

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF THE
REDEVELOPMENT AUTHORITY OF THE COUNTY OF LANCASTER
AUGUST 23, 2022
IMMEDIATELY FOLLOWING THE 4:00 P.M. MEETING OF THE
LANCASTER COUNTY LAND BANK AUTHORITY
28 PENN SQUARE, SUITE 100
LANCASTER, PA 17603**

The members of the Board of the Redevelopment Authority of the County of Lancaster met Tuesday, August 23, 2022. The Board meeting was held at the office of the Redevelopment Authority of the County of Lancaster, 28 Penn Square, Suite 100.

Members of the Board in attendance: Ed Fisher, Melinda Kauffman, Gerald Robinson, Jim Eby and Jim Williams.

Staff members present were: Justin Eby, Executive Director; Michaela Allwine, Director Housing and Community Development; Michael Brightbill, Director Finance & Administration; Deb Jones, Director of Human Services and the Homelessness Coalition; Audrey Steinmetz, Director Tenant & Landlord Services; Jocelynn Ritchey, Manager Planning & Resource Development; Sean Krumpe, Acquisition & Rehabilitation Program Coordinator; Rachel Valmonte, Compliance Manager; Steve Kaufhold, Technical Services Coordinator; Marian Joyce, Administrative Assistant and Beth Dreyer-DeGoede, Secretary.

Also in attendance: Chief Ed Cunningham, *Reentry Coalition*; Judith Erb, *Reentry Coalition*, Charles Suhr, *Stevens & Lee*; Commissioner John Trescot, *Lancaster County*; Keith Simmons, *community member*; Dareda Bennett, *community member*.

Mr. Fisher called the meeting to order at 4:16 p.m.

Public Comments - None

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

The Treasurer's Report for July 2022 was approved. Mr. Brightbill reported that a line of credit was used for the Homelessness Coalition so they can pay provider invoices because of a delay in authorizations through eLOCCS. Ms. Kauffman made a motion to approve, second by Mr. Robinson, and unanimously accepted.

Staff Reports: Mr. Justin Eby noted the passing of our solicitor from Stevens & Lee, John Espenshade. He will be greatly missed. We had a meeting with Charlie Suhr from Stevens & Lee who will be assisting with the transition. The Clipper Stadium will have a major claim on it's roof for wind damage. Mr. Justin Eby recognized Ms. Marian Joyce as she retires from the Authorities on August 31st after 17 years of serving as Board secretary.

Ms. Michaela Allwine reported that Ms. Jocelynn Ritchey submitted the Annual Action Plan and they have 3 HOME ARPA projects to review. They are partnering with the Homelessness Coalition and Lancaster City.

Ms. Deb Jones reported that the Homelessness Coalition finalized the Joint Funding contracts with the providers. They are working towards applying for an Entitlement NOFO of \$2.2 million and a Special NOFO of \$4.35 million over 3 years specifically for unsheltered homeless. They are coordinating with the Reentry Coalition. Fair Housing contracts have been signed and received with Tenfold. Thanks to Rachel Valmonte for help in transitioning ESG and CDBG funds to the Homelessness Coalition.

Communications – Mr. Justin Eby noted that we received a letter from the Reentry Coalition Steering Committee requesting that the Redevelopment Authority manage the Reentry Coalition. This would add 1 staff member to the Department of Human Services. A formal action plan is anticipated at a future board meeting.

Committee Reports – Mr. Justin Eby reported that the Annual Timeliness Report was received from HUD.

Unfinished Business – None

1) The Board approved a memorandum of understanding with the Lancaster County Reentry Coalition. Mr. Justin Eby noted that a letter from the Reentry Coalition asked that the Redevelopment Authority take on the Reentry Coalition under its Department of Human Services. They will post a full-time position. Chief Ed Cunningham and Judy Erb from the Reentry Coalition offered their thanks. The resolution was approved on a motion by Mr. Williams, second by Ms. Kauffman and unanimously accepted. (A copy of said Resolution [Aug 22 #38] 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 a Memorandum of Understanding between the Redevelopment Authority of the County of Lancaster and the Lancaster County Reentry Coalition.

2) The Board approved the resolution ratifying the Homelessness Coalition Steering Committee Members. Mr. Justin Eby noted that this committee advises the Homelessness Coalition. The roster includes new and existing members. The motion to approve was made by Mr. Robinson, second by Mr. Williams and unanimously carried. (A copy of said Resolution [Aug 22 #39] 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 the current Lancaster County Homelessness Coalition Steering Committee Roster attached hereto as Exhibit A.

3) The Board approved the resolution ratifying an Administrative Agreement with the County of Lancaster for Grant Year 2022. Mr. Justin Eby noted that this agreement was already approved by the County Commissioners. The motion to approve was made by Mr. Jim Eby, second by Mr. Robinson and unanimously carried. (A copy of said Resolution [Aug 22 #40] 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 ratify the afore-mentioned 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 2022.

4) The Board approved a Memorandum of Agreement with the State Historic Preservation Officer regarding the demolition of 336 Main Street in Denver Borough. Mr. Sean Krumpe noted that this needed Redevelopment Authority approval, instead of Land Bank Authority, because it is using CDBG funding. The motion to approve was made by Ms. Kauffman, second by Mr. Robinson and unanimously carried. (A copy of said Resolution [Aug 22 #41] 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 the MOA agreement with the State Historic Preservation Officer regarding the demolition of 336 Main Street in Columbia Borough.

5) The Board approved the amendment of Program Policy and Procedures for the Manufactured Home Repair Program. Ms. Jocelynn Ritchey reported that sometimes when they inspect a manufactured home for the repair program, there is too much structural instability for renovation. This amendment will allow them to be able to relocate the homeowner or replace the unit. The motion to approve was made by Mr. Robinson, second by Mr. Jim Eby and unanimously carried. (A copy of said Resolution [Aug 22 #42] 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 include policies related to unit replacement.

6) The Board approved the amendment of Program Policy and Procedures for the Home Repair Program. Ms. Ritchey reported this is to add guidelines for emergency repairs based on income only. They would offer a grant to those making less than 80% AMI and offer a 3% loan to those making 80-120% AMI. The motion to approve was made by Mr. Jim Eby, second by Mr. Robinson and unanimously carried. (A copy of said Resolution [Aug 22 #43] 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 Home Repair Program to include policies related to emergency repairs.

The Board adopted New Business items 7 through 12 under one motion by Mr. Williams, second by Mr. Jim Eby and unanimously carried. Mr. Krumpe noted that these were the annual Public Improvements agreements. They received 8 applications and 6 of them were approved.

7) The Board approved a contract with Columbia Borough for Public Improvements. (A copy of said Resolution [Aug 22 #44] 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 the execution of a contract with the Borough of Columbia for the 200 Block S. 2nd Street Improvements Project in an amount not to exceed TWO HUNDRED THOUSAND AND 00/100 DOLLARS (\$200,000.00) of Fiscal Year 2021 Community Development Block Grant funds.

8) The Board approved a contract with Manheim Borough for Public Improvements. (A copy of said Resolution [Aug 22 #45] 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 the execution of a contract with the Borough of Manheim for the East High Street Drainage Improvements Project in an amount not to exceed TWO HUNDRED THOUSAND AND 00/100 DOLLARS (\$200,000.00) of Fiscal Year 2021 Community Development Block Grant funds.

9) The Board approved a contract with Elizabethtown Borough for Public Improvements. (A copy of said Resolution [Aug 22 #46] 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 the execution of a contract with the Borough of Elizabethtown for the Infrastructure Repairs to Large and Small Span Bridges Project in an amount not to exceed TWO HUNDRED THOUSAND AND 00/100 DOLLARS (\$200,000.00) of Fiscal Year 2022 Community Development Block Grant funds.

10) The Board approved a contract with YWCA Lancaster for Public Improvements. (A copy of said Resolution [Aug 22 #47] 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 the execution of a contract with YWCA Lancaster for the YForward SAPCC Expansion Project in an amount not to exceed TWO HUNDRED THOUSAND AND 00/100 DOLLARS (\$200,000.00) of Fiscal Year 2022 Community Development Block Grant funds.

11) The Board approved a contract with Welsh Mountain Home for Public Improvements. (A copy of said Resolution [Aug 22 #48] 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 the execution of a contract with Welsh Mountain Home for the Welsh Mountain Home Sanitary Improvements Project in an amount not to exceed TWO HUNDRED THOUSAND AND 00/100 DOLLARS (\$200,000.00) of Fiscal Year 2022 Community Development Block Grant funds.

12) The Board approved a contract with Factory Ministries for Public Improvements. (A copy of said Resolution [Aug 22 #49] 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 the execution of a contract with the Factory Ministries for the Gymnasium Historical Restoration & HVAC Project in an amount not to exceed TWO HUNDRED THOUSAND AND 00/100 DOLLARS (\$200,000.00) of Fiscal Year 2022 Community Development Block Grant funds.

13) The Board approved a grant of Five Hundred Fifty Thousand Dollars (\$550,000.00) in combined CDBG and CDBG-CV funds to the Lancaster County Redevelopment Fund, Inc. to be used for the purchase of real estate to be developed into affordable housing. Ms. Ritchey provided background. This is an old school building in Columbia Borough. They would like to turn it into 8 housing units and an emergency shelter space. They would like to purchase it through the non-profit for flexibility. Mr.

Jim Eby asked who the developer would be. It would be the Redevelopment Authority. He also asked who owns the building now. It is a private owner who is using it as an art gallery/studio. Ms. Kauffman made the motion to approve, second by Mr. Robinson and unanimously carried. (A copy of said Resolution [Aug 22 #50] 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 grant agreement with the Lancaster Redevelopment Fund, Inc. in an amount not to exceed FIVE HUNDRED FIFTY THOUSAND and 00/100 DOLLARS (\$550,000.00) for costs related to the acquisition of real property.

The Board adopted New Business items 14 and 15 under one motion by Ms. Kauffman, second by Mr. Robinson and unanimously carried.

14) The Board approved a contract amendment with Lancaster County Food Hub for delivery of homelessness services. Ms. Jones provided background. This amendment will front Fifty Thousand Dollars (\$50,000.00) monthly to the Food Hub to provide services. We will reconcile invoices against the advance. They are contracted for more than this amount. (A copy of said Resolution [Aug 22 #51] 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 amendment to the Lancaster County Food Hub's contract of July 2022 and is effective immediately.

15) The Board approved a contract amendment with Moravian Center of Lancaster County for delivery of homelessness services. Ms. Jones provided information. This amendment provide a one-time advance of Five Thousand Dollars (\$5,000.00) to provide services. We will reconcile invoices against the advance. They are contracted for more than this amount. (A copy of said Resolution [Aug 22 #52] 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 amendment to Moravian Center of Lancaster's contract of July 2022 and is effective immediately.

Other Business: Ms. Jones noted that a Special Meeting of the Board of the Redevelopment Authority of the County of Lancaster is anticipated for Tuesday, **October 11, 2022 at 4 pm** for Special NOFO approval. Mr. Fisher announced the next meeting of the Board of the Redevelopment Authority of the County of Lancaster is expected to be held Tuesday, **September 27, 2022** at the offices of the Lancaster County Housing and Redevelopment Authorities, 28 Penn Square, Suite 100, 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 5:05 pm.

Beth A. Dreyer-DeGoede, Secretary