

**Blair County Affordable Housing Trust Fund (AHTF/Act 137) Advisory Board
Meeting Minutes
Blair County Courthouse Conference Room 4B
November 10, 2021**

Present: Jim Hudack, Commissioner Bruce Erb, Melissa Gillin, Jean Cupp, Scott Durbin, Buddy Hann, James Gehret, Trina Illig, Sergio Carmona and Jennifer Kensinger

Board Members Absent: Don Delozier and Jeanne Puskar

Missy welcomed everyone and named all in attendance. Sergio participated via the conference call line.

Approval of Advisory Board Meeting Minutes

The minutes of the May 12, 2021 meeting were emailed to the Advisory Board members prior to today's meeting.

Buddy Hann made the motion to accept the minutes as presented. Scott Durbin seconded the motion. All were in favor. Motion carried.

The minutes of the August 11, 2021 meeting were emailed to the Advisory Board members prior to today's meeting.

Buddy Hann made the motion to accept the minutes as presented. James Gehret seconded the motion. All were in favor. Motion carried.

Missy reviewed the AHTF Current Accounts as shown below:

Act 137 Account Balance

Affordable Housing Trust Fund (AHTF)	Emergency Shelter Committed Meeting 11/13/19	Team Effort Committed Meeting 2/12/20	Lead Committed Meeting 12/13/18	Owner Occupied Rehab Meeting 5/12/21	Recaptured Funds Committed Meeting 12/13/18	COVID 19 Committed Meeting 4/1/20	TOTAL
Allocation	\$201,500.00	\$10,000.00	\$50,000.00	\$50,000.00	\$18,013.96	\$50,000.00	
Paid Out as of 10/31/21	-\$1,500.00	-\$7,270.79	-\$34,296.20	-\$10,000.00	\$14,431.52	-\$49,862.14	
Approved Pending Payment			\$0.00		\$0.00		
Reimbursed Cares Funding						\$49,862.14	
Program Available BALANCE 6/30/21	\$200,000.00	\$2,729.21	\$15,703.80	\$40,000.00	\$3,582.44	\$0.00	\$262,015.45

AHTF Bank Statement Balance 10/31/21	\$597,465.46
AHTF Committed Pending Payments	\$262,015.45
AHTF AVAILABLE Non-committed FUNDS	\$335,450.01

Jim Hudack stated that the AHTF Advisory Board needs to discuss ideas/projects to get non-committed funds “out the door”.

Jim also reported, since construction has begun on Family Services’ Homeless Shelter, that invoices will start to filter in, requiring payment that will be deducted from the shelter’s remaining \$200,000 AHTF committed funds balance.

Program Updates

First Time Home Buyer Program

- Sergio reported two (2) families are currently participating in the First Time Home Buyer Program.
- Both families are pre-approved.

Weatherization/Housing Rehab Program

- Sergio stated that Blair County Community Action Program (BCCAP) has received deferral money from the State and those funds will be used first for the Weatherization program. The State deferral funds will continue through FY 2023.

Homeless Shelter

- Lisa Hann, Family Services Executive Director, was not in attendance, but she did provide a hand-out updating the Homeless Shelter Project.
- Sergio announced that Family Services received notification, last week, granting a preliminary approval of additional Emergency Solutions Grant (ESG) funds in the amount of \$374,000 for the Shelter.
- Jim Hudack noted that the Capital Campaign has not started yet, but it should boost the shelter funds significantly, once initiated.

Other Programs:

Lead Abatement Program (Trina Illig)

- Trina reported a total of 4 units underway.
 - Two (2) in City of Altoona
 - One (1) in Snyder Township
 - One (1) in Roaring Spring
- Trina stated that there is a rental unit in Williamsburg that needs lead abatement, but the tenants need to apply for the assistance.

Blight/Demolition Fund

Jim Hudack stated that the only outstanding demo project is the one located at 424 W. 1st St., Williamsburg.

Jim would like to have the smaller municipalities take advantage of the Demolition program.

Missy also included a list of approved demolitions on the agenda.

Demo Fund Current Account

Demolition Fund Bank Statement 10/31/21	\$132,851.77
Demolition Projects Committed Not Paid	\$10,000.00
Demolition Program Funds Available Non-committed	\$122,851.77
Pending Board Approval	\$0.00

TEAMeffort

- Scott reported that he recently met with Justin Jones, TEAMeffort Coordinator.
- During the Summer 2021, TEAMeffort, did light construction, home repairs and landscaping at approximately 20 properties in the Duncansville, Altoona, Bellwood and Tyrone areas.
- Blair County AHTF allocated \$10,000 to TEAMeffort toward those projects.
- TEAMeffort spent a total of \$7,270.79.
- At the request of the AHTF, Scott is to prepare a presentation, for the Commissioners in January or early February 2022, detailing the work that TEAMeffort did in the Blair County, along with pictures and property addresses.
- Scott requested that the Board make a motion to allocate another \$10,000 to TEAMeffort to do light construction, home repairs and landscaping in Blair County during the Summer of 2022.

Scott Durbin made a motion to recommend to the Commissioners another allocation of \$10,000 in funds to TEAMeffort, for the Summer of 2022, to be used to buy materials to do light construction work for Blair County Individuals in need. Buddy seconded the motion. All present were in favor. Motion carried.

- A resolution, for approval of the \$10,000 allocation, will be prepared by Missy, so that it can be offered in conjunction with the TEAMeffort presentation.

Next Steps

Furnace Repair or Replacement Proposal (Sergio Carmona)

- Sergio stated that BCCAP received \$510,000 through the State for furnace repair/replacement. Usage of Blair County funds is currently on hold.

Landlord/Tenant Mediation Program (Lisa Hann)

- In Lisa's absence, Missy stated that there have not been any inquiries into the Landlord/Tenant Mediation Program, possibly due to the Emergency Rental Program (ERAP) or landlords just choosing to evict tenants without trying the mediation program.

Future Projects to Consider:

Affordable Housing

- Missy reported while attending the Landlord Association meeting that various agencies addressed the lack of affordable housing for their clients.
- Sergio informed Jim Hudack that either Jim Trexler or Mary Johnson, both from Altoona's Community Development Department, were to contact Jim about a Landlord Incentive program. Jim will reach out to Jim Trexler to discuss.
- Scott stated that there is a demand for one (1) bedroom rentals that include some utilities.
- Jim said that he is going to contact Centre County about their affordable housing project before putting out a Request for Information (RFI).
- Jim stated that city and county owned properties were identified from a GIS repository list with the potential of being developed into affordable housing.
- Sergio suggested doing a study of how much affordable housing there is outside of the city of Altoona, as well as, offering incentives to mass transportation companies willing to create bus routes to that identified area(s).
- Jim ended the discussion by stating that areas to create affordable housing need to be identified before addressing any transportation issues.

Open Forum:

- No further discussion

Missy thanked everyone for attending and closed the meeting.

Next Meeting:

The next meeting is scheduled for **Wednesday, February 9, 2022** at 8:15am at Conference Room 4B.