

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF THE
LANCASTER COUNTY LAND BANK AUTHORITY
MARCH 22, 2022
AT 4:00 P.M.
28 PENN SQUARE, SUITE 200
LANCASTER, PA 17603**

The members of the Board of the Lancaster County Land Bank Authority met Tuesday, March 22, 2022. The Board meeting was held at the offices of the Lancaster County Housing & Redevelopment Authorities, 28 Penn Square, Lancaster, and via Zoom Videoconference.

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

Staff members present were: Justin Eby, Executive Director; Michaela Allwine, Director Housing and Community Development; Michael Brightbill, Director Finance & Administration; Terry Danforth, Tenant Services Director; Rachel Valmonte, Compliance Manager; Jocelynn Ritchey, Manager Planning & Resource Development; Sean Krump, Acquisition & Rehabilitation Program Coordinator; Audrey Steinmetz, Tenant Services Manager; Rebeca Santos, Program Coordinator; Deb Jones, Human Services Director & *Lancaster County Homeless Coalition*; and Marian Joyce, Secretary.

Also in attendance: Tim Stuhldreher, Editor *OneUnitedLancaster.com*; and Hilda Sierra Marrero.

Mr. Jim Eby called the meeting to order at 4:00 p.m.

Public Comments – None

Minutes of the February 22, 2022 meeting were approved. The motion was made by Ms. Kaufman, second by Mr. Robinson, and unanimously accepted.

Communications – None

Staff Reports: Mr. Justin Eby provided a brief update, noting that Ms. Ritchey, Manager Planning and Resource Development, had secured a Land Bank Mini Grant from the *PA Land Bank Network/Housing Alliance of Pennsylvania*. Ms. Michaela Allwine updated the Board on current projects and provided additional photographic background onscreen as orientation to newer Board members. She stated that Ms. Ritchey together with Mr. Sean Krump, Program Coordinator, had upgraded the website to make it more user friendly. She answered a question from Mr. Jim Eby, Board Chair, regarding Tax Delinquent Properties, noting that the inventory was low right now. She and Mr. Justin Eby, Executive Director, answered a question from Mr. Callahan explaining that Land Banks get priority before the general public.

The Financial Report for the month of February was approved on a motion by Mr. Fisher, second by Mr. Jim Williams, and unanimously accepted. Mr. Brightbill, Director Finance & Administration, referred the Board to the written report and he and Mr. Justin Eby, Director, answered questions from the Board Chair regarding a rent receivable on the books. Ms. Allwine answered another question from Mr. Jim Eby, Chair, regarding when the Land Bank Mini Grant might arrive.

Committee Reports: Mr. Jim Eby stated that the Project Review Committee will meet in May to go over industry design standards.

Unfinished Business – None

New Business:

1) The Board approved a resolution authorizing acquisition of 318 Poplar Street in the Borough of Columbia using PHARE funds. Ms. Allwine and Mr. Krumpe provided background. Ms. Allwine answered a question from Mr. Jim Eby, Chair, about the current owners, noting that staff members Mr. Kaufhold and Ms. Santos had researched the necessary repairs, but the owners wish to move. The motion to approve was made by Mr. Williams, second by Mr. Fisher, and unanimously carried. (A copy of said Resolution [Mar 22 #2] is attached hereto and made a part hereof).

NOW, THEREFORE, BE IT RESOLVED, by the Board of the Lancaster County Land Bank Authority that: 1) The Land Bank is hereby authorized to acquire the property at 318 Poplar Street; 2) Acquisition of this property is contingent on the approval of Columbia Borough Council and Columbia School Board; 3) The Land Bank is hereby authorized to use PHARE Funds in an amount not to exceed ONE HUNDRED ONE THOUSAND EIGHT HUNDRED SIXTY AND 00/100 (\$101,860.00) for the purchase of the property at 318 Poplar Street through a negotiated sale with the property owner; 4) The Executive Director of the Land Bank is hereby authorized and directed to execute all documents on behalf of the Land Bank which may be necessary or desirable to further the intent of this Resolution.

Other Business: Mr. Jim Eby announced that the next meeting of the Board of the Lancaster County Land Bank Authority is expected to be held Tuesday, **April 26, 2022** at the offices of the Lancaster County Housing and Redevelopment Authorities, 28 Penn Square, Suite 200, at **4:00 p.m.**

The meeting was adjourned at 4:25 p.m.

Marian C. Joyce, Secretary