

Minutes of the Town of Bedford

Redevelopment and Housing Authority

The Redevelopment and Housing Authority held a regular meeting on Thursday, August 10, 2023, at 5:30 p.m. in the Town Municipal Building Council Hall.

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

Redevelopment and Housing Authority members absent: Georgiann Watts 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; and CG Stanley, Town Council

Other absent: Robert Carson, Town Council

CALL TO ORDER:

Mr. Messier 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 July 13, 2023, minutes and Mrs. Davis seconded. The vote carried 4-0 to approve the minutes as presented, with Mr. Messier abstaining.

STAFF AND COMMITTEE REPORTS:

Ms. Zirkle stated that there is no financial report this month due to the fiscal audit. She stated that the financial report will be given at the next meeting and that the budget was adopted at the last meeting.

UNFINISHED BUSINESS:

Mr. McIver gave a follow-up on repairs for Juanita Smith at 961 Smith Street. He stated that Steve Epperly of Epperly Construction, LLC was awarded the contract for repairs at 961 Smith Street would not be able to construct the deck by the required time. Mr. McIver contacted other contractors to bid for the job.

Mr. McIver stated that he received two new quotes and present the bids to the Authority for its consideration. It was determined that one of the quotes presented at the meeting came in below the approved \$7,000.00 quote by Epperly Construction, LLC at the June 8 meeting. The Authority awarded the contract to Chad Smith Builder, Inc. to make repairs for Ms. Smith. Mr. McIver stated that Chad Smith can start repairing the deck the following week due to safety issues and since that was Ms. Smith's primary entrance into her home.

Ms. Coles made a motion for Chad Smith Builder, Inc. to make the deck repairs from the quote presented by staff. Mr. Mansel seconded. The Chair asked the Clerk for a roll call as followed:

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

The motion carried by a vote of 5-0 to grant funds to construct the deck for \$3,550.00 at 961 Smith Street.

The previously awarded grant in the amount of up to \$7,000.00 to Epperly Construction, LLC on June 8, 2023, has been withdrawn because the contractor was not able to construct the deck by the required time and the Property Repair Grant Contract was not executed among the parties. Staff has voided the contract with Epperly Construction, LLC and replaced it with the contract in the amount of \$3,550.00 to Chad Smith Builder, Inc. dated August 10, 2023.

NEW BUSINESS:

Mr. McIver stated that he received a Property Repair Grant application with very general information. He left messages for the owner and he doesn't know if the home is occupied.

Ms. Zirkle presented to the Authority a draft letter dated August 10, 2023, to Town Council requesting a transfer of two parcels own by the Town of Bedford on South Street to the Housing Authority. The Authority discussed the need to either sell or build on the properties to help meet the need for affordable housing and to off-set its current budget.

Mr. Mansel asked why the properties were never sold. Mr. Stanley stated there were no interest or buyers. Mr. Mansel stated that on the Bedford County GIS Real Estate lookup the land values were \$10,000 for Tax Parcel 214-A-133T and \$20,000 for Tax Parcel 214-A-132T. Mr. Mansel asked could the corner lot on South Street and Maybeury Drive (Tax Parcel 214-A-132T) be subdivided? Ms. Zirkle stated that the lot size is below the minimum standards and could not be subdivided. Could the Authority offer \$1.00 for the property transfers or will Town Council give the properties as gifts to the Authority? The lands transfer should not cost the Redevelopment and Housing Authority any money from its budget. The Authority asked staff to include a cover letter and a map with the letter of request in the Town Council packet.

Mr. Mansel made a motion that the Redevelopment and Housing Authority Chair sign the letter presented at the meeting requesting Town Council to transfer the two parcels own by the Town of Bedford on South Street (Tax Parcels 214-A-132T and 214-A-133T) to the Town of Bedford Redevelopment and Housing Authority and that all costs associated with the property transfers be paid by Town Council. Ms. Coles seconded. The Chair asked the Clerk for a roll call as followed:

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

The motion carried by a vote of 5-0 to allow the Chair on behalf of the Authority to sign the letter dated August 10, 2023, requesting Town Council to transfer two parcels on South Street (Tax Parcels 214-A-132T and 214-A-133T) to the Redevelopment and Housing Authority and all costs be paid by Town Council.

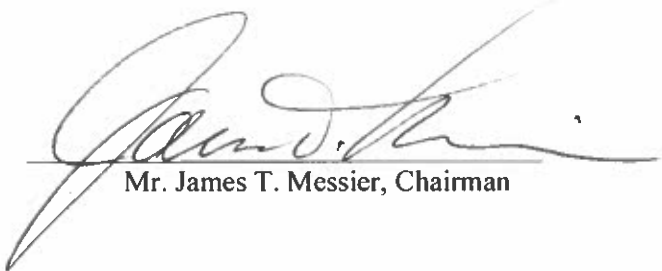
The next meeting will be held on Thursday, September 14, 2023, at 5:30 pm.

ADJOURNED:

There being no further business, the meeting adjourned at 5:45 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 September 14, 2023



Mr. James T. Messier, Chairman