

**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF THE  
REDEVELOPMENT AUTHORITY OF THE COUNTY OF LANCASTER  
MAY 24, 2022  
IMMEDIATELY FOLLOWING THE MEETING OF THE  
LANCASTER COUNTY HOUSING AUTHORITY  
AFTER THE 4:00 P.M MEETING OF  
THE LANCASTER COUNTY LAND BANK AUTHORITY  
28 PENN SQUARE, SUITE 220  
LANCASTER, PA 17603**

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The members of the Board of the Redevelopment Authority of the County of Lancaster met Tuesday, May 24, 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 Eby, Melinda Kauffman, Gerald Robinson, and Jim Williams.

Staff members present were: Michaela Allwine, Director Housing and Community Development; Michael Brightbill, Director Finance & Administration; Terry Danforth, Tenant Services Director; Jocelynn Ritchey, Manager Planning & Resource Development; Sean Krumpe, Acquisition & Rehabilitation Program Coordinator; Audrey Steinmetz, Tenant Services Manager; Deb Jones, Human Services Director & Lancaster County Homelessness Coalition; Jody Heinrich, Grants Manager; Beth Dreyer-DeGoede, Executive Administrative Assistant and Marian Joyce, Secretary.

Also attending: Tim Stuhldreher, Editor *OneUnitedLancaster.com*; and Marissa Price, *GMS Funding Solutions*.

Mr. Fisher called the meeting to order at 4:30 p.m.

Public Comments - None

Minutes of the April 26, 2022 Meeting were approved. The motion was made by Mr. Gerald Robinson, second by Mr. Jim Williams, and unanimously accepted.

Communications – None

The Treasurer's Report for April 2022 was tabled until the June Meeting so the Board Members could review the report.

Staff Reports:

Ms. Michaela Allwine, Director Housing and Community Development, reported that although they are still waiting for official award numbers from HUD, they are anticipating approximately \$5.3 million and are moving forward to create an action plan. They have had 12 applicants for their Multi-Family Housing RFP and 8 applicants for the Public Facilities and Infrastructure RFP. They have had 53

applicants for the Home Repair Program year to date. Ms. Allwine answered questions from Board Members, Mr. Fisher and Mr. Jim Eby.

Ms. Deb Jones, Director of Human Services & Lancaster County Homelessness Coalition, reported that the Office for the Coalition partners met together in early May. The Refresh Lancaster, mobile hygiene unit, added another stop at the Lancaster Food Hub. They are partnering with Penn Medicine for a Medical Crisis Housing program. The Homelessness Coalition is undergoing a HUD audit and are still awaiting approval from HUD to access the allocated money from the Penn Medicine transition. On June 7, this board will be having a special meeting to approve Joint Funding awards.

Committee Reports – None

Unfinished Business – None

1) The Board approved the submission of a grant application for a Redevelopment Assistance Capital Grant in connection with the Pleasant View Communities Cultural Center Project. Ms. Marissa Price, Client Manager from GMS Funding Solutions provided background on the project. The resolution was approved on a motion by Mr. Williams, second by Mr. Robinson and unanimously accepted. (A copy of said Resolution [May 22 #12] 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 appropriate officers, employees and solicitor of the Authority to (1) work with *Pleasant View Communities* to prepare an application for \$1,000,000 for the Pleasant View Communities Cultural Center Project through the Commonwealth of Pennsylvania's Redevelopment Assistance Capital Program (the Application), (2) to execute and submit the Application as the Applicant and (3) to enter into and carry out its obligations under a grant agreement with The Commonwealth of Pennsylvania (Acting through the Office of the Budget) and a cooperation and sub-grant agreement with Pleasant View Communities on such terms and conditions as are acceptable to the appropriate officers, employees and solicitor of the Authority.

2) The Board approved an application for payment #2 for Construction Costs related to Penn Square, Suite 100. The motion to approve was made by Mr. Jim Eby, second by Mr. Fisher and unanimously carried. (A copy of said Resolution [May 22 #13] is attached hereto and made a part hereof).

NOW, THEREFORE, BE IT RESOLVED by the Board of the Redevelopment Authority to approve Application for Payment #2 for an amount of One Hundred Thirty-Seven Thousand Eight Hundred Ninety-Two and 60/100 (\$137,892.60) and authorize the Executive Director to sign documents required for payment to Heck Construction Company Inc.

3) The Board approved funding for a Branding and Website Development Services Contract. Ms. Jocelynn Ritchey provided background. Ms. Ritchey provided details for Mr. Fisher on what branding entailed. Ms. Allwine noted that the need for rebranding came from the strategic planning exercise and the addition of the Human Services Department. The motion to approve was made by Mr. Williams, second by Mr. Jim Eby and unanimously carried. (A copy of said Resolution [May 22 #14] is attached hereto and made a part hereof).

NOW, THEREFORE, BE IT RESOLVED by the Board of the *Redevelopment Authority* that the Executive Director is authorized to sign documents required to engage *Goodthree* according to their revised proposal dated April 8, 2022; and

FURTHER BE IT RESOLVED that the contract will be funded through a combination of HUD Administrative funds and private grants in an amount not to exceed FIFTY THOUSAND AND 00/000 DOLLARS (\$50,000.00), which represents the proposed fee and a 10% contingency.

The Board adopted New Business items 4 and 5 under one motion by Ms. Kauffman, second by Mr. Robinson and unanimously carried. Ms. Deb Jones provided background, prior to the motion to accept. Resolutions are as follows:

4) The Board approved a contract with Ephrata Area Social Services for Emergency Hotel Funding using ESG-CV funds. (A copy of said Resolution [May 22 #15] 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 a contract with *Ephrata Area Social Services* retroactively for a period beginning on April 1, 2021 and terminating January 31, 2022 in the amount of THREE THOUSAND SEVEN HUNDRED NINETY-ONE AND 08/100 DOLLARS (\$3,791.08) using Emergency Solutions Coronavirus Grant (ESG-CV) Funding.

5) The Board approved a contract with Real Life Community Services for Emergency Hotel Funding using ESG-CV funds. (A copy of said Resolution [May 22 #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 authorize the Executive Director to execute a contract with *Real Life Community Services* retroactively for a period beginning on April 1, 2021 and terminating January 31, 2022 in the amount of FOUR THOUSAND FIVE HUNDRED FIFTY-THREE AND 64/100 DOLLARS (\$4,553.64) using Emergency Solutions Coronavirus Grant (ESG-CV) Funding.

6) The Board approved an exception to the policies for the Home Repair Program. Ms. Allwine provided background. The motion to approve was made by Mr. Robinson, second by Mr. Williams and unanimously carried. (A copy of said Resolution [May 22 #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 authorize an exception to the existing policies governing the *Home Repair Program* to allow for assistance in an amount to exceed \$24,999 but less than \$30,000.

The Board adopted New Business items 7 and 8 under one motion by Mr. Williams, second by Mr. Robinson and unanimously carried. Ms. Jocelynn Ritchey provided background, prior to the motion to accept. Resolutions are as follows:

7) The Board approved a Memorandum of Understanding with the Borough of Elizabethtown for participation in the Homeowner Assistance Program. (A copy of said Resolution [May 22 #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 approve and enter into a Memorandum of Understanding with the *Borough of Elizabethtown* establishing the eligibility requirements and administrative procedures to be followed for the operation of the Homeowner Assistance Program.

BE IT FURTHER RESOLVED to authorize the Director of Housing and Community Development, or other Staff Designee approved by the Executive Director, to approve grant applications submitted by individual homeowners in accordance with the terms of this Memorandum.

8) The Board approved a Memorandum of Understanding with the Borough of Strasburg for participation in the Homeowner Assistance Program. (A copy of said Resolution [May 22 #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 approve and enter into a Memorandum of Understanding with the *Borough of Strasburg* establishing the eligibility requirements and administrative procedures to be followed for the operation of the Homeowner Assistance Program.

BE IT FURTHER RESOLVED to authorize the Director of Housing and Community Development, or other Staff Designee approved by the Executive Director, to approve grant applications submitted by individual homeowners in accordance with the terms of this Memorandum.

9) The Board approved the authorization of the Executive Director to enter into a Professional Services Agreement with the Borough of Columbia for Rental Inspection Training. Ms. Allwine provided background. Mr. Fisher brought up concerns about liability for the Redevelopment Authority and questioned the timeframe. They agreed to add an end date of June 30, 2022 and a “hold harmless” clause to the Memorandum of Understanding. A motion to approve the resolution contingent upon those changes was made by Mr. Eby, second by Mr. Robinson, and unanimously carried. (A copy of said Resolution [May 22 #20] is attached hereto and made a part hereof).

NOW, THEREFORE, BE IT RESOLVED by the *Board of the Redevelopment Authority* to authorize the Executive Director to execute a professional services agreement with *the Borough of Columbia* for rental inspection training.

Other Business: Mr. Fisher announced there will be a special meeting on Tuesday, **June 7, 2022 at 4:30 pm** to approve the CDBG, ESG, HAP and CoC contracts. The next regular meeting of the Board of the Redevelopment Authority of the County of Lancaster is expected to be held Tuesday, **June 28, 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 5:27 p.m.

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Marian C. Joyce, Secretary