

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF THE
REDEVELOPMENT AUTHORITY OF THE COUNTY OF LANCASTER
MARCH 22, 2022
IMMEDIATELY FOLLOWING THE 4:00 P.M. MEETING OF THE
LANCASTER COUNTY HOUSING AUTHORITY
28 PENN SQUARE, SUITE 220
LANCASTER, PA 17603**

The members of the Board of the Redevelopment Authority of the County of Lancaster met Tuesday, March 22, 2022. The Board meeting was held at the office of the Redevelopment Authority of the County of Lancaster, 28 Penn Square, Suite 220.

Members of the Board in attendance: Ed Fisher, Jim Williams, Melinda Kaufman, Jim Eby, and Gerald Robinson.

Staff members present were: Justin Eby, Executive Director; Michaela Allwine, Director Housing and Community Development; Terry Danforth, Tenant Services Director; Michael Brightbill, Director Finance & Administration; Rachel Valmonte, Compliance Manager; Jocelynn Ritchey, Manager Planning & Resource Development; Audrey Steinmetz, Tenant Services Manager; Rebeca Santos, Program Coordinator; Deb Jones, Director of Human Services & Lancaster County Homelessness Coalition; and Marian Joyce, Secretary. Also in attendance: Tim Stuhldreher, Editor from *OneUnitedLancaster.com*; Hilda Sierra Marrero

Mr. Fisher called the meeting to order at 4:37 p.m.

Public Comments - None

Minutes of the February 22 Regular Meeting and March 8, 2022 Special Meeting were approved. The motion was made by Mr. Jim Williams, second by Mr. Jim Eby, and unanimously accepted.

Communications – None

The Treasurer's Report for February was tabled until the April meeting.

Staff Reports:

Mr. Justin Eby, Executive Director, informed the Board that the Redevelopment Authority was researching new software to manage all the different programs including the application processes. He stated that the Authority was on the Commissioners' Agenda for their next meeting regarding the transition of the Homelessness Coalition. Also, the incoming Commissioner, John Trescot, visited the office the previous Friday as part of his orientation. Mr. Eby answered a question from Board Member Robinson regarding the Stadium Capital Improvement Fund.

Ms. Allwine, Director Housing and Community Development, updated the Board on administrative items: RFPs for the website and rebranding that Ms. Ritchey is working on are due on April 8; CAPER to be submitted on March 31st to HUD; Jocelynn Ritchey is preparing the Annual Plan for CDBG, HOME, and ESG; release of a multi-family RFP where the process is different this year because there

are multiple funding sources.

On the program side, she stated that staff are working with consultant, Ross Polvara, on a one-year plan; applications to both the Home Repair Program *and* the Manufactured Housing Repair Program have increased dramatically but there are also major cost increases; there are 3 ongoing rental rehab projects in Columbia; and 10 new affordable housing units in Columbia.

Mr. Justin Eby, Executive Director, noted that he commended Ms. Allwine and her Department for their dedication and appreciated all their hard work.

Committee Reports – None

Unfinished Business – None

New Business:

The Board adopted New Business items 1 and 2 under one motion by Ms. Kaufman, second by Mr. Robinson and unanimously carried to approve an update to the Guidelines for the Manufactured Housing Repair Program. Ms. Michaela Allwine noted that if the first Resolution passed, then the second did also.

1) Ms. Rebeca Santos, Program Coordinator, provided statistical and demographic background on the Manufactured Housing Repair Program (MHRP). She compared the *16 months* between January 2020 and April 2021 (when there were 23 MHRP applications) with the *3 months* between January 2022 and March 2022 (when there was an upsurge of 19 applications). In previous years, 80% of MHRP clients were 1-2 person households. Now they are multi-generational households because more families are bunking together, due to the Covid pandemic. Pre-Covid, the average project cost was \$12,000.00 but now it is \$18,000.00 – and most MHRP projects are coming in over \$19,000.00, due to increased labor and construction material costs. Mr. Ed Fisher, Board Chair, commented on the huge growing need.

Ms. Jocelynn Ritchey, Manager Planning & Resource Development, reminded Board members of the recent HUD approval to use CDBG-dollars for Home Repairs. Ms. Allwine acknowledged staff appreciation for Board support in refitting the Manufactured Housing Repair Program to make it as useful as possible. This change will bring the loan guidelines in line with the other Home Repair Program. She also noted that Ms. Ritchey had streamlined the application process so people can now apply online via a fillable form. Ms. Allwine answered a question from Mr. Stuhldreher, Editor from *OneUnitedLancaster.com*, regarding barriers posed by too few contractors for this type of work plus supply-chain issues.

Ms. Allwine and Ms. Ritchey responded to a question from Mr. Fisher re: how the units are evaluated by the Authority. She stated that there will be some units where repair costs far exceed the value of the manufactured home. She said that Ms. Santos, along with inspectors Steve Kaufhold and Troy Connor, research replacement costs. Mr. Fisher commented that Manufactured homes *are* very different now, but 20-30 years ago they were not built to the same standards. Ms. Ritchey added that HUD oversees all the Manufactured Home Construction since June 15, 1978. Ms. Allwine responded to a question from Ms. Marrero regarding Amish Contractors and the construction company bid process. (A copy of said Resolution [Mar 22 #5] is attached hereto and made a part hereof).

NOW, THEREFORE, BE IT RESOLVED by the Board of the Redevelopment Authority of the County of Lancaster to approve updating the Manufactured Housing Repair Program and associated programmatic guidelines for funding to allow increasing the programmatic loan maximum to Twenty-Five Thousand Dollars (\$25,000.00) by right for all eligible projects.

2) The Board authorized Capital Replacement of 5 rooftop HVAC Units and Controls at *Clipper Magazine Stadium*. Mr. Justin Eby, Executive Director, provided background on the two bids. It will be 24 weeks before delivery, but installation can be done at any time via crane. This will be the last of the remaining original units to be replaced. The motion to approve was made by Mr. Jim Eby, second by Mr. Robinson and unanimously carried. (A copy of said Resolution [Mar 22 #7] is attached hereto and made a part hereof).

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the Redevelopment Authority hereby authorizes the Executive Director to execute a contract with *Haller Enterprises* and authorizes an expenditure not to exceed One Hundred Sixty-Five Thousand Nine Hundred Fifty Nine Dollars (\$165,959.00) representing the bid price and a 15% contingency, for replacement of the rooftop HVAC units at Clipper Magazine Stadium.

3) The Board approved contracts with *Elizabethtown Community Housing and Outreach Services* for emergency shelter beds using Emergency Solutions Grant Coronavirus (ESG_CV2) funds. Ms. Deb Jones, Director of Human Services & *Lancaster County Homelessness Coalition*, provided background. She stated that due to the ongoing COVID-19 pandemic impact on the housing market, ECHOS asked to extend the operation of the emergency shelter through Friday, April 29, 2022. (The original contract with the Authority is from the period December 6, 2021 through April 1, 2022 for 42 shelter beds). Ms. Jones answered questions from Mr. Stuhldreher, Editor from *OneUnitedLancaster.com* regarding comparable food resources for the shelter. She noted that ECHOS has been very resourceful. The motion to approve was made by Mr. Jim Eby, second by Ms. Kaufman and unanimously carried. (A copy of said Resolution [Mar 22 #8] is attached hereto and made a part hereof).

NOW, THEREFORE, BE IT RESOLVED by the Board of the Redevelopment Authority of the County of Lancaster to authorize the Executive Director to execute contracts with *Elizabethtown Community Housing and Outreach Services* for a period beginning on April 1, 2022 and terminating Friday, April 29, 2022 in the amount of Twelve Thousand Dollars (\$12,000.00) using Fiscal Year 2019 Emergency Solutions Coronavirus Grant (ESG-CV2) Funding.

Other Business: Mr. Fisher announced that the next meeting of the Board of the Redevelopment Authority of the County of Lancaster is expected to be held Tuesday, **April 26, 2022** at the offices of the Lancaster County Housing and Redevelopment Authorities, 28 Penn Square, Suite 220, immediately **following the 4:00 p.m. meeting** of the Lancaster County Land Bank Authority, and the Lancaster County Housing Authority thereafter.

The meeting was adjourned at 5:24 p.m.

Marian C. Joyce, Secretary