

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF THE
LANCASTER COUNTY LAND BANK AUTHORITY
JUNE 22, 2021
28 PENN SQUARE, SUITE 200
LANCASTER, PA 17603**

The members of the Board of the Lancaster County Land Bank Authority met Tuesday, June 22, 2021. The Board meeting was held at the offices of the Lancaster County Housing & Redevelopment Authorities, 28 Penn Square, Suite 200, and via Zoom Videoconference.

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

Staff members present were: Justin Eby, Executive Director; Michaela Allwine, Director Housing and Community Development; Michael Brightbill, Controller; Aimee Tyson, Planning and Compliance Manager; Jocelynn Ritchey, CDBG Program Specialist; Steve Kaufhold, Technical Resources Coordinator; Audrey Steinmetz, Tenant Services Manager; Rebecca Santos, Program Coordinator; and Marian Joyce, Secretary.
Also in attendance: Ramiro Carbonell, *Stevens & Lee*.

Mr. Jim Eby called the meeting to order at 4:00 p.m.

Public Comments – None

Minutes of the May 25, 2021 meeting were approved. The motion was made by Ms. Lyon Slaymaker, second by Mr. Williams, and unanimously accepted.

Communications – None

Executive Director's Report: Mr. Justin Eby referred Board Members to his written report and provided updates on the expected addition of five staff members, plus the installation of new offices within the existing floor layout. Two hires are to support the Emergency Rental Assistance Program and Emergency Housing Vouchers. Other positions posted include: a *Fiscal Assistant*, a dedicated *Housing Authority Inspector*, and a *Program Coordinator for Acquisition & Rehabilitation*. The latter is due to Michaela's transition into the role of *Director of Housing Community Development*, as there's a need to support the acquisition and rehabilitation of properties for both Land Bank and Redevelopment Authorities.

Starting in July, staff will return to normal office hours with one or two monitored remote-work days allowed, without disrupting operations. There will be no restrictions on the *number* of staff in the office going forward. Staff will continue to follow State Health Department & CDC Guidelines regarding mask wearing.

Ms. Allwine and Mr. Brightwell answered questions from Mr. Jim Eby, Board Chair, regarding the new PHARE grant and how it will show up on the report. Mr. Brightbill indicated that he would provide two versions initially so Board Members could decide which way was most useful.

The Financial Reports for the months of April and May were approved on a motion by Mr. Williams, second by Ms. Lyon Slaymaker, and unanimously accepted. Mr. Brightbill, Controller, provided background.

Committee Reports: Mr. Jim Eby, Chair, gave the report and stated that the next Project Committee meeting will coordinate with a Tour of the House at Manor Street on July 16.

New Business:

1) The Board authorized a Rehabilitation Loan Reservation of Funds Letter, for a construction loan to be paid in full upon sale of the property. Ms. Allwine, Director Housing and Community Development, provided background and answered questions about the timeline from Mr. Jim Eby. The motion to approve was made by Mr. Williams, second by Ms. Lyon Slaymaker, and unanimously carried. (A copy of said Resolution [Jun 21 #5] is attached hereto, and made a part hereof).

NOW, THEREFORE, BE IT RESOLVED by the Board of the Lancaster County Land Bank Authority to approve the issuance of a Reservation of Funds letter for the 149 S. 5th Street, Columbia Rehabilitation Project, in the form of a loan in the amount not to exceed One Hundred Five Thousand And 00/100 Dollars (\$105,000.00) through the PHARE program.

2) The Board approved amending the policy statement to update authorized signatories for official documents. Mr. Justin Eby provided background. The motion to approve was made by Mr. Williams, second by Ms. Lyon Slaymaker and unanimously carried. (A copy of said Resolution [Jun 21 #6] is attached hereto, and made a part hereof).

NOW, THEREFORE, BE IT RESOLVED, by the Board of the Lancaster County Land Bank Authority to amend the Policy Statement attached hereto in order to update the authorized signatories for official documents required to administer the various programs of the Lancaster County Land Bank Authority.

3) The Board approved a resolution authorizing updated signatories for the Fulton Bank account. Mr. Brightbill, Controller, stated that this was to update the Executive Director name and signature from Mr. Sternberg to Mr. Justin Eby. The motion to approve was made by Mr. Williams, second by Mr. Fisher and unanimously carried. (A copy of said Resolution [Jun 21 #7] is attached hereto, and made a part hereof).

NOW, THEREFORE, BE IT RESOLVED, by the Board of the Lancaster County Land Bank Authority to authorize the Chairman of the Board to execute the attached Fulton Bank document specifying authorized signatories for the Lancaster County Land Bank Authority Fulton Bank accounts.

Other Business: Mr. Jim Eby announced that the next meeting of the Board of the Lancaster County Land Bank Authority is expected to be held Tuesday, **July 27, 2021** at the offices of the Lancaster County Housing and Redevelopment Authorities, 28 Penn Square, Suite 200, at **4:00 p.m.**

The meeting was adjourned at 4:20 p.m.

Marian C. Joyce, Secretary