

**Blair County Affordable Housing Trust Fund (AHTF/Act 137) Advisory Board
Meeting Minutes
BlueJeans Virtual Platform Only
February 9, 2022**

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

Missy welcomed everyone. Self-Introductions were made.

Approval of Advisory Board Meeting Minutes

The minutes of the November, 10, 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. Jeanne Puskar seconded the motion. All were in favor. Motion carried.

Approval of 10% Admin Fee for 2021 in the amount of \$11,367.20

Missy asked the Advisory Board to make a motion to approve the Allowable 10%, in the amount of \$11,367.20, from the AHTF Fund for the 2021 Administrative Fee.

Buddy Hann made a motion to approve using the Allowable 10% to cover administrative costs for years 2021 in the total amount of \$11,367.20. Jim 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	1 st Time Homebuyer Commissioner Meeting 12/2/21	TOTAL
Allocation	\$201,500.00	\$7,270.79	\$50,000.00	\$50,000.00	\$18,013.96	\$3,000.00	
Paid Out as of 1/31/22	-\$1,500.00	-\$7,270.79	-\$34,296.20	-\$20,330.00	-\$18,013.93	Payment in Process	
Program Available BALANCE 6/30/21	\$200,000.00	\$0	\$15,703.80	\$29,670.00	\$0	\$3,000.00	\$248,373.80

AHTF Bank Statement Balance of 1/31/22: \$613,720.09

AHTF Committed Pending Payments: \$248,373.80

AHTF Available Non-Committed Funds: \$365,346.29

Program Updates

First Time Home Buyer Program

- Missy reported that \$3,000 was awarded to a first time home buyer for a property located at 210 N 10th Ave., Altoona.
- Sergio reported five (5) individuals have completed the First Time Home Buyer courses. BCCAP is just waiting for those individuals to start the home buying process.

Weatherization/Housing Rehab Program

- No current updates.

Homeless Shelter

- Lisa Hann, Family Services Executive Director, stated that internal renovations continue. Deadline for completion will probably be extended into June 2022.

Other Programs:

Lead Abatement Program (Trina Illig)

- Trina reported all, except for \$453.00 in funds, have been committed from the \$50,000 allocated from the AHTF to the Lead Abatement program. Five (5) units have been assisted.
- Matching funds, for the Lead Program, stand at \$182,320.
- All funds are committed.
- One (1) unit, in Roaring Spring, is underway.

Blight/Demolition Fund

- Missy included a list of approved demolitions in the agenda packet. There were no projects pending Board approval.
- Jim Hudack announced that he will be attending a Blair County Municipalities meeting on March 2, 2022 to discuss the Demolition Fund program.

Demo Fund Current Account

Demolition Fund Bank Statement 1/31/22	\$167,350.36
Demolition Projects Committed Not Paid	\$10,000.00
Demolition Program Funds Available Non-committed	\$157,350.36
Pending Board Approval	\$0.00

TEAMeffort

- Scott stated that a TeamEffort presentation will be given at a Commissioners' meeting the first week of March 2022.
- The presentation will include a TeamEffort report and pictures/addresses of completed projects in 2021.

- Missy reported TEAMeffort spent \$7,270.00 out of the \$10,000 in funds allocated from the AHTF in 2021.
- Citing material cost increases and more volunteer participation, Don Delozier suggested the Board consider increasing the 2022 allocation to \$15,000.

Don Delozier made a motion to recommend to the Commissioners to approve an allocation for up to \$15,000 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. Scott Durbin seconded the motion. All present were in favor. Motion carried.

- A resolution, for approval of the \$15,000 allocation, will be prepared by Missy, so that it can be offered in conjunction with the TEAMeffort presentation.
- Don also stated that perhaps restaurant owners would be interested in donating gift cards to TEAMeffort.

Next Steps

Landlord/Tenant Mediation Program (Lisa Hann)

- No updates

Future Projects to Consider:

Sustainable Housing Program

- A “draft” Sustainable Housing Program application packet was emailed to the AHTF members prior to the meeting. The application was based on one developed by Centre Co.
- Jim Hudack proposed sending out a Request for Proposal (RFP), detailing project funding availability, to see what kind of community response may be received.
- Jim included various funding/projects options for the Board to decide on.
- The attendees agreed that this program would be worthwhile.
- Trina Illig advised Jim that advertising for the program should span 45 days and response time should be 60 days. She also commented that there should be a someone designated to review and rank the applications received.
- Jim clarified that the funding can be used for a new housing development or renovating an existing building. Funding is not intended for remodeling of an existing tenant-occupied building.
- Sergio asked if the program could have an open-ended deadline. Jim stated that the program will need a deadline to be able to review and rank applications.
- Jim asked the Board for a motion to approve the pilot Sustainable Housing Program with one of the outlined “cap funding/project limits”.

Buddy Hann made a motion to approve the Sustainable Housing program, making the funds available in the amount of \$150,000.00 for up to three (3) different projects with the maximum request for any project to not exceed \$50,000.00. Don Delozier seconded the motion. All present were in favor. Motion carried.

- Jim will meet with Trina Illig to “tweak” the Sustainable Housing program application. Then he will move forward with presenting it to the Commissioners for their approval.

Open Forum:

- No further discussion

Missy thanked everyone for attending and closed the meeting.

Next Meeting:

The next meeting is scheduled for **Wednesday, May 11, 2022** at 8:15am in Conference Room 4B or Virtual BlueJeans Platform.