

**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF THE  
LANCASTER COUNTY LAND BANK AUTHORITY  
APRIL 27, 2021  
28 PENN SQUARE, SUITE 200  
LANCASTER, PA 18603**

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The members of the Board of the Lancaster County Land Bank Authority met Tuesday, April 27, 2021. The meeting was held via Zoom Video Conferencing.

Members of the Board in attendance: Gerald Robinson, 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, Tenant Services Manager; Rebecca Santos, Program Coordinator; Brandy Reyes, Tenant Services Coordinator; and Marian Joyce, Secretary.

Mr. Gerald Robinson called the meeting to order at 4:02 p.m.

Mr. Justin Eby, Deputy Executive Director, introduced new staff members: Becky (Rebecca) Santos and Brandy Reyes. Becky will provide administrative support for the Redevelopment Authority while Brandy will work with the Housing Authority on the Emergency Rent Assistance Program (ERAP).

Public Comments – None

Minutes of the March 23, 2020 meeting were approved. The motion was made by Mr. Groff, second by Ms. Lyon Slaymaker, and unanimously accepted.

Mr. Sternberg informed Board Members and Staff that Mr. James Eby, Land Bank Authority Board Chair, had provided a statement that he would like to have on record for the three authorities when the Executive Director chair passes from Matthew Sternberg to Justin Eby. To this end, Mr. James Eby had requested that the following statement be read at the Land Bank meeting and inserted into the Land Bank Minutes - as well as inserted into the Minutes of *both* Housing and Redevelopment Authorities.

**JAMES EBY STATEMENT**

*As a member of this board, I will focus on substantive issues brought to it regarding the interests of Lancaster County and the Authority entity. For any issue dealing with the interests of Justin Eby, I will recuse myself. I will leave it up to my colleagues on the board to act on these issues in the best interests of the Authority.*

Communications – None

Executive Director's Report: Mr. Sternberg stated that the current focus is getting the Land Bank back up to speed as things open up post-pandemic. Ms. Allwine provided specifics on the three to four potential Request for Proposals (RFP) in the works. She stated that contractors were busy and somewhat backed up, but there have been a few interested parties.

The Financial Report for the month of March was approved on a motion by Mr. Williams, second by Mr. Groff and unanimously accepted. Mr. Brightbill, Controller, referred the Board to his written report, highlighting that a \$125,000 PHARE Grant had been received for acquisition and rehabilitation of blighted properties.

Committee Reports – None

Unfinished Business – None

New Business:

1) The Board approved a resolution authorizing Acquisition of 921 Spruce Street, Columbia. Ms. Allwine, Housing Programs Manager, provided background on discussions with the Power of Attorney for the Owner. Staff are currently exploring funds from different sources. Mr. Steve Kaufhold, Technical Resources Coordinator, provided his impressions of the rehab involved, noting that it was a semi-detached, solid building. The RFP states that the floor plan will need re-arranged to bring the property up to code. Ms. Allwine and Mr. Kaufhold answered a question from Mr. Groff about cost of acquiring the property. The motion to approve was made by Ms. Lyon Slaymaker, second by Mr. Groff and unanimously carried. (A copy of said Resolution [Apr 21 #3] 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 921 Spruce Street, Columbia, PA;
2. Acquisition of this property will be contingent on Land Bank funding, and approval by the Borough of Columbia and the Columbia School District;
3. 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. Robinson announced that the next meeting of the Board of the Lancaster County Land Bank Authority is expected to be held Tuesday, **May 25, 2021** at **4:00 p.m.** either via Zoom Videoconferencing OR at the offices of the Lancaster County Housing and Redevelopment Authorities, 28 Penn Square, Lancaster.

The meeting was adjourned at 4:19 p.m. on a motion by Mr. Groff, second by Ms. Lyon Slaymaker, and unanimously accepted.

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Marian C. Joyce, Secretary