

**TOWN OF BLUFFTON AFFORDABLE HOUSING COMMITTEE**  
Electronic Meeting  
**Thursday, December 3, 2020 Meeting Minutes**

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**Present:** Chairman, Councilman Fred Hamilton; Jon Nickel; Councilman Dan Wood; Meg James; and LaDeen Hangen

**Absent:** Gwen Chambers; Denolis Polite

**Staff:** Victoria Smalls, Community Development Coordinator; Darby McLain, Growth Management Coordinator; and, Charlotte Moore, Principal Planner

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**I. CALL TO ORDER**

Chairman Hamilton called the meeting to order at 10:02 a.m.

**II. ROLL CALL**

Committee member Hangen was not present for the roll call but arrived at 10:03 a.m.

**III. ADOPTION OF AGENDA**

Nickel made a motion to adopt the December 3, 2020, Affordable Housing Committee Agenda. Hangen seconded the motion. All were in favor and the motion passed.

**IV. ADOPTION OF MINUTES – November 19, 2020**

Councilman Wood made a motion to adopt the November 19, 2020, Affordable Housing Committee meeting minutes. James seconded the motion. All were in favor and the motion passed.

**V. PUBLIC COMMENTS**

There were no Public Comments.

**VI. OLD BUSINESS**

No Old Business.

**VII. NEW BUSINESS**

**1. Neighborhood Assistance Program Budget**

Community Development Coordinator, Victoria Smalls, presented the 2021 Affordable Housing Work Plan. The total available budget is \$167,494.80. As of November 24, 2020, the total amount spent on repairs was \$20,797.70.

Three homes are being worked on for roof repairs, window, and door replacements. One resident waiting for income verification. Three residents are waiting on home visits for work inspection.

Smalls provided a breakdown of how budget was being spent since the last AHC meeting in November. The only difference from the previous meeting breakdown was the addition of two septic pump outs.

#### **VIII. PUBLIC COMMENTS**

There were no Public Comments.

#### **IX. DISCUSSION**

James asked about Heirs Property seminar on Monday. Chairman Hamilton and Smalls asked her to forward information on the seminar.

James asked about the meeting calendar for 2021. Smalls said that the calendar had not yet been provided, that the next meeting will be January 7 and that the committee will vote to adopt the 2021 meeting dates and the next meeting.

Chairman Hamilton mentioned that Town Council will be discussing the terms of the contract with the possible housing company.

#### **X. ADJOURNMENT**

Councilman Hamilton adjourned the December 3, 2020 Affordable Housing Committee Meeting at 10:10 a.m.