

**Blair County Affordable Housing Trust Fund (AHTF/Act 137) Advisory Board
Meeting Minutes
Blair County Courthouse: Conference Room 4B
August 10, 2022**

Present: Jim Hudack, Melissa Gillin, Jean Cupp, Buddy Hann, Scott Durbin, James Gehret, Jeanne Puskar, Lisa Hann, Trina Illig and Jennifer Kensinger

Missy welcomed everyone. Self-Introductions were made.

Approval of Advisory Board Meeting Minutes

The minutes of the May 11, 2022 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.

Public Comment: *No public comments were made.*

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 2/9/22	Lead Committed Meeting 12/13/18	Owner Occupied Rehab Meeting 3/12/21	1 st Time Homebuyer Commissioner Meetings 4/5/22, 5/5/22, 5/12/22, 5/27/22	Sustainable Housing Program	TOTAL
Allocation	\$201,500	\$15,000	\$50,000	\$50,000	\$3,000	\$150,000	
Paid Out as of 6/30/22	-\$1,500.00	\$0	-\$49,726.20	\$43,312.55	\$12,000		
Program Available BALANCE 6/30/22	\$200,000.00	\$15,000	\$273.80	\$6,687.45	\$0	\$150,000	\$371,961.25

AHTF Bank Statement Balance of 6/30/22: \$613,374.24

AHTF Committed Pending Payments: \$371,961.25

AHTF Available Non-Committed Funds: \$241,412.99

Program Updates

First Time Home Buyer Program

- Jodi Williams, Executive Director of Blair County Community Action Program (BCCAP), was not in attendance, but did send an email stating that the case manager who was working with the 1st Time Home Buyers is no longer with the agency. In the meantime, Amy Compton is assisting with the program.

Recent Allocations:

- Zavada, 1755 Adams Ave., Tyrone

Weatherization/Housing Rehab Program

- No current updates.

Homeless Shelter

- Lisa Hann, Family Services Executive Director, stated that the new completion date of the shelter is mid-September 2022.

Other Programs:

Lead Abatement Program (Trina Illig)

- Trina reported that Blair County has 9 lead abatement units that are being worked on.
- Trina received 2 new lead abatement applications with a 3rd application expected to come in this week.
- Trina stated that the Blair County participates in the PA Lead-Free Promise Project. The project has created parents' guides which are being distributed to pediatricians who, in turn, are making referrals.
- Trina is working with COBRAH (Blair County Housing Authority) to do lead abatement on a rental unit.

Blight/Demolition Fund

- Missy included a list of approved demolitions in the agenda packet.
- Trina Illig reported that the demo will continue with the Williamsburg duplex property on the 424 West 1st Street side, but the renovation on the 426 West 1st Street side will not since the bid came in at \$341,000 for rehab and demo to get the property up to HUD standards.

Demo Fund Current Account

Demolition Fund Bank Statement 6/30/22	\$194,442.79
Demolition Projects Committed Not Paid	\$10,000.00
Demolition Program Funds Available Non-committed	\$184,442.79
Pending Board Approval	\$6,750.00

New Demolition Project Requests

Site Location	Total Cost	Requested
1616 3 rd St Altoona	\$13,500	\$6,750
TOTAL	\$13,500	\$6,750

- Missy reported that there is one demo request in the amount of \$6,750 from the Blight/Demolition Fund to use toward the demolition of a property located at 1616 3rd St, Altoona. Total cost of the demolition is \$13,500. Missy asked for a motion to approve that request.

Scott Durbin made the motion to approve the request for \$6,750 from the Blight/Demolition Fund for use toward the demolition of a property located at 1616 3rd St, Altoona, PA. Don Delozier seconded the motion. All present were in favor. Motion carried.

Trailer Demolition Discussion – Jim Hudack:

- Jim was asked if demolition funds could be used to demolish trailers that end up on the County Repository list, due to non-payment of taxes on the trailers. Jim reached out to the State and they answered that there was no law against using the county funds for that purpose.
- Blair County has 2 trailers located at 566 and 570 Gildea Lane, Allegheny Township, that are on the Repository that are being torn down. Jim needs to meet with Nathan Karn, County Solicitor, to make sure all is okay, legally, to use Demo funds. The quote that the County received from G&R Excavating is \$8,500 to demo both trailers.
- Jim Hudack asked the Board for a motion to approve the request of \$8,500 to demolish (1) trailer located at 566 Gildea Lane, Allegheny and (1) trailer located at 570 Gildea Lane, Allegheny Township, Blair County, pending legal consultation with the County Solicitor.

Jim Gehret made the motion to approve the request in the amount of \$8,500 from the Blight/Demolition Fund to use toward the demolition of 2 trailers located at 566 Gildea & 570 Gildea Lane, Allegheny Township, Blair County. Buddy Hann seconded the motion. All present were in favor. Motion carried.

Owner Occupied Rehab – Trina Illig

- Trina distributed a list of 7 owner occupied projects that were partially funded by the \$50,000 allocated from the Affordable Housing Trust Fund, which was approved by the AHTF Advisory Board during their May 12, 2021 meeting. As of August 5, 2022, \$43,457.99 of that allocation has been used.
- Trina asked the AHTF Advisory Board to make a motion to approve another allocation in the amount of \$50,000 from the AHTF to use toward owner occupied rehabilitation within Blair County.

Scott Durbin made the motion to allocate \$50,000 from the Affordable Housing Trust Fund to the Owner Occupied Rehabilitation Fund. Buddy Hann seconded the motion. All present were in favor. Motion carried.

TEAMeffort – Scott Durbin

- Scott reported TEAMeffort campers (volunteers), along with 6 counselors, arrived in Blair County around the first week of June 2022 to do light construction and/or repairs on local properties identified by area churches.
- The AHTF board members and county commissioners approved up to \$15,000 in AHTF funds to be used by TEAMeffort. Justin Jones, TEAMeffort Director, informed Scott that they expended a total of \$19,000 in materials, while doing projects in Blair County.
- Scott stressed to Justin that he will need addresses and pictures to be able to present to the Commissioners to show them how the money was used.
- Scott will request the AHTF allocate another \$15,000 to TEAMeffort for FY 2023, during the AHTF November Advisory Board meeting.

Sustainable Housing Program – Jim Hudack

- Jim reported that the Sustainable Housing Program was released on August 1, 2022.
- An article was featured in the Altoona Mirror about the new program.
- To date, 12 application packets have been sent out.
- Submission deadline is September 30, 2022.
- Advisory Board members, who choose to review submitted applications, must review all submissions, not just a select few. If any board members submit an application, they will not be eligible to review any applications.

Open Forum:

- Jim Hudack said that Mary Johnson, City of Altoona employee, will be putting one packet together of city properties that are on the demolition list to be considered for the County Blight program. Jim added that none of the other county municipalities are interested in participating.
- Jim announced that he will be retiring as DSS Executive Director on January 6, 2023.

Missy thanked everyone for attending and closed the meeting.

Next Meeting:

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