

*Minutes of the Town of Bedford*

**The Redevelopment and Housing Authority**

The Redevelopment and Housing Authority held a regular meeting on Thursday, May 11, 2023, at 5:00 p.m. in the Town Municipal Building Council Hall.

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

Redevelopment and Housing Authority members absent: Vacancy

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; CG Stanley, Town Council; and Kathryn Bique, Community Development Specialist with Department of Housing and Community Development (DHCD)

Other absent: 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 stated that Mr. Mike Payne had moved to Texas, thus leaving a vacancy on the board for Chairman.

Ms. Zirkle stated that in the bylaws (Section 7. Vacancies) "should the offices of Chairman or Vice-Chairman become vacant, the Authority shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office."

She stated since Mr. Messier is currently serving as Vice-Chairman, if elected as Chair, then a Vice-Chairman needs to be elected also at the meeting.

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. Watts seconded the motion. There being no further nominations, the floor was closed to nominations of Chairman. 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. Davis seconded the motion. There being no further nominations, the floor was closed to nominations of Vice-Chairman. The Clerk gave a 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 April 11, 2023, minutes and Ms. Duncan seconded. The vote carried 6-0 to approve the minutes as presented.

## STAFF AND COMMITTEE REPORTS:

Ms. Zirkle gave the financial reports on behalf of Anne Cantrell, Finance Director. She stated that currently there is \$56,706 cash on hand in the Housing Authority account. She stated that \$15,000 was allotted for the Rehab Specialist contract for the Hilltop Community Revitalization Phase 2 Project. Ms. Zirkle stated that there is no request for additional funds from Town Council.

## NEW BUSINESS:

Rehabilitation Project for Grant Funds Policy Discussion:

Mr. McIver handed out photos of Ms. Juanita Smith's deck for the Authority to review. Ms. Juanita Smith, of 961 Smith Street, submitted a *Property Repair Grant Program* application seeking financial assistance to replace her unsafe deck. Staff stated that Ms. Smith was approved \$5,100 for a new roof in 2018 under the program. Staff was seeking an interpretation of the *Property Repair Grant Policy* guidelines revised June 16, 2022, regarding:

- C. **Limitations:** The following limitations will apply to all applications received for this program.
1. The grant amount will not exceed \$10,000.00 per project.

Staff and the Authority discussed if the policy is per project or per applicant. It was determined that there was no clause in the policy for individuals to return for additional funds or to confirm what "per project" means from the same applicant.

Mr. McIver stated that he inspected the deck and at this time it does not constitute a hazard. He stated that it does need repairs and could be in violation in the future. The Authority discussed the need to consider the roof as one project and the deck as another or second project.

The Authority discussed increasing the grant amount due to material cost increases. The Authority agreed to have a two-member committee to review the policy with staff. By acclamation, the members appointed Ms. Frances Coles and Mr. Rusty Mansel to serve on the committee.

Mr. Mansel made a motion to table the discussion until the next meeting for more specific contractor quotes and a decision of the policy. Ms. Coles seconded. By acclamation, the motion carried 6-0 to table until the next meeting.

Ms. Zirkle stated the need for the Town of Bedford Redevelopment and Housing Authority to be more independent in its funding to keep awarding grants. She asked the Authority to support the Virginia Housing "Capacity Building Grant" application to equip the Authority with resources to meet its mission. She stated that the grant will help the Authority to hire a consultant to develop a strategic plan to focus and keep moving Town housing improvement efforts forward.

Ms. Duncan made a motion to approve the Tier 1 Capacity Building Grant Letter of Support and authorize the Chairman to sign the letter on behalf of the Redevelopment and Housing Authority. Mrs.

Watts seconded. By acclamation, the motion carried 6-0 to authorize the Chairman to sign the Letter of Support.

Ms. Zirkle stated the current meeting time isn't in the bylaws and asked if the Authority wanted to change the meeting time to 5:30 pm to allow employed members more time to arrive. The Authority agreed by acclamation and the Clerk noted the meeting time change from 5:00 pm to 5:30 pm on the Second Thursday of the month.

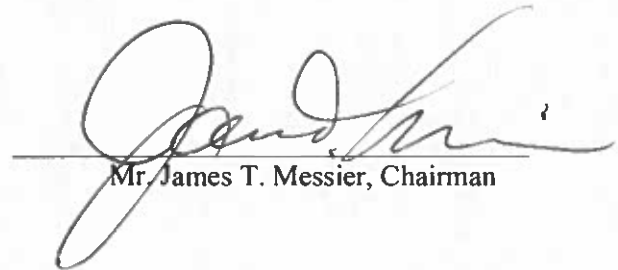
Before adjourning, Ms. Zirkle introduced the intern that she and Anne Cantrell are sharing as Rebecca Hensley.

**ADJOURNED:**

There being no further business, the Chair asked for a motion to adjourn the meeting. Ms. Coles made the motion to adjourn and Ms. Duncan seconded. The meeting adjourned at 5:35 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 June 8, 2023



Mr. James T. Messier, Chairman