

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF THE
REDEVELOPMENT AUTHORITY OF THE COUNTY OF LANCASTER
APRIL 26, 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, April 26, 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, and Melinda Kaufman.

Staff members present were: Justin Eby, Executive Director; Terry Danforth, Tenant Services Director; Michael Brightbill, Director Finance & Administration; Jocelynn Ritchey, Manager Planning & Resource Development; Audrey Steinmetz, Tenant Services Manager; Deb Jones, Director of Human Services & Lancaster County Homelessness Coalition; Steve Kaufhold, Technical Services Coordinator; Beth Dreyer-DeGoede, Executive Administrative Assistant; and Marian Joyce, Secretary.

Also attending: Lancaster County Commissioner John Trescot.

Mr. Fisher called the meeting to order at 4:10 p.m.

Public Comments - None

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

Communications – None

The Treasurer's Report for January, February and March 2022 were approved on a motion by Mr. Jim Williams, second by Mr. Fisher and unanimously accepted. Mr. Justin Eby answered a question from Board member Fisher re: 2022 funding.

Staff Reports:

Mr. Justin Eby, Executive Director, introduced Beth DeGoede, the new Executive Administrative Assistant, who will be taking over as Board Secretary on Ms. Joyce's retirement. Ms. DeGoede will also act as administrative assistant to the Executive Director and to Deb Jones, Director of Human Services and Lancaster County Homelessness Coalition. He noted that additional UPMC staff transitioned to the Authority since April. There are PHFA and PAHRA trainings taking place in May and June and the Authority will be sending staff for continued education. He appreciated staff efforts to produce a midmonth Newsletter. Mr. Eby also reported for Ms. Allwine, Director of Housing and Community Development, since she was on vacation.

Ms. Jocelynn Ritchey reported on the Public Improvement applications due – 8 to 9 applications are expected. She noted that three grant requests have been submitted to the Lancaster County Community Foundation – and the response should be received in late June or early July. Mr. Justin Eby answered a question from Mr. Fisher regarding funding for 2021 and 2022.

Deb Jones, Director of Human Services & Lancaster County Homelessness Coalition, reported to the Board. She provided updates on the first Continuum of Care meeting with over 50 attendees. She noted that there were 27 applicants for joint funding, but the total amount requested was twice the amount of dollars available. Ms. Jones thanked Board Member Melinda Kaufman for being part of the review process.

Ms. Jones also provided background on the PIT (Point in Time) count the Coalition had hosted in February to determine how many individuals were unsheltered, in shelters, or in transitional housing throughout the County. She informed the Board about a presentation given at the Lancaster City Alliance not only regarding homelessness, but a broad overview on the lack of housing stock and interventions by *LancCo MyHome* and other agencies. Mr. Justin Eby, Executive Director, stated that the Authority is proud to provide appropriate context for the community.

Committee Reports – None

Unfinished Business – None

1) The Board approved carry-over of unused vacation time due to the Covid-19 pandemic. Mr. Justin Eby, provided background, noting that this came to light during the Audit, and had been approved by the previous Director, but not by the Board. During the push to get tenants/landlords approved for CARES Rent Relief funding, there was a period when staff were unable to take vacation. The resolution was approved on a motion by Mr. Jim Williams, second by Ms. Kaufman and unanimously accepted. (A copy of said Resolution [April 22 #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 approve an administrative adjustment to carry over five (5) additional vacation days retroactive and effective to the employee's anniversary hire date from the end of fiscal year 2020, due to the Covid-19 pandemic.

2) The Board approved an application for payment #1 for Construction Costs related to Penn Square, Suite 100. Ms. Justin Eby, provided background. The motion to approve was made by Mr. Jim Williams, second by Ms. Kaufman and unanimously carried. Mr. Fisher, Board Chair, noted that it was a great opportunity. (A copy of said Resolution [Apr 22 #10] 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 Application for Payment #1 for an amount of Two Hundred Twenty-One Thousand Five Hundred Seven and 10/100 (\$221,507.10) and authorize the Executive Director to sign documents required for payment to Heck Construction Company Inc.

3) The Board approved an Assignment, Delegation, and Assumption Agreement with *Lancaster General Hospital* to transfer a Facility Licensing Agreement to operate a night shelter at *Ebenezer Baptist Church of Lancaster* by the *Lancaster County Food Hub*. Mr. Justin Eby provided background, noting that this is part of the transition of the Redevelopment Authority assuming all responsibility and control of *LancCo My Home* effective April 1, 2022. The motion to approve was made by Ms. Kaufman, second by Mr. Jim Williams and unanimously carried. (A copy of said Resolution [Apr 22 #11] 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 and authorize the Executive Director to execute an Assignment, Delegation, and Assumption Agreement with *Lancaster General Hospital*.

4) The Board tabled the Resolution authorizing the Executive Director to enter into a professional services agreement with the *Borough of Columbia* for rental inspections. Mr. Justin Eby responded to Board questions about liability and staff capacity. It was determined that further information was needed before approval. The motion to table was made by Mr. Jim Williams, second by Ms. Kaufman and unanimously carried.

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, **May 24, 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 4:45 p.m.

Marian C. Joyce, Secretary