

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF THE
REDEVELOPMENT AUTHORITY OF THE COUNTY OF LANCASTER
MARCH 23, 2021
VIA ZOOM CONFERENCING
IMMEDIATELY FOLLOWING THE MEETING OF THE
LANCASTER COUNTY HOUSING AUTHORITY
LANCASTER, PA 17603**

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

Members of the Board in attendance: Ed Fisher, Jim Eby, Frank Christoffel, Dennis Groff, 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. Fisher called the meeting to order at 4:31 p.m.

Mr. Sternberg requested that the order of the Agenda be suspended, in order to first consider item **V. Personnel Committee Executive Search Recommendation.**

1) The Board approved the appointment of Justin Eby as Executive Director starting on June 1, 2021. Mr. Williams reported on behalf of the Personnel Committee (which was composed of Board Members: Gerald Robinson, Laura Lyon Slaymaker, and Jim Williams). Board Chair Fisher thanked the Committee for their great communication and updates to the other Board members, noting that it was a very thorough and well-vetted process. He stated that Board Members are very confident that we have the best candidate and he shared everyone's appreciation for the committee's work including the screening of the 17 candidates over the past year. The motion to approve was made by Mr. Williams, second by Ms. Lyon Slaymaker and passed with Board Members Fisher, Williams and Lyon Slaymaker voting in favor, and Board Member James Eby abstaining for reasons of conflict of interest. Board Member Robinson was not present. (A copy of said Resolution [MAR 21 #7] is attached hereto and made a part hereof).

NOW, THEREFORE, BE IT RESOLVED by the Board of the Redevelopment Authority to:

1. Engage Mr. Eby on mutually agreeable terms that are consistent with established policies in regard to salary, benefits and working conditions, and
2. Commence his service in the position as of June 1, 2021.

Mr. Justin Eby shared his appreciation for the LCHRA Team; he thanked Mr. Sternberg for all he has done for the Authorities over the past 12 years and looks forward to continuing to build on those accomplishments. He also thanked his family for their support. At this point, after extending their congratulations, Land Bank Board members Groff and Christoffel signed off, as well as Alissa Eby and family.

Public Comments - None

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

The Treasurer's Report for the month of February was approved on a motion by Ms. *Lyon Slaymaker*, second by Mr. Williams and unanimously accepted.

Report of the Executive Director: Mr. Sternberg referred the Board to his written report.

Unfinished Business – None

New Business:

1) The Board approved an update to the Analysis of Impediments to Fair Housing. Ms. Aimee Tyson, Planning & Compliance Manager, provided background. She referred the Board to the Summary document attached to the resolution which listed the 11 impediments. She also answered a question from Ms. Lyon Slaymaker re: how the Housing Code might 'unintentionally encourage discrimination against families' and explained a possible connection to the issue of lead-based paint. The motion to approve was made by Ms. Lyon Slaymaker, second by Mr. Jim Eby and unanimously carried. (A copy of said Resolution [MAR 21 #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 approve the 2021 Analysis of Impediments to Fair Housing Choice.

2) The Board approved revisions to the Employee Handbook regarding procedures during a pandemic. Mr. Sternberg and Mr. Brightbill provided background highlighting how the previous version did not address workplace safety related to the spread of COVID-19, or other communicable diseases. Examples related to office use, sanitizing, social-distancing, and protocols to prevent infecting other personnel if you caught the virus. The motion to approve was made by Mr. Williams, second by Mr. Eby and unanimously carried. (A copy of said Resolution [MAR 21 #9] 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 revise the personnel policy regarding health and safety to amend the current policy stipulated in the Employee Handbook.

3) The Board approved submission of an application to the PA Department of Conservation and Natural Resources (DCNR) for Homeless Service Programs to support the development of the Marietta Trailhead project. Glenda Machia, Resource Development Manager provided background and answered a question from Mr. Fisher on when a Preliminary Concept might be available. The motion to approve was made by Mr. Williams, second by Mr. Eby and unanimously carried. (A copy of said Resolution [MAR 21 #10] is attached hereto and made a part hereof).

NOW, THEREFORE, BE IT RESOLVED by the Board of the Lancaster County Redevelopment Authority to authorize the Executive Director to submit an application to the DCNR for up to \$500,000 to support the development of the Marietta Trailhead project.

Other Business:

1) The Board approved a revised resolution adding Mr. Ed Fisher, Chair, and Mr. Jim Williams, Vice Chair as signatories for agreements with the Commonwealth Financing Agency. Ms. Glenda Machia explained that this is an administrative correction, where in addition to the Executive Director who usually signs and executes documents, the DCED as grantor is requesting another signatory. Therefore, the previous resolution (RA JUN 20 #29) now needs revised because of the grantor's request. The motion to approve was made by Ms. Lyon Slaymaker, second by Mr. Jim Eby and unanimously carried. (A copy of said Resolution [MAR 21 #11] is attached hereto and made a part hereof).

NOW, THEREFORE, BE IT RESOLVED by the Board of the Lancaster County Redevelopment Authority to authorize the Executive Director or Board Chair to submit an application to the DCED/CFA Blight Remediation Program for up to \$300,000 to support the demolition of targeted properties in the County.

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

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 27, 2021**.

The meeting was adjourned at 4:50 p.m.

Marian C. Joyce, Secretary