

Burlington County Community Development Program  
General Advisory Committee

May 8, 2025 @ 3:00 PM

1. Call to order – Open Public Meetings Act  
The meeting was called to order at 3:00 PM by Patricia Lake, Community Development and Housing. Patricia Lake stated that 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, Patricia Lake closed the public comment portion.
2. Roll Call
3. Approval of April 10, 2025, Meeting Minutes  
Darlene Trappier moved to approve the April 10, 2025, meeting minutes, and Paula Kosko seconded. **Motion carried.**
4. Spotlight Presentation:
  - a. New Hanover Township – Susan Jackson  
With funding from the 2024 Community Development Block Grant, New Hanover Township is making interior accessibility improvements at the township’s community/senior center, located at 5 Cookstown-Browns Mills Road. Susan Jackson stated that community members, and Seniors have been consulted on the renovations and are pleased with impending upgrades. Renovations will include ADA-compliant restrooms along with upgrades to the kitchen facilities. Bids will be received and opened by the Township in early June. All renovations are scheduled to be completed by August or September 2025.
  - b. Providence House – Debbie Stellhorn  
Through CDBG funding, Providence House continues to support the emergency shelter, or “safe house”, for victims and children experiencing domestic violence. Providence House provides temporary shelter for 30-60 days. While sheltered, clients receive individual and group counseling, case management, clothing, meals, and toys for their children. Debbie Stellhorn stated that Providence House has assisted at least 150 domestic violence victims and their children with emergency shelter and provided services to 184 individuals. Upon clients leaving the shelter, Providence House assists clients with housing, furniture, and continued counseling.
5. Reports:
  - a. Community Development and Housing – Linda Horner  
Linda Horner stated that pre-construction meetings are underway for the FY2024 Community Development Block Grant, and projects are progressing on schedule. The Division of Community Development and Housing continues to monitor these projects monthly.

Robert Burton stated that there has been a substantial increase in home stabilization requests, such as home improvements, heater, air conditioner replacement, and emergency home repairs. Home Stabilization programs allow many individuals to remain in their homes.

- b. HOME - Myasia Lopez - no report was given.
- c. Finance – Monica Rego  
Monica Rego stated that the Division of Community Development and Housing has met the 1.5% spend-down requirement.
- d. Continuum of Care – Vicki Conaway  
Vicki Conaway stated that the Division of Community Development and Housing continues the review and processing of code blue invoices. During the 2024-2025 code blue season, 88 code blue declarations were made, resulting in the sheltering of 8,026 individuals and 869 families. The Division of Community Development and Housing continues to identify errors in the Social Services for the Homeless billing process. Social Services for the Homeless (SSH) funds may not be used to assist families who have already received four months of SSH assistance.

Action Items: There were no action items.

- 6. Discussion:  
Ally Schmidt inquired about FY2025 funding notifications from HUD. Elianne Daou of Triad Associates stated that HUD will release funding notifications by May 14, 2025.

There was no further discussion.

- 7. Adjournment  
The meeting was adjourned at 3:30 PM.

Respectfully submitted

*Patricia Lake*

pL/LH/JHL

