

General Advisory Committee of the
Burlington County Community Development Program
January 11, 2024, Meeting @ 3:00 PM

Present: Nelson Wiest, representing Maple Shade Township, Amy Barry, Office on Aging, Kevin Rijs representing Evesham Township, Paula Kosko, representing Hainesport Township, Wendy Gibson, representing Westampton Township, Sherrod Jones, 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, Jeanette Hennessy, representing Providence House, Pastor Darlene Trappier, Beacon of Hope, Ally Schmidt, Literacy NJ, Julia Fadeeva, representing Literacy NJ, Paul Dezii, representing Lumberton and Edgewater Park Townships, Beverly Russell, representing Delanco Township, William Long, representing Mt. Laurel and Southampton Townships, Mayor Gary Catrambone, representing Delran Township, Bill Harris, representing City of Burlington, Harry Fox, representing Delanco Township, Michael Fitzpatrick, representing Mansfield Township, Pete Taylor, Economic Development, Kevin Dowd, representing Walters Group, Robert Burton, representing Medfordlakes, Kathy Smick, representing Pemberton Borough, Kathleen Hoffman, representing Southampton Township, Scott Hatfield, representing Burlington Township, Beth Portocalis, representing Medford Township, Randy Brolo, representing NJ Laborers, Kelly West, Burlington County Workforce Development Board, Bob Wright, Malamut & Assoc., Jennifer Hiros, Linda Horner, Monica Rego, Patricia Lake, The Division of Community Development and Housing.

1. Call to order – Open Public Meetings Act
The meeting was called to order at 3:05 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 December 14, 2023 Meeting Minutes
The December 14, 2023 meeting minutes were moved to approve by Scott Hatfield, seconded by Randy Brolo. **Motion carried.**
4. Spotlight Presentations:
 - a. Delanco Township – Harry Fox
Harry Fox reported Delanco Township's 2023 Community Development Block Grant (CDBG) consists of installing and upgrading ADA-compliant ramps throughout the township. Harry Fox stated Delanco Township applied for \$200,000.00 in 2023 CDBG funds, for 37 of the worst sites needing upgrades. Delanco Township was awarded \$50,000.00 in CDBG funds. Delanco Township has signed a 45-day contract for \$56,000.00

to install 10 ADA-compliant ramps, with Delanco Township paying the difference in cost. Construction is scheduled to begin in early Spring, weather permitting. Delanco received five bids, Charles Marandino, Inc., was the lowest bidder.

b. Medford Township – Beth Portocalis

Beth Portocalis stated Medford Township's 2023 Community Development Block Grant project is the continuation of the Phase 1 barrier removal and sidewalk construction along Union Street and Main Street in Medford Village. Beth Portocalis shared pictures of Phase 1 construction, stating the addition of sidewalks aids in safe pedestrian and bicycle travel to Freedom Park, the Public Library, the public court facility, as well as three schools. Beth Portocalis stated Medford has leveraged their CDBG dollars with a grant from the state of New Jersey allowing Medford to extend accessibility from the county's bike route (Church Road) south to Cow Pointe Park. The 2023 CDBG project is scheduled for early Spring with completion by September.

5. Reports:

a. CDBG

Jennifer Hiros reported HUD's Newark office has issued Timeliness Scheduling reports for all grantees which will be measured quarterly. Subgrantees will be required to meet bid and construction start dates, ensuring timely spending of grant dollars. Jennifer Hiros stated The 2024 CDBG funding cycle may have alterations to the way subgrantees and agencies spend down CDBG dollars, as HUD requires grantees to have spent down all but 1.5% of their grant allocation by May. As FY2024 applicants are awarded projects will be assessed for shovel readiness and the applicant's ability to execute the project. The Division of Community Development and Housing has received many thoughtful applications for FY2024. Municipalities and agencies have put critical thought into the applications submitted. The Subcommittee of the General Advisory Council will meet next week to review, rank, and make funding recommendations to the full Executive Advisory Council. Those recommendations will go before the County Commissioners for approval.

Linda Horner acknowledged Delanco Township's diligence in submitting their bid package for the FY2024 project. Linda Horner stated agencies have started spending down their FY2023 Community Block Grants.

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 for all current projects. Monitoring is due to the Division of Community Development and Housing at the end of March 2024.

Jennifer Hiros stated The Division of Community Development and Housing has been having bi-weekly meetings with our HUD representatives to discuss the HOME-ARP dollars. Clarity was needed as to how a bid would be constructed for those who were approved to receive HOME-ARP dollars. The Division of Community Development and Housing is drafting a document for HUD review and County Administration approval for the eligibility of specification approval by the County Purchasing Agent for distribution for bidding on the HOME-ARP Projects.

c. COVID Care Act Funding

i. CV3 projects seem to have slowed, but all projects have extensions for 2-3 years and progress should be ongoing.

ii. CV DCA1 and CV DCA2

The Division of Community Affairs continues to assist people with utility and mortgage assistance. Jennifer Hiros stated utility and back mortgage assistance is becoming hard to tie back to COVID. The Division of Community Development and Housing is scheduled to meet with the Division of Community Affairs regarding the transfer of funds into Code Blue.

6. Action Items –

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

8. Discussion

There were no further discussions.

The meeting adjourned at 3:23 P.M.

Respectfully submitted,

Patricia Lake

PL/JLH

