing Authority held a regular meeting on Thursday, January 12, 2023, at 5:00 p.m. in the Town Municipal Building Council Hall.

Redevelopment and Housing Authority members present: Mike Payne, Chairman; Jim Messier, Vice Chairman; Frances Coles; Ann Duncan; Rusty Mansel; Gail Davis; and Georgiann Watts (first meeting)

Redevelopment and Housing Authority members absent: None

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

Other present: Robert Carson, Town Council; Jefrado Granger, Community Planner, Central VA Planning District Commission; and Kathryn Bique, DHCD (via Zoom)

### **CALL TO ORDER:**

The Chairman called the meeting to order at 5:00 p.m. The Chair welcomed Mrs. Watts to her first meeting.

### **DETERMINATION OF QUORUM:**

The Chairman opened the Redevelopment and Housing Authority meeting and asked the Clerk for a roll call. It was determined that there was a quorum to conduct business. Mr. Messier arrived at 5:04 pm.

### **APPROVAL OF MINUTES:**

Ms. Coles made a motion to approve the October 13, 2022, minutes and Mrs. Davis seconded. The vote carried 6-0 to approve the minutes as presented. Mr. Messier was not present during the vote.

### **STAFF AND COMMITTEE REPORTS:**

Ms. Zirkle reminded the Authority to turn in their Financial Disclosure Statement to Debra Anderson or Cathy Johnson by January 23.

Mrs. Cantrell gave the financial report and explained the balance sheet and the Year-to-Date finance sheet. Mrs. Cantrell stated that the current cash available in the Housing Authority's account is \$78,504.59 as of November 2022. Mrs. Cantrell explained that liabilities are negative and assets are positive on the reports and the Authority should look at the Equity In Pooled Cash line. The Authority reviewed the complete Redevelopment and Housing Authority audit reports dated June 30, 2021 and June 30, 2022. Mrs. Cantrell stated that the Housing Authority is audited annually.

### **UNFINISHED BUSINESS:**

**Property Repair Grant Inspection Report for 1032 Piedmont Street:**

Mr. McIver presented an inspection summary of work performed by Central Virginia Electrical Services to replace a damaged electrical service. On March 25, 2022, Mr. McIver inspected the 200-amp electrical service upgrade and the work was satisfactory and per code. Mr. McIver stated that the 90 days warranty inspection was completed. Mr. McIver stated that the owners inquired about assistance for additional work, but he advised them it was not part of the initial agreement.

**Property Repair Grant Inspection Report for 1809 Longwood Avenue:**

Mr. McIver presented an inspection summary of work performed on November 21 & 26, 2022, by Johnny On the Spot, for the plumbing and bathroom repairs specified on the estimate dated September 2, 2022. Mr. McIver stated that a warranty follow-up inspection is scheduled in 90 days.

**Property Repair Grant Inspection Report for 1214 Macon Street:**

Mr. McIver presented an inspection summary of work performed by Central Virginia Electrical Service to replace the electrical panel on November 28, 2022, as the work was satisfactory per code. On November 10, 2022, during an inspection for the roof and ceiling panel replacement of work performed by Jud Davis Roofing, it was discovered that more OSB roof sheathing had deteriorated and required replacement. Mr. McIver stated that he instructed the contractor to replace the additional sheets since the roof was exposed to weather. He stated that a warranty follow-up inspection is scheduled in 90 days.

Mr. McIver discussed that the additional OSB roof sheathing was not part of the original estimate, and he explained why the final cost exceeded the approved grant. Mr. McIver stated that the original estimate and grant approved on October 13, 2022 was \$6,800.00, but the final estimated cost was \$7,587.00. Mr. McIver stated that he confirmed with the Chairman, and they agreed to bring the matter before the Housing Authority to amend the approved grant for the roof replacement at 1214 Macon Street. Ms. Zirkle stated that the Housing Authority would want to confirm and agree to the final cost in the form of a motion.

Ms. Duncan moved that the Authority amended the budget for the work done at 1214 Macon Street to approve the additional funding for the roof replacement as discussed. Ms. Coles seconded. The Chair asked the Clerk for a roll call vote as followed:

Ms. Coles	Aye
Ms. Duncan	Aye
Mrs. Watts	Aye
Mr. Payne	Aye
Mr. Messier	Aye
Mr. Mansel	Aye
Mrs. Davis	Aye

By acclamation of those present, the motion carried by a vote of 7-0 to approve the additional funding for the roof replacement at 1214 Macon Street.

The Authority discussed the adopted Emergency Repairs policy, recorded in the August 11, 2022, minutes, that allowed the Chair to approve any potential emergency repairs up \$750.00 on behalf of the Housing Authority. Due to increases in material costs, the Authority discussed changing the adopted Emergency Repairs policy amount perhaps up to \$1,000.00 in the future. The Authority agreed to act at another meeting.

**NEW BUSINESS:**

Ms. Helen Thompson of 609 E. Federal Street was present at the meeting. She complained about her roof done by Quality Home Improvements. Mr. McIver stated that this was the same contractor that did the work at 615 South Street. Mr. McIver stated that the contractor's estimate was inaccurate because it did not include the necessary boarding materials, but the work is not criminal and the warranty time had expired. Mr. McIver stated that during his last site inspection, the roof was not leaking because Jud Davis Roofing replaced the roof collar last year. Mr. McIver stated that the roof was unsightly because the first contractor caulked a patch of the roof, so the entire backside must be reroofed. Ms. Thompson stated that she was unhappy with the appearance. Ms.

Thompson stated that water was still leaking in the kitchen, and the ceiling needs painting. Mr. McIver stated that there is a problem, but it cannot be found.

Staff stated that Ms. Thompson did not apply for a grant or for emergency repair funds at this meeting. Mr. McIver stated because her house is older and has a foundation issue, she was directed to Je Prado Granger with CVPDC to apply for the Hilltop grant. Mr. Granger stated that Ms. Thompson is in the Hilltop CDBG Phase 2 proposed for future funding.

The Housing Authority discussed the need to be cautious in granting money for the roof if the home needs to be demolished. The Authority agreed to allow Ms. Thompson to submit a new application to be considered at the February meeting. This concluded the housing grant portion of the agenda.

Ms. Zirkle stated that Mr. Granger was present at the meeting to discuss how to apply for the Hilltop Phase 2 grant. Ms. Zirkle asked Mr. Granger to explain the Hilltop Community Phase 2 timeline so it may be recorded in the minutes if the Authority should act. Mr. Granger handed out a packet which included a Boundary Justification Map for the Hilltop Community.

Mr. Granger gave an overview of the Phase 2 requirements and transition. He stated that the Phase 2 grant application deadline is April 1, 2023, to have the project underway without delays. He warned if the Town misses the deadline, it would have to wait a full cycle. Mr. Granger explained that the Phase 2 project will be a regular competitive grant because the planning grant was already filed leading into the Phase 2 transition. Since Phase 1 is planned to be completed by the end of the year, Phase 2 could start as early as next January or February 2024, if the grant were awarded. Mr. Granger explained the need for the application submittal. He stated that the Rehab Specialist additional costs are not included in the Phase 2 grant so the Town would have to pay. Mr. Granger stated on his last report it was about \$12,000.00 to secure the Rehab Specialist. He stated that anything the Planning District does on behalf of the Town for the application process, the Planning District will waive the fees. He stated that any locality with open grants can not exceed 2.5 million dollars in funding from DHCD. Therefore, with this particular project (Phase 1), it is at approximately \$921,000.00 which leaves about \$1.6 million to apply for Phase 2. He stated that he was not saying that the project will use \$2.5 million, but suggested keeping it within the \$900,000 to \$1,000,000 range for an application. He stated that the Town cannot carry over funds from Phase 1.

Ms. Bique interjected that there will be a "How to apply" webinar on the VDHCD website and on January 26, 2023, from 9-10am there will be an open forum on the CDBG Grant program. If anyone is interested, she will email Mr. Granger the link to forward to Ms. Zirkle.

Ms. Zirkle explained that the \$17,000 cash match from the Housing Authority's last year budget was drawn down on what was spent during the project. Mr. Granger directed the Housing Authority attention to the January 12, 2023, Budget & Expenditure Report.

Mr. Granger explained that the application includes the community meetings and the inspections need to be done before April 1, 2023. He stated that the State requirement is to have at least two Town meetings within 30 days between the two meetings. The Housing Authority asked Mr. Carson for his assistance with the community meetings. Ms. Zirkle stated that Town Council must be involved and she will inform Council of the Authority's plans. She stated as an independent authority, the Housing Authority needs to layout the timeframe and secure the site for the community meetings.

Ms. Duncan made a motion that the Town of Bedford Housing Authority apply for the Hilltop Community Phase 2 grant, and strive to get the application in by April 1, 2023, and authorize engagement of the Central Virginia Planning District Commission to continue its services with the waived fee, and to add in the Rehab Specialist fee not to exceed \$15,000 during the Phase 2 process. Mr. Mansel seconded. The Chair asked the Clerk for a roll call vote as followed:

Ms. Coles	Aye
Ms. Duncan	Aye
Mrs. Watts	Aye
Mr. Payne	Aye
Mr. Messier	Aye
Mr. Mansel	Aye
Mrs. Davis	Aye

By acclamation, the motion carried by a vote of 7-0 to apply for the Hilltop Community Phase 2 grant application by the deadline, and authorize Central Virginia Planning District Commission to continue its services without cost to the Town, and for the Rehab Specialist fee not to exceed \$15,000.

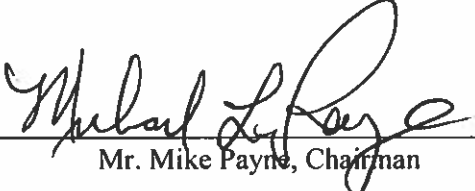
**ADJOURNMENT:**

There being no further business, the Chair adjourned the meeting at 6:04 pm. The next meeting of the Redevelopment and Housing Authority will be on Thursday, February 9, 2023.

The Town of Bedford Redevelopment and Housing Authority will hold the Hilltop Community Revitalization Project Management Team meeting to discuss the DHCD project following the current regular meeting with Jefrado Granger of Central Virginia Planning District Commission (CVPDC). The Authority adjourned to the Management Team meeting immediately following.

Respectfully submitted,

Cathy Johnson, Clerk of the Authority  
Approved on February 9, 2023

  
Mr. Mike Payne, Chairman