

*Minutes of the Town of Bedford*

**The Redevelopment and Housing Authority**

The Redevelopment and Housing Authority held a regular meeting on Thursday, June 8, 2023, at 5:30 p.m. in the Town Municipal Building Council Hall.

Redevelopment and Housing Authority members present: Rusty Mansel, Vice Chairman; Frances Coles; Georgiann Watts; Ann Duncan; and Gail Davis

Redevelopment and Housing Authority members absent: Jim Messier, Chairman; and one 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; Robert Carson, Town Council; and Kathryn Bique, Community Development Specialist with Department of Housing and Community Development (DHCD) (via Zoom)

Other absent: None

**CALL TO ORDER:**

Mr. Mansel 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.

**APPROVAL OF MINUTES:**

Ms. Duncan made a motion to approve the May 11, 2023, minutes and Ms. Coles seconded. The vote carried 5-0 to approve the minutes as presented.

**STAFF AND COMMITTEE REPORTS:**

Ms. Zirkle stated that in the absence of Mrs. Anne Cantrell, Finance Director, an up-to-date financial report is not available. Ms. Zirkle stated that at the last meeting the Authority appointed a two-member committee to review the grant policy with staff. She stated that she met with Mr. Mansel and Ms. Coles prior to the meeting at 4:45 pm to discuss and amend the *Property Repair Grant Policy*. She gave copies of the amended policy to each member to discuss for action later.

**NEW BUSINESS:**

**Property Repair Grant for 961 Smith Street:**

Mr. McIver reminded the Authority that Ms. Juanita Smith, of 961 Smith Street, submitted a *Property Repair Grant Program* application seeking financial assistance to replace her unsafe deck at the May 11 meeting. The Authority tabled its decision until the June 11 meeting for more specific contractor quotes and a discussion of the policy to see if more than one grant can be awarded to an applicant. The Authority reviewed the three bids and inquired of Mr. McIver if an addendum occurred during construction that it will not exceed the grant limit set by the Authority. The Authority discussed the Epperly Construction,

LLC estimate dated June 4, 2023, in which the labor and materials cost are \$6,411.70. The estimate noted if exceptions occur a written addendum must be approved by all parties. The Authority agreed to give Mr. McIver the authorization under the Emergency Repairs policy adopted August 11, 2022. The Authority considered that due to material costs to grant up to \$7,000.00 to cover any addendum that should occur during the construction of the deck as stated on the estimate.

Ms. Duncan made a motion to issue a grant to Juanita Smith for Epperly Construction, LLC to construct the deck up to \$7,000.00, and to authorize the Emergency Repairs policy if any addendum occurred. Mrs. Watts seconded. The Vice Chair asked the Clerk for a roll call vote as followed:

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

The motion carried by a vote of 5-0 to grant funds to construct the deck up to \$7,000.00 at 961 Smith Street based on the \$6,411.70 estimate and to cover any necessary costs if conditions are found during construction. The motion included authorizing the Emergency Repairs policy.

The Vice Chair told Ms. Smith that based on the amended policy she will not be able to apply for another grant from the Town of Bedford Redevelopment and Housing Authority. Since a grant will not repair/replace Ms. Smith's windows, Mr. McIver asked her to meet him to discuss repair options later.

The Committee that was appointed to review the housing grant policies met with staff prior to the meeting to recommend policy changes. Ms. Zirkle discussed the changes with the Authority that included:

1. Requiring a minimum of two contractor estimates
2. Confirming more than one grant can be issued for the same property at the discretion of the Authority for cases of extremely rough conditions that arose since the first grant, or for other conditions of the resident such as poverty or elderly status.

Ms. Duncan made a motion to adopt the *Property Repair Grant* policies and Mrs. Watts seconded. By acclamation, the Authority voted 5-0 to approve the adopted operational guidelines as reviewed and authorized staff to move forward with the changes effective immediately.

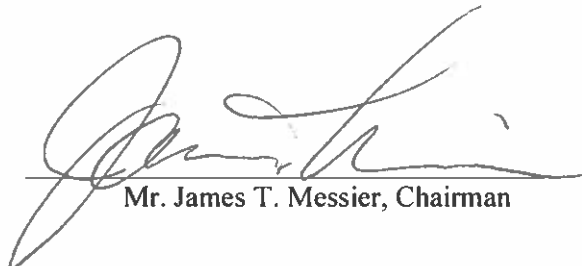
The next meeting will be held on Thursday, July 13, 2023, at 5:30 pm.

**ADJOURNED:**

There being no further business, the meeting adjourned at 5:48 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 July 13, 2023



Mr. James T. Messier, Chairman