

General Advisory Committee of the  
Burlington County Community Development Program  
December 14, 2023, Meeting @ 3:00 PM

Present: Nelson Wiest, representing Maple Shade Township, Amy Barry, Office on Aging, Kevin Rijs representing Evesham Township, Wendy Gibson, representing Westampton Township, Lavinia Awosanya, representing Food Bank of South Jersey, Gina Adams, representing Burlington County Community Action Partnership, Chris Smith, representing SEN-HAN Transit, William Long, representing Mt. Laurel and Southampton Townships, Mayor Gary Catrambone, representing Delran Township, Susan Jackson, representing New Hanover Township, Janice Lohr, representing Delanco Township, Scott Hatfield, representing Burlington Township, Beth Portocalis, representing Medford Township, Bob Wright, Malamut & Assoc., Jennifer Hiros, Linda Horner, Monica Rego, The Division of Community Development and Housing.

1. Call to order – Open Public Meetings Act  
The meeting was called to order at 3:06 PM by Jennifer Hiros. Jennifer Hiros stated the meeting follows the Open Public Meetings Act. The meeting was opened for public comment. No members of the public were present, and hearing no comment, Jennifer Hiros closed the public comment portion.
2. Roll Call
3. Approval of October 12, 2023 Meeting Minutes  
The October 12, 2023 meeting minutes were moved to approve by Nelson Wiest, seconded by Mayor Gary Catrambone. **Motion carried.**
4. Spotlight Presentations:
  - a. Mt. Laurel Township – William Long  
William Long reported Mt. Laurel Township has completed the survey work for ADA improvements to Willow Turn Park. ADA parking will be made accessible as well as ADA access to the park. ADA-compliant playground surfaces will be added along with ADA-compliant playground equipment. Playground design work is expected to begin the week of December 18, 2023. Mt. Laurel Township will forward the bid specifications to the Division of Community and Housing when available for review.
  - b. Southampton Township – William Long  
William Long stated Southampton Township will make ADA improvements to Beach Park with their 2023 Community Block Grant award. Improvements to Beach Park include ADA access to the park, additional ADA parking, and ADA-compliant playground surface and equipment. Work has not begun on this project as of this date.

5. Reports:

a. CDBG

Linda Horner reported that 2023 Community Development projects are underway. Linda Horner reminded 2023 grantees that monthly Progress Reports are due to the Division of Community Development and Housing no later than the 20<sup>th</sup> of each month detailing project progress for the month prior.

Jennifer Hiros stated the 2024 Community Development Block Grant Application is due to the Division of Community Development and Housing by the end of business Friday, December 15, 2023. Electronic copies are acceptable, but an original copy must be submitted.

b. HOME

Monica Rego reported the HOME Investment Partnership meeting was held on Wednesday, December 13, 2023, and discussed the expectations of upcoming monitoring. Monica Rego stated that the FY2023 Monitoring Notice has been sent along with interest letters for upcoming projects.

c. COVID Care Act Funding

i. CV3 projects continue to progress and spend down dollars.

ii. CV DCA1 and CV DCA2

The Division of Community Development and Housing is working closely with the Department of Community Affairs (DCA) to make recommendations to move funding dollars to Code Blue sheltering.

6. Action Items –

Jennifer Hiros motioned to change the 2024 General Advisory Meeting Schedule. Jennifer Hiros motioned to cancel the July and August General Advisory Board meetings. Nelson Wiest approved the motion, seconded by Paula Kosko. **Motion carried.**

7. Closed Session – A closed session was not held.

8. Discussion

Gina Adams reported the renovations to the Burlington County Community Action Partnership VanSciver office are completed and will open to the public after Christmas. Burlington County Community Action Partnership is still operational via email and phone.

There were no further discussions.

The meeting adjourned at 3:24 P.M.

Respectfully submitted,

*Patricia Lake*

PL/JLH