

**Meeting Minutes
State College Borough
CDBG/Citizens' Advisory Committee (CAC)
February 4, 2020**

The State College Borough Community Development Block Grant/Citizens' Advisory Committee (CDBG/CAC) meeting was called to order in the Municipal Building, 243 South Allen Street by Selden Smith, Chair on Tuesday, February 4, 2020 at 12:12 p.m.

Members Present

Selden Smith; Ian Boswell; David Gaines, Marcia Patterson; and Bruce Quigley

Chairman Smith welcomed Mr. Boswell as a newly appointed member of the Committee. Mr. Boswell then introduced himself stating that he graduated from the State College Area School District's Delta Program, earned a master's degree in music composition from University of Kansas, and participated in the Borough's First Time Homebuyer Middle Income Program.

Members Absent

Alexis Burke; Jason Olcese

Others Present

Maureen H. Safko, Senior Planner; Elizabeth S. Eirmann, Planner-Housing Specialist; and Denise L. Rhoads, Administrative Assistant

Election of Officers

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

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

Approval of Minutes

A motion was made by Ms. Patterson and seconded by Mr. Gaines to approve the November 5, 2019 minutes as submitted. The vote was unanimously in favor.

Chair Report

Selden Smith, Chair, stated he had briefly spoke with the Borough's new mayor, Ron Filippelli, who noted the importance of affordable housing. Mr. Smith stated to Mr. Filippelli that CAC members were working to address this community need.

Public Hour

No one from the public was in attendance.

Ms. Safko stated that during the Point-In-Time Count of unsheltered persons a Manager from the Westerly Parkway Plaza spoke to her about the need for additional lighting to address a pedestrian street crossing safety concern on South Atherton Street near the intersection with Logan Avenue near the Pizza Hut. The manager wanted to know when to attend a meeting to express their concern about a pedestrian accident that happened in this area seriously injuring an elderly resident of the housing development.

CAC's comments

- Mr. Boswell stated part of the problem could be there were no pedestrian islands and it was very difficult to cross at that point.
- Mr. Gaines stated that drivers do not care about pedestrians. He experienced this often and noted the crosswalks that had islands did not work either. Jaywalking was a concern as well.
- Mr. Quigley stated the speed limit should be enforced and noted some education would be helpful.
- Ms. Patterson noted pedestrians do not look to see if any vehicles are coming. They assume they have the right of way.
- Mr. Smith stated, in Maryland, the buses and bus stops had slogans on them for pedestrians such as “make eye contact with driver before crossing”.

2020 Conflict of Interest Policy Memorandum

Ms. Safko noted this memorandum was to be distributed at the first meeting of every year. It was for informational purposes only.

2018 CAPER (Consolidated Annual Performance and Evaluation Report)

Ms. Safko briefly reviewed the 2018 CAPER in preparation for the CAC meeting in March where a public hearing for the review of the 2019 CAPER will be conducted. The 2018 CAPER review included:

- The CAPER is an annual report to HUD on progress in achieving goals that staff set for themselves in the CDBG and HOME Programs.
- Grant amounts: \$536,621 for CDBG and \$589,983 for HOME
- CDBG 2018 Budget discussion:

<u>Affordable Housing</u>		
Temporary Housing Foundation (THF) Rental Acquisition/Rehab Program		\$220,236
First Time Homebuyer (FTHB) Acquisition/Rehab	\$98,960	
<u>Infrastructure</u>		
Streetlight & Curb Cut Replacements	\$29,607	
<u>Public Services</u>		
15% Limit	\$80,493	
<u>Administration</u>		
20% Limit		<u>\$107,324</u>
TOTAL		\$536,621

Ms. Eirmann noted in the past, Public Service agencies would compete annually for CDBG funds by submitting applications and presenting their needs to the CAC. Currently, the CAC

determined to fund the Public Service agencies related to housing only noting that consistent funding allows for continuity in services.

- HOME 2018 Budget discussion:

Housing

State College Community Land Trust(SCCLT) FTHB Homebuyer Program \$389,605

THF FTHB Homebuyer Program \$111,880

Community Housing Development Organization Operating Support (CHDO)

SCCLT CHDO Operating Support \$14,750

THF CHDO Operating Support \$14,750

Administration

10% Limit \$59,998

TOTAL \$590,983

- Financial Status 2018 Year-end discussion:

CDBG

2017 End of Year Balance \$570,985.49

2018 Allocation, plus Prog Income \$639,496.92

Total CDBG Available in 2018 \$1,210,482.41

Expended in 2018 \$731,570.89

2018 End of Year balance \$478,911.52

HOME

2017 End of Year Balance \$234,162.63

2018 Allocation, plus Program Income \$653,378.43

Total HOME Available in 2018 \$887,541.06

Expended in 2018 \$558,004.15

2018 End of Year balance \$329,536.91

Ms. Safko stated each year staff identified goals in the Annual Action Plan. In 2018, the FTHB Acquisition/Rehabilitation goal of one was achieved. The Owner-Occupied Housing Rehabilitation goal of one was achieved and the THF Rental Acquisition/Rehabilitation goal of seven was not completed.

She also discussed CDBG 2018 goals regarding infrastructure projects completed such as Bellaire Court, Streetlight/Curb Replacements, and Calder Way Curb Cut Replacement.

Ms. Safko discussed CDBG 2018 goals regarding Public Services and the total actual number of persons served was 226.

HOME Goals in 2018 regarding the Borough's two CHDO's, SCCLT and THF, were discussed and both had a goal of one assist, and both reached those goals.

Ratio of Expenditures for 2018 were discussed. The calculation was found using funds awarded versus funds spent. The required ratio was 1.5 or less. Ms. Safko noted the Borough's ration was 1.33.

She stated staff was concerned about 2020 because \$158,000 needed to be assigned to a project in order to meet the timeliness count.

Goals for assistance for 2019 were:

- Owner-Occupied Housing Rehab 1
- FTHB Acquisition/Rehabilitation 1
- SC Community Land Trust FTHB 1
- Temp. Housing Foundation FTHB 1
- THF Rental Acquisition/Rehab 2
- Streetlight/Curbs (Sowers, Hetzel, Foster) complete
- Human Service Agency Beneficiaries 237

Ms. Safko stated a public hearing on the 2019 CAPER would occur prior to a Council meeting.

CAC comments

- Mr. Quigley asked what the Public Service allocations included. Ms. Safko stated the Borough funded five agencies and they were:
 - House of Care
 - Centre Safe
 - Housing Transitions, Inc
 - Youth Service Bureau (Burrowes Street Youth Haven and Stepping Stone Independent Living programs)
- Mr. Smith stated the Borough supported the agencies' core missions. Ms. Safko stated these funds had to be proportioned equally from one year to the next.

2020 Tentative Schedule of Federal Grant Program Activities

Ms. Safko discussed the 2020 tentative schedule of Federal Grant Program Activities which included:

- 2019 CAPER review public hearing - March.
- Budget amendment prior to submitting 2020 Annual Action Plan – April
- Community Needs hearing for FY 2020 Annual Action Plan - May/June
- State College Borough Capital Improvement Plan review May/June
- FY 2021 Annual Action Plan review and recommendation to Council - September/October.
- FY 2021 Annual Action Plan approved, but the Borough had to wait until the actual budget came out from the Housing and Urban Development. Usually, an amendment was required.

Review of State College Borough Housing Rehabilitation Guidelines

Ms. Safko noted one objective for 2020 was to update the guidelines the State College Borough used to administer housing rehabilitation services for owner-occupied, first-time homebuyer and rental housing. The policy needed to reflect the Energy+ approach to rehabilitation and to be consistent with the housing rehabilitation guidelines developed by the Pennsylvania Department of Community and Economic Development (PA DCED).

CAC comments

- Mr. Gaines asked whether a SCCLT buyer would be eligible for these opportunities. Ms. Safko stated assisting these homeowners was a priority for the Borough. Ms. Eirmann stated when a resale occurred, staff asked if there might be some rehabilitation that would need to be done.
- Mr. Gaines also asked why the Borough required a right of first refusal. Ms. Eirmann stated she had been with the Borough for 15 years and had not seen this executed. Ms. Safko stated that the right of first refusal would make sense for THF homes, where resale to an income qualified household is not required and where much of the HOME subsidy would not be recaptured if the home sold on the open market. The amount recaptured on a THF house is only the amount of the direct homebuyer assistance, which is far less than the HOME subsidy. Mr. Gaines stated this would be a burden to the Borough.

Ms. Safko stated she would entertain the idea of removing this clause from the agreements.

- Mr. Boswell noted that perhaps this clause would be used to safeguard against fraud.

Ms. Safko stated staff revamped the Borough's resale/recapture policy several times over the last few years. Mr. Quigley stated the Federal Home Loan Bank recently eliminated the recapture clause.

- Mr. Boswell asked if the middle-income program was still in use. Ms. Safko stated it was.
- Mr. Boswell also noted these program guidelines made it hard for some to own homes because of the income limits.
- Mr. Quigley asked if there was any more talk about using the inclusionary housing funds for rental assistance. He also stated a discussion was needed. He noted the Housing Authority of Centre County should be brought on board. Ms. Safko stated now would be a good time to pursue this.
- Mr. Smith asked if West Penn Power was going to help with the Old Boalsburg Road acquisition. Ms. Safko stated THF decided now was not the right time to apply for those funds. Green Mountain also had funding available and Ms. Ritter thought this would be a good thing to pursue.

For this project, THF would own the building and SCCLT would own the land.

Upcoming Meeting

The next scheduled meeting would be Tuesday, March 3, 2020 at Noon.

Adjournment

With no further business to discuss, the meeting was adjourned at 1:19 p.m. by Ms. Patterson and seconded by Mr. Quigley. The vote was unanimously in favor.

Respectfully submitted,

Denise L. Rhoads
Administrative Assistant