

WEST PIEDMONT PLANNING DISTRICT COMMISSION

EXECUTIVE COMMITTEE MINUTES

of the

April 25, 2024 Meeting

to be held

at the Commission Office

1100 Madison Street, Martinsville, VA

PRESENT

Jim Adams, Chairman, Henry County
Lee Vogler, Vice Chairman, Danville
Kathy Lawson, Treasurer, Martinsville
Ralph Casey, Rocky Mount

ABSENT

Vic Ingram, Pittsylvania County

Staff

Kristie Eberly, Executive Director

1. Call to Order

The Chairman established a quorum was present and called the meeting to order at 6:00 p.m.

2. Confirmation of Minutes of the February 22, 2024 Meeting

Mrs. Kathy Lawson made a motion, seconded by Mr. Lee Vogler, to approve the minutes of the February 22, 2024, meeting as presented. Upon vote, the motion carried unanimously.

3. Purchase Option Agreement-Fayette Street and Beaver Street in Martinsville

Mr. Sean Campbell noted that the intentions are to apply for the Acquire, Renovate, Sell (ARS) program through DHCD which would give us roughly \$55,000 of funding to put into the project and administration fees for the WPPDC. He has spoken with the Harvest Foundation and they are willing to fund a \$200,000 with zero interest line of credit for the WPPDC. We are also expecting \$310,000 to come back from the Danville Redevelopment Housing Authority which was a zero percent construction loan out of the PDC Housing grant. We committed to three years from purchase to completion. The Chairman questioned if there were restrictions on ownership. Mr. Campbell replied that during the first 60 days, provided that the WPPDC uses the ARS funding, it must be marketed low to moderate income homebuyers and after 60 days if there is no contract on it, then it can go for market rate. Danville Center for Housing Education will work with us on a list of clients that would be LMI approved. If the property is market rate, then a realtor needs to be used. The Chairman questioned if there was any restriction on the buyer on how long they have to stay in the home before looking for to sell. Mr. Campbell answered that for LMI buyers there would be a deed of trust for 10 years to secure the PDC's interest, and the mortgage would be through either Virginia Housing or USDA. The ARS application is region wide and we will be looking for properties in all localities.

Mr. Lee Vogler made a motion, seconded by Mr. Ralph Casey, to approve the Purchase Option Agreement for Fayette Street and Beaver Street in Martinsville. Upon the vote, the motion carried unanimously.

4. Presentation of Proposed Budget for Fiscal Year 2025

Revenue- The Executive Director stated under the Commonwealth of Virginia, DHCD has an increase of \$25,000 which is included in the state budget. There was an increase in VDOT funding of \$7,648.00 in administration. DHCD Regional Housing Inventory is a new program and the PDC will gain \$35,000 in administrative funds. THE DHCD ARS project is a potential project as the application has not been submitted yet, but if awarded there is a potential \$27,000 for administration.

Under Local Governments, Martinsville Pine Hall is a continuing project as are all of the VATI projects with the addition of the East VATI 2023, the West VATI 2023 and the Pittsylvania VATI 2023. The Town of Stuart CDBG is a new project this year and it is \$40,000 in administrative funds. The HUD PRICE grant is another potential housing grant, for rehabilitation for trailer parks, and the administration would be \$350,000 in FY25.

Under Federal, the Economic Development Administration, is level funding at \$70,000. Appalachian Regional Commission (ARC) has an increase of \$868. Patrick Business Development Center project has not started yet but the PDC will be receiving \$35,000 in administration when it does. The ARC READY LDD was a 1 year grant program and will not be available in FY25. The Southeast Crescent Regional Commission (SCRC) grant started in October, so a quarter of the current grant is in FY25. Patrick County ARC Broadband grant has just been approved and the PDC is scheduled to administer that for \$10,000 in FY25.

Under Other, the VAPDC Housing Development Program has one more year of the grant. Mike Mercado, our Housing Rehab Specialist, has received his Lead Testing license and the PDC will be charging for lead testing services. The VA Housing Land Bank Study includes \$2,000 in administration. Revenues total \$1,404,351 which is an increase of \$218,541 over FY24.

Expenditures- The Executive Director noted that five of our localities and the state are giving a 3% salary increase to staff and a 3% salary increase for PDC staff has been included in the budget. The Chairman reflected back to the previous meeting and if the loss of staff was due to salaries and the answer was no per the Executive Director. The Community Development Specialist position is still open and salary and benefits for that are included in the budget. There was no increase in insurance premiums. Contract fees are largely due to Michael Armbrister being a contractor for the broadband project. Printing/Advertising is increased for FY25 as there will be a need for Public Hearing advertisements. The travel budget is the accumulation of travel funds from all of our grants and it has decreased \$13,347 for FY25.

The Executive Director discussed the possibility of acquiring an agency vehicle as mileage reimbursement have increased and the housing personnel need to be at project sites more often. The Executive Committee asked the Executive Director to prepare estimated costs of vehicles and maintenance and the amount of reimbursements for the year and prior year for the next Executive Committee meeting.

Expenditures total \$1,089,136 which is an increase of \$69,532 over FY24.

5. Presentation of Proposed Work Program for Fiscal Year 2025

The Executive Director explained that there were not many changes in the Proposed Work Program. The Regional Planning, Local Planning, and MPO sections only had minor updates. Most of the changes were in the Grant Administration section. Some projects that were listed in last year's Work Program as possible projects have moved over into the current year's projects. Possible projects listed in FY25 are the Boones Mill Downtown CDBG, Chatham Housing, DRHA Housing, Franklin/Beford Grant and DHCD ARS Program. The lists in the Appendix for the Board of Commissioners, Staff, Technical Advisory Committee and Rural Transportation member list have been updated from the previous year.

6. Nominating Committee-Fiscal Year 2025 Election of Officers

The Executive Committee also serves as the Nominating Committee.

Jim Adams was appointed Chairman

Kathy Lawson was appointed Treasurer

The Vice-Chairman position will be vacant until further consideration and discussion.

7. Other Business

The Executive Director noted that the current Auditor will no longer be available to us for the reason of being short staffed. The PDC has advertised an RFP with responses due by May 9, 2024.

There was no other business.

8. Adjournment

There being no further business, the meeting was adjourned at 7:17 p.m.


Kristina Eberly
Executive Director