

**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF THE  
REDEVELOPMENT AUTHORITY OF THE COUNTY OF LANCASTER  
APRIL 27, 2021  
VIA ZOOM CONFERENCING  
IMMEDIATELY FOLLOWING THE 4:30 P.M. MEETING OF THE  
LANCASTER COUNTY HOUSING AUTHORITY  
LANCASTER, PA 17603**

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The members of the Board of the Redevelopment Authority of the County of Lancaster met Tuesday, April 27, 2021. The Board meeting was held via the Zoom platform.

Members of the Board in attendance: Ed Fisher, Jim Williams, Laura Lyon Slaymaker, and Gerald Robinson.

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; and Marian Joyce, Secretary.

Mr. Fisher called the meeting to order at 4:26 p.m.

Public Comments - None

Minutes of the March 23, 2021 Regular Meeting and the April 13, 2021 Special Meeting were approved. The motion was made by Mr. Jim Williams, second by Mr. Robinson, and unanimously accepted.

Mr. Sternberg reminded Board Members and Staff that Mr. James Eby, Housing Authority Board Member, had provided a statement that he would like to have on record for the authority 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 inserted into the Minutes.*

**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

The Treasurer's Report for the month of March was approved on a motion by Ms. Lyon Slaymaker, second by Mr. Robinson and unanimously accepted. Mr. Brightbill referred Board members to his written report and highlighted the Local Funds Line Item where a PHARE Grant was received for lead-paint remediation, and the Bond issuance fee was received for the TC 4 LP project.

Report of the Executive Director: Mr. Sternberg and Mr. Justin Eby provided background on the Emergency Rent Relief Program. Details have been worked out and the pace is speeding up to deal with the backlog of applications. Close to \$200,000 has been dispersed with an average of \$10,000 in arrears per household. Mr. Eby noted that staff are seeing tenants being locked out as Landlords do not have to sign anything agreeing to keep people in housing. There was some discussion around future challenges, rising rent costs, and affordable housing generally.

Committee Reports – None

Unfinished Business – None

New Business:

1) The Board approved a resolution amending Ownership Requirements for the Manufactured Housing Repair Program (MHRP) Policies. Ms. Jocelynn Ritchey, CDBG Program Specialist, provided background for the first 5 Items on the Agenda, including: statistics on the number of total applicants to date, with demographics and a map showing the scattered geographic locations and average costs of the MHRP projects. She highlighted what needs changed and why. She answered a question from Ms. Lyon Slaymaker on how the Loan Forgiveness works and from Mr. Fisher about the types of repairs involved: roofs, windows, floor joints etc. She noted that building standards have improved and this program can give homeowners longevity where they live.

Mr. Steve Kaufhold, Technical Resources Coordinator, stated that from the inspector's perspective it has been a learning curve. Now they know what to expect going in and what the overall cost will be, so can make a quicker determination whether a project is viable. Mr. Fisher acknowledged the challenges involved and cautioned about doing repairs over the value of the unit. The motion to approve was made by Mr. Williams, second by Ms. Lyon Slaymaker, and unanimously carried. (A copy of said Resolution [APR 21 #16] 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 altering the policies of the Manufactured Housing Repair Program to remove the two-year ownership requirement.

2) The Board approved the addition of a Case-by-Case Loan Maximum Increase to the Policies of the Manufactured Housing Repair Program. Ms. Jocelynn Ritchey, CDBG Program Specialist, provided background. The motion to approve was made by Ms. Lyon Slaymaker, second by Mr. Williams and unanimously carried. (A copy of said Resolution [APR 21 #17] 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 allowing a board approved case-by-case loan maximum increase for the Manufactured Housing Repair Program.

3) The Board authorized a loan exception for the Manufactured Housing Repair Program to improve the property at Circle Drive located in Salisbury Township and make it safe. Ms. Jocelynn Ritchey, CDBG Program Specialist, provided background. The motion to approve was made by Mr. Williams, second by Mr. Robinson and unanimously carried. (A copy of said Resolution [APR 21 #18] 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 authorize an exception to the existing policies governing the Manufactured Housing Repair Program to allow for assistance in an amount to exceed \$20,000.00 but less than \$30,000.00.

4) The Board authorized a loan exception for the Manufactured Housing Repair Program to improve the property located at Dawnfield Court in Manor Township and make it safe. Ms. Jocelynn Ritchey, CDBG Program Specialist, provided background. The motion to approve was made by Ms. Lyon Slaymaker, second by Mr. Robinson and unanimously carried. (A copy of said Resolution [APR 21 #19] 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 authorize an exception to the existing policies governing the Manufactured Housing Repair Program to allow for assistance in an amount to \$20,000.00 but less than \$30,000.00.

5) The Board authorized a loan exception for the Manufactured Housing Repair Program to improve a dwelling located at Greenbriar Circle in Manor Township and make it safe. Ms. Jocelynn Ritchey, CDBG Program Specialist, provided background. The motion to approve was made by Mr. Williams, second by Ms. Lyon Slaymaker and unanimously carried. (A copy of said [Apr 21 #20] 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 authorize an exception to the existing policies governing the Manufactured Housing Repair Program to allow for assistance in an amount to exceed \$20,000.00 but less than \$30,000.00.

6) The Board authorized a Reservation of Funds Letter for *Fordney House Apartments* through the Rental Housing Program in 2020/2021. Mr. Sternberg provided background, stating that this building provides a valuable function as it is one of only two facilities that can provide single rooms in a group setting. Ms. Allwine gave input from the Loan Committee meeting and Mr. Kaufhold described the exterior conditions especially roof and gutters, noting that the interior always passed inspection. Ms. Danforth, Tenant Services Director, added her approval for the upgrades highlighting that the building is a Victorian Mansion and well worth preserving. The motion to approve was made by Ms. Lyon Slaymaker, second by Mr. Williams, and unanimously carried. (A copy of said Resolution [Apr 21 #21] 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 authorize the issuance of a Reservation of Funds letter to Community Basics, Inc. for the *Fordney House Apartments* project, determined by the Redevelopment Authority Loan Committee to meet the terms, conditions and requirements of the Rental Housing Program, in an amount not to exceed \$370,000.00 of Community Development Block Grant funding.

7) The Board endorsed the Consolidated Plan and the Annual Action Plan for the CDBG, HOME and ESG Programs. The motion to accept was made by Mr. Williams, second by Ms. Lyon Slaymaker and unanimously carried. Mr. Justin Eby, Deputy Executive Director, informed the Board that he had just given a presentation to the Commissioner that morning, and there may be changes due to some unknowns at this point. He acknowledged the work of staff: Ms. Tyson, Ms. Allwine, and Ms. Ritchey for developing the plan in consultation with developers and local government. He

noted that survey results were the best ever, even during a pandemic and remote working, and credited Ms. Ritchey for the 339 responses to an LNP newspaper survey she created. (A copy of said Resolution [Apr 21 #22] 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 recommend the Board of Commissioners of the County of Lancaster approve the Fiscal Years 2021-2025 Consolidated Plan and the Fiscal Year 2021 Annual Action Plan as presented and authorize the Redevelopment Authority to submit said plan to HUD for the CDBG, HOME and ESG programs.

8) The Board approved an administrative agreement with the County of Lancaster for Grant Year 2021. The motion to approve was made by Ms. Lyon Slaymaker, second by Mr. Robinson and unanimously carried. Mr. Sternberg reminded the Board that this was a routine annual agreement. (A copy of said Resolution [Apr 21 #23] 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 authorize the Executive Director to execute an Agreement with the County of Lancaster appointing the Redevelopment Authority of the County of Lancaster as the administering agency for the Community Development Block Grant Program, the HOME Investment Partnerships Program and the Emergency Solutions Grant Program for Grant Year 2021.

9) The Board approved a Sub-Recipient Agreement with the City of Lancaster for the use of HOME Investment Partnerships Funds. The motion to accept was made by Mr. Williams, second by Ms. Lyon Slaymaker and unanimously carried. Mr. Justin Eby explained that this was the annual HOME Consortium agreement that renews automatically, and allows the Authority to pass off some of the responsibility to the City. (A copy of said Resolution [Apr 21 #24] 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 authorize the Executive Director of the Redevelopment Authority of the County of Lancaster to execute a Sub-Recipient Agreement with the City of Lancaster for the use of an estimated \$665,514.00 in Fiscal Year 2021 and unexpended prior years HOME Investment Partnerships Program Funds within the City of Lancaster in accordance with Exhibit A, attached hereto.

These funds are available for use by the City of Lancaster as follows:

\$598,963.00	Owner Occupied Housing Development
\$36,603.05	City Program Administration
\$29,947.95	County HOME Administration
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\$665,514.00	Total Available

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 25, 2021**.

The Board went into Executive Session at 5:00 PM to discuss a Personnel Matter. At 5:20 PM the Board emerged from Executive Session and the meeting was adjourned.

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Marian C. Joyce, Secretary