

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF THE
LANCASTER COUNTY LAND BANK AUTHORITY
MARCH 23, 2021
28 PENN SQUARE, SUITE 200
LANCASTER, PA 18603**

The members of the Board of the Lancaster County Land Bank Authority met Tuesday, March 23, 2021. The Board meeting was held via the Zoom Platform.

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

Staff members present were:

Matthew Sternberg, Executive Director; Terry Danforth, Tenant Services Director; Michael Brightbill, Controller; Justin Eby, Deputy Executive Director; Aimee Tyson, Planning & Compliance Manager; Michaela Allwine, Housing Programs Manager; Glenda Machia, Resource Development Manager; Jocelynn Ritchey, CDBG Program Specialist; Steve Kaufhold, Technical Resources Coordinator; Audrey Steinmetz, Technical Services Coordinator; and Marian Joyce, Secretary. Also in attendance: Alissa, Isaac & Sophie Eby.

Mr. Jim Eby called the meeting to order at 4:02 p.m.

Public Comments – None

Minutes of the February 23, 2021 meeting were approved. The motion was made by Mr. Groff, second by Mr. Williams, and unanimously accepted.

Communications – None

Executive Director's Report: Ms. Allwine, Housing Programs Manager, gave an update on current projects in Columbia and Denver. She answered a question from Mr. Jim Eby, Chair, regarding the Manheim Borough project, noting that Steve Kaufhold, Technical Resources Coordinator, has been talking to interested RFP prospects. Staff will provide more details at the next regular Board Meeting.

The Financial Report for the month of February was approved on a motion by Ms. Lyon Slaymaker, second by Mr. Groff and unanimously accepted. Mr. Brightbill, Controller, referred the Board to his written report. Ms. Glenda Machia answered questions from Mr. Jim Eby, Chair, regarding the PHARE grant.

Committee Reports: Mr. Jim Eby stated that the Project Review Committee had met and one item for discussion was a Charrette with Habitat.

Unfinished Business: Mr. Sternberg provided background on a previous resolution (LBA JUN 20 #5) related to a grant application to the DCED Blight Remediation Program, which now needs revised because the grantor is requesting additional signatories. This is an administrative correction, where in addition to the Executive Director who usually signs and executes documents, they are requesting a second signature. Mr. Jim Eby requested that there be an option of *either* the Chair's *or* Vice-Chair's signature, in the event the Chair were not available.

1) The Board approved a revised resolution adding Mr. Jim Eby, Chair, and Mr. Frank Christoffel, Vice Chair as signatories for agreements with the Commonwealth Financing Agency. The motion to approve was made by Mr. Groff, second by Mr. Williams and unanimously carried. (A copy of said Resolution [Mar 21 #1] is attached hereto and made a part hereof).

NOW, THEREFORE, BE IT RESOLVED by the Board of the Lancaster County Land Bank Authority to authorize the Executive Director to submit an application to the DCED/CFA Blight Remediation Program for up to \$75,000 to support the demolition of targeted properties in the Land Bank inventory.

Be it FURTHER RESOLVED, that the Applicant does hereby designate the Executive Director *and Board Chairman or Vice Chairman* as the official(s) to execute all documents and agreements between The Lancaster County Land Bank Authority and the Commonwealth Financing Authority, to facilitate and assist in obtaining the requested grant.

New Business:

1) The Board approved execution of a grant request for the Keystone Communities Program to the PA Department of Community & Economic Development. Ms. Glenda Machia, Resource Development Manager, provided a project update. Mr. Jim Eby, Chair, noted that since this is becoming a more involved project, the resolution wording should be edited to substitute “*demolition and reconstruction*” for “*rehabilitation*”. The motion to approve was made by Mr. Christoffel, second by Ms. Lyon Slaymaker, and unanimously carried. (A copy of said Resolution [Mar 21 #2] is attached hereto and made a part hereof).

NOW, THEREFORE, BE IT RESOLVED by the Board of the Lancaster County Land Bank Authority to authorize the Executive Director to submit an application to the DCED Keystone Communities Program for up to \$500,000 to support the *demolition and reconstruction* of a property located at 336 Main Street, in downtown Denver, Pennsylvania.

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 27, 2021** 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 4:19 p.m.

Marian C. Joyce, Secretary