

**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF THE  
REDEVELOPMENT AUTHORITY OF THE COUNTY OF LANCASTER  
JANUARY 26, 2021  
VIA ZOOM CONFERENCING  
IMMEDIATELY FOLLOWING THE 4:30 P.M. MEETING OF THE  
LANCASTER COUNTY HOUSING AUTHORITY  
LANCASTER, PA 17603**

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The members of the Board of the Redevelopment Authority of the County of Lancaster met Tuesday, January 26, 2021. The Board meeting was held via the Zoom platform.

Members of the Board in attendance: Ed Fisher, Jim Williams, Laura Lyon Slaymaker, and Jim Eby.

Staff members present were: Matthew Sternberg, Executive Director; Terry Danforth, Tenant Services Director; Michael Brightbill, Controller; Justin Eby, Housing & Community Development Director; Aimee Tyson, Planning & Compliance Manager; Michaela Allwine, Housing Programs Manager; Jocelynn Ritchey, CDBG Program Specialist; Glenda Machia, Resource Development Manager; and Marian Joyce, Secretary.

Also in attendance: Ryan Hoke, 311 Harrisburg Ave., Kevin Miller, Architect

Mr. Fisher called the meeting to order at 4:28 p.m.

Public Comments - None

Minutes of the Regular Meeting December 15, 2020 and Special Meeting held on December 21, 2020 were approved. The motion was made by Mr. Jim Williams, second by Ms. Lyon Slaymaker, and unanimously accepted.

Communications – None

The Controller stated that Treasurer's Reports for the months of November and December 2020 will be distributed at next month's meeting.

Report of the Executive Director: Mr. Sternberg referred the Board to his written report and provided background on the new Emergency Rent Assistance Program (ERAP). The funding is being granted *directly* to Lancaster County and the Authority's role will be to organize, monitor, and act as fiscal agent for the \$16.3 Million dollars. Case Management will be provided by partnering organizations. Applications will be done online and not on paper like the previous CARES program. The funds can also be used for utility payments (electric/sewer/water). There will be no cap amount, in contrast to the \$750 monthly rent cap for the previous program.

Mr. Justin Eby, Deputy Executive Director, provided details on the Program Overview being drafted for the County Commissioners in collaboration with Commissioner Ray D'Agostino. He described ongoing weekly meetings with the partner organizations: *LHOP, Tabor, CAP, Homeless Coalition, Housing Authority staff, and Redevelopment Authority staff*. Many of these network organizations will also

provide computer access and assist with walking people through the online application. There will be a dedicated call-center and email for questions and follow-up.

Mr. Eby stated that there may be a need for a SPECIAL MEETING in February to approve the County agreement and subrecipient agreements with the other partners. He answered questions from Ms. Lyon Slaymaker regarding staffing the call center; and from Mr. Fisher regarding the software. Mr. Sternberg stated that there will be more in-depth information available at next month's special meeting.

Mr. Jim Williams reported on behalf of the Executive Director Search Committee. There have been 17 applications in response to the December 2020 advertisement. Initial interviews are expected to be held in February and hopefully by the February 23, 2021 meeting there will be candidate information to review, with a final decision by March 2021. The Committee is composed of Board Members: Robinson, Lyon Slaymaker and Williams.

Nominating Committee - Election of Officers: Mr. Ed Fisher, Chair, stated that there had been one adjustment to the Slate of Officers. Mr. Jim Eby had requested to be replaced as Assistant Treasurer, and Ms. Laura Lyon Slaymaker had agreed to serve in his stead. On a motion by Mr. Jim Eby, second by Mr. Williams, the Board elected the following slate of officers: Mr. Ed C. Fisher, *Chair*; Mr. James R. Williams, *Vice-Chair*; Mr. Gerald S. Robinson, Esq., *Treasurer*; Ms. Laura Lyon Slaymaker, *Assistant Treasurer*; and reappointed Marian C. Joyce as *Secretary*. Mr. Fisher congratulated Ms. Lyon Slaymaker.

Unfinished Business – None

New Business:

1) The Board approved granting an Easement Agreement to *311 Harrisburg Ave, LLC* which had previously been assigned to their predecessor, *NES Associates*. The easement relates to use of a driveway connecting Harrisburg Avenue to Stadium Drive. Mr. Sternberg stated that Counsel for the Authority has reviewed the documents. The easement will expire if Stadium Drive were ever to become public. Also, the easement will be subordinate to Stadium operations and should there be a conflict, the Stadium will prevail.

Mr. Fisher asked Mr. Jim Eby, Board Member, for his input, based on comments he had made at an earlier meeting. Mr. Eby indicated he would like to see the sidewalk extended at a future date. Mr. Kevin Miller, Architect, requested permission to speak and provided background on streetscaping to be planned by *RGS Associates*, who had been engaged by the City. He also added information on a PennDOT meeting about the related traffic light, and a positive discussion with LGH on the easement. Mr. Jim Eby noted that Mr. Miller clearly understood the issues and that City staff were being kept informed. He stressed his interest in seeing a connection to Mulberry Street in the future.

The motion to approve was made by Mr. Jim Eby, second by Ms. Lyon Slaymaker and unanimously carried. (A copy of said Resolution [JAN 21 #1] is attached hereto and made a part hereof).

NOW, THEREFORE, BE IT RESOLVED by the Board of the Redevelopment Authority that the Executive Director is authorized to sign documents required for the granting of the easement to 311 Harrisburg Ave, LLC.

2) The Board approved a resolution increasing the allowable maximum amount of the Emergency Financial Assistance Loan for the Home Repair Program. Mr. Sternberg stated that the current \$5,000 limit had been set years ago and as Executive Director he has had to authorize exceptions

to get some emergency work done. He referred the Board to the Memo from Ms. Jocelynn Ritchey, Program Specialist, wherein the inspectors propose increasing the maximum to \$7,500. This is due to the increased cost of repair work for situations such as a roof or HVAC emergency repair, which are estimated at a minimum of at least \$6,000. Ms. Ritchey provided background and several examples from recent repair projects.

Mr. Justin Eby, Deputy Executive Director, thanked Ms. Ritchey for her Memo as well as for identifying the issue and bringing it to the Board's attention. Mr. Fisher, Board Chair, asked Ms. Ritchey to continue to monitor, especially due to tariff changes currently in the news. Mr. Kevin Miller, Architect, shared that a recent corporate newsletter had noted a 13-18% rise in construction material costs.

The motion to accept was made by Mr. Jim Eby, second by Ms. Lyon Slaymaker and unanimously carried. (A copy of said Resolution [JAN 21 #2] 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 increasing the maximum loan amount for emergency financial assistance repairs to SEVEN THOUSAND FIVE HUNDRED 00/100 DOLLARS (\$7,500.00)

Other Business: Mr. Justin Eby requested that he and Mr. Sternberg give a quick overview of the RACP projects. Ten projects have been awarded and the County has asked the Redevelopment Authority to assist with four of these as well as four ongoing projects.

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, **February 23, 2021**.

The meeting was adjourned at 5:06 p.m.

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Marian C. Joyce, Secretary