

**Housing Trust Fund (Act 137) Advisory Board**  
**Meeting Minutes**  
**Family Services Conf Room**  
**May 17, 2018**

**Present:** Jim Hudack, Melissa Gillin, Sergio Carmon, Buddy Hann, Scott Durbin, Lisa Hann and Jim Gehret

**Act 137 Account Balance**

- Act 137 Account balance as of the end of April is \$401,382.20 after payment to Family Services for the apartment renovation above the teen shelter. Payment to Family Services was \$14,300.
- Account is averaging \$8,000 - \$10,000 per month

**Blight Fund Account Balance**

- The Blight Fund Account Balance is \$29,044.78.
- The Account is averaging \$4,000 - \$5,000 per month
- There is not a process in place on how the funds will be dispersed
- City of Altoona had a study done on the blighted structures. Most of the buildings need upkeep or trash removal & not actual blighted properties as defined by HUD.

**Program Updates**

*Homeless Shelter*

- Jim reported that the Drenning building and property located on Beale Ave is being purchased and a portion of it will become the Homeless Shelter.
- The purchase price for the buildings to be used for the Homeless Shelter will be \$230,000.
- The plan for the shelter includes 35 beds on the 1<sup>st</sup> floor along with 2 family units. The 2<sup>nd</sup> floor will include 6 – 2 bedroom apartments.
- The income collected from the apartments would go back to the Shelter.

*Teen Shelter/Apartment*

- Lisa distributed pictures of the renovated apartment above the Teen Shelter.
- Apartment needs final inspection
- Sergio will send Lisa a copy of a Lease Agreement to use as a template.

*First Time Home Buyer Program*

- Sergio distributed a brochure that is going to be distributed to banks & other lending institutions
- It was suggested to include a chart in the brochure to outline the cost range of affordable housing based upon an individual's or family's income
- Include a chart to show estimated mortgage payment and note that it **does not** include property taxes or insurance
- It was suggested that Billie contact Buddy to discuss partnering & looking at other lenders who are providing a similar service
- Sergio reported that their attorney suggested the promissory note be filed at the courthouse but Sergio asked Board if it would be okay for the promissory note be notarized and filed in the individuals file at the bank to speed up the process

- Discussion on how to follow up or monitor that the homeowner is **not** selling the home within the required timeframe that they must own the home
- Sergio will send a copy of the brochure & promissory note to Missy to include in the minutes

*Weatherization/Housing Rehab Program*

- Sergio provided a copy of a bid for a project near Foot of Ten for mold remediation.
- The bid from ServPro was \$4,565.93.
- The Board approved the bid.
- Sergio reported that there is a shortage of contractors to receive bids from to get deferred homes eligible for weatherization funding.
- Sergio reported that he has a few staff members that are willing to bid on some of the work if it was okay with the Board.
- Board decided to receive bids from Sergio's staff and Scott Durbin agreed to review the bids for scope of work & fair pricing.
- Scott will discuss the shortage of contractors issue at the next Builders meeting.

**Next Meeting:**

The next meeting is scheduled for Thursday August 16, 2018 at 8:15am at Family Services, 2022 Broad Ave. **NOTE LOCATION CHANGE**