



NEW CASTLE COUNTY
DEPARTMENT OF COMMUNITY SERVICES &
DEPARTMENT OF LAND USE

HOUSING ADVISORY BOARD MEETING

January 20, 2021 @ 6:00 p.m.

MINUTES

- Call to Order
Meeting was called to order at 6:05 PM.
Members in attendance: Tiffany Earle, Meghann Karasic, Michael Morton, Kevin Smith, Renee Spruiel, and Christian Willauer. New Castle County employees in attendance: Carrie Casey, Rich Hall, Laura Hay, Stephanie Rizzo, and Jim Smith.
- Approval of Minutes
 - December 16, 2020
Kevin Smith made the motion to approve the minutes. Christian Willauer seconded the motion. Motion carried unanimously.
- Chairperson's Report
Renee Spruiel advised the Board that a new member has been approved by New Castle County Council, Bill McCool. There is still one vacancy and Kevin Smith suggested Rachel Stucker from the Housing Alliance. Carrie Casey provided an update on the HOPE Center. It is projected the rooms will be full by the end of February. During the cold days, the Ballroom is being used during Code Purple. The objective of the HOPE Center is to help with permanent housing. Still waiting for confirmation, but the ballroom will most likely be name in Lottie Lee's honor.
- HAB Business
 - Review Subcommittee Recommendations
It was discussed that a template be used for each recommendation to be presented to the County Executive. The 80% AMI or below is the target for Housing Trust Fund expenditures. An annual report would be required to monitor the use of funds.
Michael Morton made the motion to adopt procedures to monitor recipients of the Housing Trust fund. Kevin Smith seconded the motion. There was discussion on the motion relating to the funding being attached to a Year End evaluation. Michael Morton amended his motion to emphasize rollover funds come back to New Castle County and funding is attached to an annual evaluation. Christian Willauer seconded the motion. Motion carried unanimously.
Subcommittees were requested to complete templates and provide one week prior to next meeting.
Discussion occurred on the cost of building affordable housing and current delay of materials such as treated lumber and windows. Regulatory fees and the initiative to assist developers of affordable housing.
- Announcements
 - The Department of Land Use asked for board members to please get involved in the NCC2050 process.
- Next Meeting
February 17, 2021
- Adjournment
Christian Willauer made the motion to adjourn. Meghann Karasic seconded the motion. Motion carried unanimously. Meeting adjourned at 8:24 PM