

**Blair County Affordable Housing Trust Fund (AHTF/Act 137) Advisory Board  
Meeting Minutes  
Blair County Courthouse: Conference Room 4B  
February 8, 2023**

**Present:** Tricia Maceno, Buddy Hann, Scott Durbin, Jeanne Puskar, Don Delozier, Missy Gillin, Christine Zernick, Wendy Melius, Trina Illig and Jennifer Kensinger

Missy Gillin welcomed everyone. Self-Introductions were made.

**Approval of Advisory Board Meeting Minutes**

The minutes of the November 9, 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 Gillin 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 Approved	Lead Committed Meeting 12/13/18	Owner Occupied Rehab Meeting 3/12/21	1 <sup>st</sup> 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 8/18/2022	\$3,000	\$150,000	
Paid Out as of 12/31/22	-\$1,500.00	-\$15,000	-\$49,726.20	-\$28,467.55	-\$12,000	\$0	
<b>Program Available BALANCE 12/31/22</b>	<b>\$200,000.00</b>	<b>\$0</b>	<b>\$273.80</b>	<b>\$21,532.45</b>	<b>\$0</b>	<b>\$150,000</b>	<b>\$371,806.25</b>

**AHTF Bank Statement Balance of 12/31/2022: \$608,119.14**

**AHTF Committed Pending Payments: \$371,806.25**

**AHTF Available Non-Committed Funds: \$236,312.89**

## Program Updates

### *First Time Home Buyer Program*

- Christine Zernick had no updates.

### *Weatherization/Housing Rehab Program*

- Christine Zernick reported that Blair County Community Action Program (BCCAP) is quite busy with its weatherization program and is in the interview process to hire a third labor crew. BCCAP uses state funding first.
- Wendy Melius stated that Center for Community Action (CCA) works with First Energy on many of these issues by looking at the homeowners' kilowatt usage. To help reduce energy costs, CCA may help the homeowner replace an appliance, furnace, windows and/or doors to help reduce their utility bill. CCA may also help pay utility bills. This program is available the following counties: Bedford, Fulton and Cambria.

### *Homeless Shelter*

- Lisa Hann was not in attendance.
- Commissioner Erb stated that Family Services did receive the occupancy permit that they were waiting for the new shelter, but there was an error on it.
- Discussion followed concerning the inaccurate press coverage about current shelter residents being thrown out onto the street during the migration from the old shelter to the new shelter. Commissioner Erb stated that no shelter occupants were going to be homeless during the transition.

## Other Programs:

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

- No updates were given.

## Demo Fund Current Account

<b>Demolition Fund Bank Statement 12/31/22</b>	\$258,441.32
<b>Demolition Projects Committed Not Paid</b>	<b>\$14,725.00</b>
<b>Demolition Program Funds Available Non-committed</b>	<b>\$243,716.32</b>
<b>Pending Board Approval</b>	<b>\$0.00</b>

### *Blight/Demolition Fund*

- Missy included a list of approved demolitions in the agenda packet.
- No new demolition requests were made.
- Two Outstanding Projects: 424 West 1<sup>st</sup> Street, Williamsburg  
323 1<sup>st</sup> Avenue, Altoona

- Missy stated that the 323 1<sup>st</sup> Avenue, Altoona project should be shown as paid by the next Advisory Board meeting in May 2023.
- Tricia reported that the Williamsburg project was down to the demolition of the foundation.

### ***Owner Occupied Rehab – Trina Illig***

- Trina did not give any updates on the Owner Occupied Rehab program.
- Commissioner Erb reported that the new Whole Home Repair Program allocation, which is available to all Blair County residents and Landlords, was increased from \$800,000 to over 1.1 million dollars. Blair may be able to have an opportunity to receive even more funding since many counties did not apply for it.

### ***TEAMeffort – Scott Durbin***

- Scott stated that he and members of TEAMeffort will make a presentation to the Commissioners during their February 28<sup>th</sup> meeting. Information on last year's completed repair projects will include pictures and addresses of the properties. At the November 9, 2022 AHTF meeting, the Board approved another \$15,000 allocation to TEAMeffort, which the Commissioners will be asked to approve at the February 28<sup>th</sup> meeting.
- Scott added that 550-600 campers (volunteers) are expected to arrive the 1<sup>st</sup> week of June and stay for 8 weeks. During their stay in Blair County, TEAMeffort will do various home repairs for homeowners.

### ***Sustainable Housing Program – Missy Gillin***

- Two projects were awarded \$50,000 each.
- Missy stated that the contractors' W9 forms and Certificate of Insurances are on file.
- Since two projects were approved and funding was available to accommodate 3 projects, Missy asked the Board what to do with the remaining \$50,000 that was not committed.
- Everyone agreed to allow the money to carry over into the Sustainable Housing Program to be used for future projects.
- Scott will go to the construction sites of the current projects to take "before" pictures and follow-up after completion to take "after" pictures. Scott stated that the contractors should have a renovation schedule that they should put on file.

### ***Board Members Term Renewals – Missy Gillin***

- Jim Gehret and Jeanne Puskars board terms expire April 30, 2023.
- Jim and Jeanne would like to continue to serve as board members.
- Missy will forward online talent bank applications for them to fill out and return.

### ***Emergency Repairs – Scott Durbin***

- Scott stated that he would like to create a program that would be available to all Blair County residents who may need repairs done to their home to bring it up to code. Many citizens, especially in the City of Altoona, are being fined by Code Enforcement and do not have the funds to correct or repair the issue.
- Scott added that Code Enforcement/Municipalities would have to know about the program and be willing to make the referral.

- Scott said that he would like the application to be only one page.
- The homeowner would be responsible for getting the estimate for the work.
- The funding would be capped at \$5,000 per project.
- Missy questioned if this could be something that could be added onto to Trina's Owner Occupied Rehab program, but it was ultimately decided to make it a separate program.
- Wendy asked how this funding differs from Trina's Owner Occupied Rehab program. Scott explained that this program would help with repairs that are considered code violations to stop these types of issues going before the Magistrate.
- Trina stated that income guidelines should apply and proposed 80% of area median income (AMI).
- Trina added that some funding through the Whole Home Program has been set aside for emergency repairs.
- ***Scott made a motion to recommend to the Commissioners to approve an allocation for \$50,000 in funds with a cap of \$5,000 per project to do emergency housing repairs within the county. Jeanne Puskar seconded the motion. All present were in favor. Motion carried.***

#### **Next Steps:**

- Creating a basic application for Emergency Repairs Program. Discuss more about program policies and/or procedures.

Missy Gillin thanked everyone for attending and closed the meeting.

#### **Next Meeting:**

The next meeting is scheduled for **Wednesday, May 10, 2023** at 8:15am in Conference Room 4B