

**DRAFT OF MINUTES PROPOSED FOR ADOPTION  
THE AFFORDABLE HOUSING LOAN COMMITTEE**

**Virtual Meeting Minutes  
Wednesday, June 9, 2021  
Greenville, North Carolina**

**Present:**

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Jack Brock    | <input type="checkbox"/> Ronita Jones            | <input checked="" type="checkbox"/> Martin Tanski |
| <input checked="" type="checkbox"/> Derick Cherry | <input type="checkbox"/> Deborah Spencer         | <input type="checkbox"/> Judy Wagner              |
| <input checked="" type="checkbox"/> Anne Fisher   | <input checked="" type="checkbox"/> Kevin Howard |   |

**Absent**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Jack Brock    | <input checked="" type="checkbox"/> Ronita Jones    | <input type="checkbox"/> Martin Tanski          |
| <input type="checkbox"/> Derick Cherry | <input checked="" type="checkbox"/> Deborah Spencer | <input checked="" type="checkbox"/> Judy Wagner |
| <input type="checkbox"/> Anne Fisher   | <input type="checkbox"/> Kevin Howard               |   |

**Staff:**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Thomas Barnett            | <input checked="" type="checkbox"/> Gayla Johnson     | <input type="checkbox"/> Monica Daniels<br>(City Council Liaison) |
| <input checked="" type="checkbox"/> Tiana Berryman | <input checked="" type="checkbox"/> Christine Wallace |   |
| <input checked="" type="checkbox"/> Sylvia Brown   | <input type="checkbox"/> Renee Skeen                  |   |
| <input type="checkbox"/> Phoenix Hinson            |   |   |

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**A. Roll Call**

Ms. Fisher called for a roll call. Ms. Wallace did the roll call.

**B. Approval of Amended Agenda**

Ms. Fisher called for a motion and a roll call. Motion was made by Mr. Brock and seconded by Mr. Cherry to approve the amended agenda. Ms. Wallace did the roll call. Motion carried unanimously.

**C. Approval of meeting minutes from May 12, 2021**

Ms. Fisher called for a motion. Motion was made by Mr. Brock and seconded by Mr. Cherry to approve the meeting minutes. Ms. Fisher called for a roll call. Ms. Wallace did the roll call. Motion carried unanimously.

**D. Old Business**

None

**E. New Business**

**1. Request to Amend Sub-recipient Agreement**

**a. Habitat for Humanity of Pitt County, Inc. (Attachment A-Budget)**

Ms. Johnson informed the committee that Habitat for Humanity of Pitt County, Inc., is requesting to amend their current CDBG-20 grant agreement that started on July 16, 2020 and will end on July 15, 2021. They was awarded \$18,000 and expended zero dollars to date due to COVID. Ms. Johnson introduced Mr. Scott Johnson who is the executive director of the organization to answer questions the committee may have. Ms. Johnson presented to the

committee a proposal of their original budget that is listed in their current agreement and a proposed line items they are requesting to change as well as the cost.

Ms. Fisher asked if this is specific to one particular house that they are building and have been unable to complete due to the increase in building costs.

Mr. Johnson stated that she is correct. The house is currently under construction and the framing is complete. The exterior and the rood is currently on the house and hopefully the shingles will be on the house next week. Mr. Johnson stated that he feels like the house should be complete within the next sixty days. However, to try to get the funding in properly by the July 15<sup>th</sup> ending date, they are proposing to move some of those line items to those parts of the house that have already been expended and are finished verses some of the things in the original proposal that came much towards the end of the project. Mr. Johnson stated that they did not want to be in a time crunch where they were not finished by July 15<sup>th</sup> with getting the driveway poured, although that was what the original agreement was. The delay was due to the construction cost which they thought would come down a bit. However, that did not happen. The construction cost will increase to almost 30% more than what was originally projected. Also, due to COVID restrictions, they could not get out there in the earlier parts of the year to get started. Therefore, they did not get started until April verses February like they initially planned.

Staff recommends approval of this request from Habitat for Humanity of Pitt County, Inc. to amend their 2020 CDBG Public Service grant agreement reflecting the proposed budget.

Ms. Fisher called for a motion. Motion was made by Mr. Brock and seconded by Mr. Cherry to approve the staff recommendation. Ms. Fisher called for a roll call. Ms. Wallace did the roll call.

Roll call:

<input checked="" type="checkbox"/> Jack Brock:	Yay <u>  x  </u> Nay _____
<input checked="" type="checkbox"/> Derick Cherry	Yay <u>  x  </u> Nay _____
<input checked="" type="checkbox"/> Anne Fisher	Yay <u>  x  </u> Nay _____
<input type="checkbox"/> Ronita Jones	Yay _____ Nay _____
<input type="checkbox"/> Deborah Spencer	Yay _____ Nay _____
<input checked="" type="checkbox"/> Kevin Howard	Yay <u>  x  </u> Nay _____
<input checked="" type="checkbox"/> Martin Tanski	Yay <u>  x  </u> Nay _____
<input type="checkbox"/> Judy Wagner	Yay _____ Nay _____

Motion carried unanimously.

## **F. Staff Report**

### **a. COVID-19 Emergency Rental Assistance Program**

Ms. Johnson informed the committee of the two (2) new COVID relief programs. They include the emergency rental assistance program and the emergency business assistance program. The emergency assistance program is designed to assist low-moderate income renters that live within

the City limits and have experienced some sort of financial hardship due to the pandemic as a result of being behind on their rent. Applications are available online at [Greenvillenc.gov](http://Greenvillenc.gov). The program pays back rent up to three (3) months and not to exceed \$1,500. The program is available until the funds are expended.

The emergency business assistance program is designed to assist small businesses with fewer than 50 employees and must be within the City limits. The program provides up to \$15,000 to assist with rent/mortgage, payroll and/or business insurance expenses. Applications are also online at [Greenvillenc.gov](http://Greenvillenc.gov).

Citizens that are interested in applying for the programs are encouraged to view the website for information on applying.

#### **b. Lead Hazard Control/Healthy Homes Program**

Ms. Johnson displayed a short video of Ms. Sylvia Brown informing the community about the Lead Hazard Control & Healthy Homes Program. Citizens units must be located in the City limits of Greenville, built before 1978, owner occupied as well as rental housing units, must be occupied or visited frequently by a child under the age of six (6) or a pregnant woman. Some effects of lead poisoning include developmental delays, learning difficulties, premature births and low birth rates as well as slowed growth. There are health issues for adults as well but this program targets homes of young children. What we would do is work with a third party to test the housing unit for lead, abate lead in the home and replace contaminated topsoil as well as address healthy housing hazards such as damp & mold growth, entry by intruders, lighting and falls associated with baths (etc.). For more information, please contact Sylvia Brown at 252-329-4509.

#### **c. Homeownership Education Workshop**

Ms. Johnson informed the committee and the community of the posted schedule for those interested in attending the workshop that there will be limited seating so an RSVP is required and due to COVID-19, temperature checks will be done at the door and is required for all. A mask is also required and will be provided if needed. If anyone is interested in signing up for the workshop, please call 252-329-4056.

#### **Homeownership Education Workshop Schedule 2021**

- January 16, 2021
- February 20, 2021
- March 20, 2021
- April 17, 2021
- May 15, 2021
- June 19, 2021
- July 17, 2021
- August 21, 2021
- September 18, 2021
- October 16, 2021
- November 20, 2021

- December 18, 2021

**d. City Offices open to the public**

- Monday, Wednesday, & Friday – (9 a.m. – 12 noon)
- Tuesday & Thursday – (1 p.m. – 5 p.m.)
- Wear a mask & maintain social distance (6ft)

**e. Next AHLC meeting**

- July 14, 2021
- 4:00 p.m.

**G. Other**

Affordable Housing Loan Committee 2021 Meeting Schedule:

January 13	July 14
February 10	August 11
March 10	September 8
April 14	October 13
May 12	November 10
June 9	December 8

**H. Adjournment**

Ms. Fisher called for a motion. Motion was made by Mr. Cherry and seconded by Mr. Brock to adjourn. Ms. Fisher called for a roll call. Ms. Wallace did the roll call. There were no objections to adjournment.

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Ronita Jones, Chairman

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Gayla Johnson, Staff Liaison