

**Meeting Agenda
State College Borough
CDBG/Citizen's Advisory Committee
May 3, 2016
Room 242 / 12 p.m.**

I. Call to Order

II. Roll Call

Jay Meashey, Chairman
Selden Smith, Vice-Chairman
Shelton Alexander
Rebecca Misangyi
Marcia Patterson
Vansh Prabhu
Connie Randolph

III. Approval of Minutes – *March 1, 2016*

IV. Chair Report

V. Public Hour - Hearing of Citizens

VI. Public Hearing on Program Performance

The purpose of the public hearing is to receive comments from citizens on the performance of the State College Community Development Block Grant (CDBG) and HOME Programs during the 2015 program year. An ad providing notification of the public hearing was published in the Centre Daily Times. Notices were sent to municipal and county officials and to human service agencies.

(A second public hearing will be held on June 7, 2016 to accept public comments on the Borough's housing and community development needs and development of proposed activities to meet those needs during FY2017.)

Link to: [2015 Consolidated Annual Performance and Evaluation Report](#)

Action Needed: Hold public hearing on performance

VII. Adjournment

**Meeting Minutes
State College Borough
CDBG/Citizen's Advisory Committee
March 1, 2016**

The State College Borough Community Development Block Grant/Citizen's Advisory Committee (CDBG/CAC) meeting was called to order by Chairman Meashey on Tuesday, March 1, 2016 at 12:05 p.m. in the Borough Municipal Building, 243 South Allen Street, in Room 241.

Members Present

Jay Meashey, Chairman; Shelton Alexander, Rebecca Misangyi, Seldon Smith, Marcia Patterson and Vansh Prabhu

Others Present

Ed LeClear, Planning Director; Elizabeth Eirmann, Planner-Housing Specialist; Denise Rhoads, Staff Assistant; Susan Venegoni, resident and other interested parties

Election of Officers

A motion was made to nominate Mr. Meashey for Chairman by Ms. Misangyi and seconded by Ms. Patterson. The vote was unanimously in favor.

A motion was made to nominate Mr. Smith for Vice-Chairman and seconded by Ms. Patterson. The vote was unanimously in favor.

Approval of Minutes

A motion was made by Ms. Patterson to approve the September 1, 2015 minutes as submitted and Mr. Alexander seconded the motion. The vote was unanimously in favor.

Chair Report

Chairman Meashey reported he met with Ron Quinn of Housing Transitions, Inc. (HTI) to discuss their work. Mr. Meashey noted, in his talks with Mr. Quinn, HTI is focused on helping residents in a homeless situation and they also attempt a whole life approach to resolving the issues the homeless are faced with.

Chairman Meashey also noted that HTI consistently meets the Borough's goal of spending the limited Community Development Block Grant (CDBG) money to address homelessness.

He also reported that he was invited by the University Park Undergraduate Association at Penn State University (PSU) to present a report on the impetus behind the CDBG program.

Chairman Meashey noted he is scheduled to make an annual report to Council in April on the activities of the CAC in the past year. And, finally, he reminded the Committee to fill out their financial disclosures if they have not already done so and that the annual Authorities, Boards and Commissions (ABC's) dinner is coming up in April.

Public Hour

Ms. Venegoni stated she will be working with the neighborhood groups regarding low income residents. She discussed the infrastructure side of this and encouraged resident participation.

2016 Meeting Calendar

A motion was made by Ms. Misangyi to approve the 2016 Meeting Calendar and seconded by Ms. Patterson. The vote was unanimously in favor.

Proposed Revisions to the Borough's Citizen Participation Plan

Proposed Revisions to the Borough's Citizen Participation Plan

Mr. LeClear's overview included:

- Received the allocation number from HUD on February 18.
- Mr. LeClear referenced Page 12 of the Plan and stated Housing and Urban Development (HUD) made a new rule related to the Analysis of Impediments (AI) and revised the whole ordinance. When adopting the Affirmatively Furthering Fair Housing (AFFH), HUD is now requiring we hold two meetings. The new rule starts in 2019. HUD did ask staff to put the rules into the Plan. An additional revision has been made to clarify the Borough's efforts to provide meaningful access to Limited English Proficient (LEP) participants.

A motion was made by Ms. Patterson to approve this plan and Mr. Alexander seconded the motion. The vote was unanimously in favor.

Proposed Amendments to the 2015-2019 Consolidated Plan and 2015 Action Plan

Proposed Amendments to the 2015-2019 Consolidated Plan and 2015 Consolidated Action Plan

Mr. LeClear's overview included:

- In the 2015 Consolidated Action Plan (CAP) \$250,000 in CDBG funding is allocated for the FY2015 CDBG Infrastructure Project, a streetlight / ADA curb ramp project on Beaver Ave., from "H" Alley to Burrowes St. This project was completed in 2015 and there is a remaining balance of \$75,192.94 in CDBG funding.

- Staff recommends reprogramming the remaining CDBG funding to the 2016 CDBG Infrastructure Project: Streetlights – Burrowes St. This project involves the replacement of 8 existing streetlights along Burrowes St. between College Ave. and Beaver Ave. In addition to new poles and luminaires, work will include new foundations and any necessary conduit, concrete sidewalk, and electrical junction box replacement.
- Additionally, the proposed 2016 CAP includes an allocation of \$65,000 in CDBG funding for the Municipal Building ADA Improvements Project – 2016, which will improve accessibility to and within the Borough's Municipal Building located at 243 S. Allen St. Since addressing public facility priority needs using CDBG funding was not originally anticipated, no such goal was included in the 2015- 2019 Consolidated Plan (CP).
- Staff recommends revising the 2015-2019 CP to add a goal of Public Facilities which will address the priority non-housing community development need of Public Improvements & Infrastructure and Public Facilities. These needs are identified through the development of the Borough's Capital Improvement Program.

Mr. Alexander asked how this year's budget compares to last year's budget. Mr. LeClear stated we have increased a little.

A motion to approve this Plan was made by Ms. Misangyi and seconded by Mr. Smith. The vote was unanimously in favor.

2016 Action Plan

2016 Consolidated Action Plan

- Mr. LeClear noted the document has been updated with the actual FY2016 CDBG and HOME allocations.
- Updated the public review information to include a second CAC review, the new public review period and Council's public hearing for the 2016 Annual Action Plan.
- Added a summary of comments received at both the CAC meeting held September 1, 2015 and the Council meeting held February 8, 2016.
- Added 2016 CDBG Infrastructure Project: Streetlights – Burrowes as a project. An amendment to the 2015 Action Plan has been proposed to fund this project using \$75,192.94 in reprogrammed CDBG funding remaining from FY2015 CDBG Infrastructure Project (streetlight / ADA curb ramp – Beaver Ave.)
- Since the FY2016 allocations have been announced by HUD, the contingency language, which describes what would be done if the actual allocation is more or less than the estimated amounts, has been taken out.
- Changed the name of the 2016 CDBG Infrastructure Project: Streetlights/ADA Curb Ramp Project to the 2016 CDBG Infrastructure Project: Streetlights – College Ave. The original project involved the installation of ADA curb ramps and streetlights along College Ave., from Barnard St. to Atherton St.; Burrowes St. to Fraser St.; and Garner St. to High St. After last review, the

CAC recommended reducing the scope and allocation from \$250,000 to \$120,000, and allocating the balance of \$130,000 to the Highlands Video Surveillance Camera Project. To ensure CDBG funds will be spent in a timely manner, staff recommended using Capital Funds for the Highlands Video Surveillance Camera Project which Borough Council approved at its February 8, 2016 meeting. Therefore, \$65,000 in CDBG funding was allocated back to the 2016 CDBG Infrastructure Project: Streetlight Project – College Ave for a total allocation of \$185,000 for the project. The scope and location of the 2016 CDBG Infrastructure Project: Streetlight Project – College Ave now involves streetlight replacement along College Ave., from Fraser St. to Atherton St. The remaining \$65,000 in CDBG funding from the Highlands Video Surveillance Camera Project was allocated to the Municipal Building ADA Improvements Project – 2016.

- Added Municipal Building ADA Improvements Project – 2016 as a project. This proposed project will improve accessibility to and within the Borough's Municipal Building. An amendment to the 2015-2019 CP has been proposed to add Public Facilities as a goal for this project. The Public Facilities Goal will address the priority non-housing community development need of Public Improvements & Infrastructure and Public Facilities. These needs are identified through the development of the Borough's Capital Improvement Program. A total of \$65,000 in CDBG funding is to be allocated to this project.
- Updated the Evaluation of Past Performance to more accurately reflect progress made towards meeting goals in 2015.
- In anticipation that the revised Citizen Participation Plan will be adopted, the summary of citizen participation process and discussion of affirmatively furthering fair housing activities have been updated to include information on the role of citizen participation in the development of and revisions to the Assessment of Fair Housing.
- Added required Certifications and SF-424 forms which will need to be signed by Tom Fontaine, Borough Manager, prior to submission to HUD.
- Added 2 maps showing known project locations as well as general language regarding geographic distribution.

Mr. LeClear stated staffs' recommendations for the allocation of CDBG and HOME funds for 2016 are:

CDBG:

- \$325,192.94 for public facilities and improvements. Of this total \$185,000 is allocated to the 2016 CDBG Infrastructure Project: Streetlights – College Ave.; \$75,192.94 for the 2016 CDBG Infrastructure Project Streetlights – Burrowes St.; and \$65,000 for the Municipal Building ADA Improvements Project - 2016.
- \$75,458 for public services activities. Of this total, \$29,467 is allocated to Centre Co. Women's Resource Ctr. for the Shelter Staffing Program; \$16,948 for the Housing Transitions, Inc. Employment and Housing Services Program; \$9,450 for the Burrowes Street Youth Haven for staffing costs; \$14,384 to House of Care for staffing costs, and \$5,209 for the Centre County Youth Service Bureau Independent Living Program.

- \$70,120 for Housing. Of this total \$35,060 for the State College Borough First Time Homebuyer Program (Low Income) 2016; and \$35,060 for the Owner-Occupied Rehab Program 2016
- \$100,614.60 for administration and planning and \$6,880.40 for contingency.

HOME:

- \$205,436.25 each to the State College Community Land Trust (SCCLT) Homebuyer Program and the Temporary Housing Foundation's (THF) First Time Homebuyer Program.
- \$16,996.85 is budgeted for Community Housing Development Organization (CHDO) operating support for THF to comply with the 5% cap for CHDO operating support.
- The amount budgeted for administration is \$33,993.70 to comply with the 10% cap on administration.

Ms. Misangyi asked why the camera project could not be included in this amendment. Mr. LeClear stated the camera project has been approved for using Capital Funds.

Mr. LeClear discussed HUD timeliness and described how staff must spend the allocated amount by a certain time. He noted by doing the streetlight projects and the Bellaire renovation by October we will meet the timeliness requirement.

A motion to approve this amendment was made by Ms. Patterson and seconded by Ms. Misangyi. The vote was 5-1-1 with Mr. Smith abstaining.

Items of Information

The Conflict of Interest Policy was distributed at this meeting and Mr. LeClear noted this is required to be done at the first meeting of every year.

Adjournment

With no further business to discuss, this meeting was adjourned at 12:48 p.m. by Ms. Patterson and seconded by Mr. Alexander.

Respectfully Submitted by:
Denise L. Rhoads, Staff Assistant