

**Blair County Housing Trust Fund (Act 137) Advisory Board  
Meeting Minutes  
Blair County Courthouse Conference Room 4B  
August 11, 2021**

**Present:** Jim Hudack, Commissioner Bruce Erb, Melissa Gillin, Donald Delozier, Lisa Hann, Jean Cupp, Jeanne Puskar and Jennifer Kensinger

**Board Members Absent:** Scott Durbin, James Gehret, Buddy Hann

Jim Hudack and Missy Gillin welcomed Jeanne Puskar, new advisory board member. Self-Introductions were made.

**Approval of Advisory Board Meeting Minutes**

Due to the absence of the required number of Board Members to form a quorum, the approval of the advisory board meeting minutes were tabled until the November 10, 2021 meeting.

**Act 137 Account Balance**

Affordable Housing Trust Fund	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	\$18,013.96	\$50,000.00	
Paid Out as of 4/30/21	-\$1,500.00		\$34,296.20		\$14,431.52	-\$49,862.14	
Approved Pending Payment			\$0.00		\$0.00		
Reimbursed Cares Funding						\$49,862.14	
<b>Program Available BALANCE 2/9/21</b>	<b>\$200,000.00</b>	<b>\$10,000.00</b>	<b>\$15,703.80</b>	<b>\$50,000</b>	<b>\$3,582.44</b>	<b>\$0.00</b>	<b>\$279,286.24</b>

<b>AHTF Bank Statement Balance 7/31/21</b>	\$585,007.26
Program Committed Pending Payments	<b>\$279,286.24</b>
<b>AVAILABLE non committed FUNDS</b>	<b>\$305,721.02</b>

*Missy Gillin and Jim Hudack gave an overview of the Affordable Housing Trust Funds programs and initiatives for Jeanne Puskar's benefit. Commissioner Erb added that all motions made by the advisory board must be approved by the County Commissioners.*

## **Program Updates**

### *First Time Home Buyer Program*

- No updates.

### *Weatherization/Housing Rehab Program*

- No updates.
- Missy Gillin is to check with Melissa Harpster to see if a resolution was approved by the Commissioners for an increase in the Weatherization/Housing Rehab cap from \$5,000 per project to \$10,000 project.

### *Homeless Shelter*

- Lisa Hann, Family Services Executive Director, reported the bids for the homeless shelter were awarded to 4 contractors (general, HVAC, plumbing and electrical) on August 2, 2021. Contractors will have to present their plans on what they are going to do. Pre-construction meeting, with contractors, is being planned for next week. Contractors have 270 days to complete the construction. Contract was signed for PHARE funding for \$200,000. Tax credits should be coming along soon. Dave Macharola is the Clerk of Works.

## **Other Programs:**

### *Lead Abatement Program (Trina Illig)*

- No updates.

### *Blight/Demolition Fund*

Missy stated that there has not been any requests presented since the last Affordable Housing Trust Fund. Missy, Jim and Commissioner Erb clarified some of the details on past expenditures. Jim added that a report is submitted to the state every year detailing the approved demolition projects.

<b>Demolition Fund Bank Statement 4/30/21</b>	\$100,718.15
<b>Committed Not Paid</b>	<b>\$21,625.00</b>
<b>Program Funds Available Non-committed</b>	<b>\$79,093.15</b>
<b>Pending Board Approval</b>	<b>\$0.00</b>

## **TEAMeffort**

- Missy reported that TEAMeffort is currently in the area working on light construction projects in Altoona and Tyrone. Over 350 individuals participated in the initiative. Scott will have photos and a list of property addresses to share at the November advisory board meeting. AHTF contributed \$10,000 in funds to TEAMeffort.

## **Next Steps**

### ***Furnace Repair or Replacement Proposal (Sergio Carmona)***

- No updates

### ***Landlord/Tenant Mediation Program (Lisa Hann)***

- Lisa Hann commented that there has been no further applications for mediation, even with the eviction moratorium being lifted. Family Services did reach out to the volunteer mediators to see if they were still interested in participating. Also, Lisa has to look into funding for this program.

### ***Future Projects to Consider:***

Jim Hudack discussed Centre County's request for proposal through their AHTF for new, affordable housing. Jim is drafting a proposal for early 2022 for a temporary pilot program for the construction of new rental or owner occupied housing, the acquisition and rehabilitation of housing units for resale or rent, or land acquisition for proposed projects to be completed in a two year time period. This program would award 4 projects up to \$25,000 each. Jim will prepare the proposal prior to the November 2021 meeting so that it can be reviewed and discussed. Don Delozier felt that interest may be in rehabilitation rather than new construction due to the cost of materials.

Jim also discussed The Department of Aging's program where small cottages are constructed for housing for the elderly. Clearfield County has participated in this. Jim would like to consider looking into this opportunity to increase the housing stock.

Lisa brought up an idea of utilizing funds to renovate the 2<sup>nd</sup> floor of a 2 story home occupied by an older adult(s) so that someone like a college student could live there paying little in rent, but would help the older adults with maintenance and/or chores around the house. Jim stated that he has never heard of that, but would be something to keep in mind.

### **Open Forum:**

Missy thanked everyone for attending and closed the meeting.

### **Next Meeting:**

The next meeting is scheduled for **Wednesday, November 10, 2021** at 8:15am at Conference Room 4B. If COVID-19 restrictions are in place, the meeting may be held via Social Services' BlueJeans Account.