

**TOWN OF BLUFFTON AFFORDABLE HOUSING COMMITTEE**  
Electronic Meeting  
**Thursday, January 7, 2021 Meeting Minutes**

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Present: Chairman, Councilman Fred Hamilton; Jon Nickel; Councilman Dan Wood; Meg James; Gwen Chambers, and LeDeen Hangen

Absent: 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 10:01 a.m.

**II. ROLL CALL**

**III. ADOPTION OF AGENDA**

Nickel made a motion to adopt the January 7, 2021, Affordable Housing Committee Agenda. Hangen seconded the motion. All were in favor and the motion passed.

**IV. ADOPTION OF MINUTES – December 3, 2020**

Councilman Wood made a motion to adopt the December 3, 2020, Affordable Housing Committee meeting minutes. Nickel seconded the motion. All were in favor and the motion passed.

**V. ADOPTION OF 2021 MEETING DATES**

Hangen made a motion to adopt the 2021 Meeting Dates. Nickel seconded the motion. All were in favor and the motion passed.

**VI. PUBLIC COMMENTS**

There were no Public Comments.

**VII. OLD BUSINESS**

No Old Business.

**VIII. NEW BUSINESS**

**1. Neighborhood Assistance Program Budget Update**

Staff member Victoria Smalls presented stating that in the past fiscal year the Neighborhood Assistance Program helped ten families. A total of \$23,236 has been or will be spent within the 2021 Fiscal year. Town staff has provided a proposed budget which includes \$150,000 for minor home repairs, \$15,000 for abatement/demolition of unsafe structure, \$10,000 for tree mitigation, \$5,000 for property clean-up, \$9,000 for private road repair, \$1,000 for E-911 addressing and to roll over the remaining funds into the fiscal year 2022 budget as General Fund Carryover to Capital Improvement Program (CIP) and existing \$880.32 in Anticipated CIP Fund carryover.

## **2. FY 2022 Budget Review & Recommendation**

Smalls presented the FY 2022 Budget Review & Recommendation. The total available budget for the FY2022 Neighborhood Assistance Program is \$166,76. Town Staff is continuing to process applications to assist income qualified residents of Bluffton.

- As of December 28, 2020, \$23,236 has been spent (including households in progress).
- As of December 28, 2020, six (6) residents are waiting on work estimates so that work can begin; one (1) resident is waiting on income verification.

Nickel made a motion to adopt the FY 2022 Budget. Hangen seconded the motion. All were in favor and the motion passed.

## **IX. PUBLIC COMMENTS**

There were no Public Comments.

## **X. DISCUSSION**

No discussion.

## **XI. ADJOURNMENT**

Councilman Hamilton adjourned the January 7, 2021 Affordable Housing Committee Meeting at 10:18a.m.