

*Minutes of the Town of Bedford*

**Redevelopment and Housing Authority**

The Redevelopment and Housing Authority held a regular meeting on Thursday, July 13, 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; and Gail Davis

Redevelopment and Housing Authority members absent: Jim Messier, Chairman; Ann Duncan; and one vacancy

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

Town Staff absent: None

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) (via Zoom)

Other absent: Robert Carson, Town Council

**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. Coles made a motion to approve the June 8, 2023, minutes and Mrs. Davis seconded. The vote carried 4-0 to approve the minutes as presented.

**STAFF AND COMMITTEE REPORTS:**

Mrs. Anne Cantrell, Finance Director, gave the Financial Report. The account balance as of May was \$56,594.36. Mrs. Cantrell stated that after she ran a financial report before the meeting, the account balance as of July 13, 2023, was \$41,594.36.

Ms. Zirkle announced that the vacancy on the Authority had been advertised. She introduced Shang Stanley who was an interested candidate in the audience. Mr. Stanley introduced himself and stated why he was interested in serving on the Housing Authority.

**UNFINISHED BUSINESS:**

**Property Repair Grant Final Inspection Reports:**

Mr. McIver gave a follow-up on the roof repairs for Helen Thompson at 609 E. Federal Street. Mr. McIver stated that Ms. Thompson is pleased with the repairs and she has no issues.

Mr. McIver stated that he was contacted by Steve Epperly of Epperly Construction, LLC who was awarded the contract for repairs at 961 Smith Street. Mr. Epperly stated that he would not be able to construct Ms. Smith's deck at 961 Smith Street by the required time. Mr. McIver stated that the contractor did not sign the contract and he is not able to start the job due to circumstances beyond his control.

Mr. McIver had contacted the other two contractors to have them reprice the deck due to their estimates being too high. He stated that perhaps he will get bids from other contractors.

Staff asked the Authority if Ms. Smith had to submit another application. Mr. McIver stated that the policy considers signing of the contract as notification to proceed with the work granted. He suggested that it is better to move on without a new application. Mr. McIver stated that he will get new quotes and keep Ms. Smith informed.

Staff wanted guidance on moving forward because the Authority approved one amount, and the contractor has not executed the contract, and the other bids expired. Ms. Zirkle asked if a quote does not exceed the grant fund of up to \$7,000.00 that was approved at the June 8 meeting, would the new quote need the Authority approval. Ms. Coles suggested that staff brings the new estimates to the next meeting. By acclamation, the Authority agreed to determine a new contractor at its next meeting in August.

#### **NEW BUSINESS:**

Ms. Zirkle stated that the Redevelopment and Housing Authority received a Grant Award Notification from the Virginia Housing for Tier I Strategic Planning. The grant award amount is \$10,407.50 and the award date was July 6, 2023. Under Article III – Period of Performance, there is one-year to complete the plan due by June 30, 2024.

Ms. Coles made a motion to authorize the Vice Chair to sign the grant contract on behalf of the absence of the Chair. Mrs. Watts seconded. The Vice Chair asked the Clerk for a roll call vote as followed:

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

The motion carried by a vote of 4-0 to authorize the Vice Chair to sign the grant contract in the absence of the Chair.

Mrs. Cantrell presented a revised Redevelopment and Housing Authority FY2024 Adopted Budget to the Authority for consideration and approval. She reviewed the adopted budget for the 2024 fiscal year. She stated that the total amount proposed to be adopted was \$41,594.00. Mrs. Cantrell stated that the fiscal year is July 1 to June 30.

Ms. Coles made a motion to adopt the FY2024 Redevelopment and Housing Authority budget as presented. Mrs. Watts seconded. The Vice Chair asked the Clerk for a roll call vote as followed:

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

Mr. Mansel  
Mrs. Davis

Aye  
Aye

The motion carried by a vote of 4-0 to adopt the FY2024 Redevelopment and Housing Authority budget as presented.

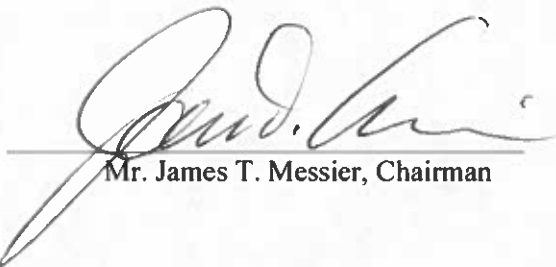
The next meeting will be held on Thursday, August 10, 2023, at 5:30 pm.

**ADJOURNED:**

There being no further business, the meeting adjourned at 5:50 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 August 10, 2023



Mr. James T. Messier, Chairman