

**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF THE  
REDEVELOPMENT AUTHORITY OF THE COUNTY OF LANCASTER  
AUGUST 24, 2021  
IMMEDIATELY FOLLOWING THE 4:30 P.M. MEETING OF THE  
LANCASTER COUNTY HOUSING AUTHORITY  
28 PENN SQUARE, SUITE 200  
LANCASTER, PA 17603**

---

The members of the Board of the Redevelopment Authority of the County of Lancaster met Tuesday, August 24, 2021. The Board meeting was held at the office of the Redevelopment Authority of the County of Lancaster, 28 Penn Square, Suite 200, and via Zoom videoconferencing.

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

Staff members present were: Justin Eby, Executive Director; Michael Brightbill, Director Finance & Administration; Aimee Tyson, Planning & Compliance Manager; Michaela Allwine, Director Housing and Community Development; Jocelynn Ritchey, Manager Planning & Resource Development; Steve Kaufhold, Technical Resources Coordinator; Audrey Steinmetz, Tenant Services Manager; Howard Garver, Tenant Services Coordinator; and Marian Joyce, Secretary.

Mr. Fisher called the meeting to order at 4:38 p.m.

Public Comments - None

Minutes of the July 27, 2021 meeting were approved. The motion was made by Ms. Lyon Slaymaker, second by Mr. Jim Williams, and unanimously accepted.

Communications: Mr. Justin Eby stated that HUD sent notice that the Authority has been awarded their 2021 Grant for CDBG, HOME and ESG funds.

The *Treasurer's Report* for the month of July 2021 was approved on a motion by Mr. Robinson, second by Ms. Lyon Slaymaker and unanimously accepted. Mr. Brightbill stated that July had been a standard month. He then referred Board Members to the *Quarterly Budget & Expenses Report* noting that the 2021 Budget is on course. He informed the Board that he wants to develop a different tracking system because there are now so many additional programs for which resources need allocated. Most of the tracking is currently done via Timesheets, but he hopes to develop another tracking system that is more thorough and not more complicated. Mr. Fisher, Chair, reminded Members that the Authority used to administer HUD funds only but now received monies from many other sources.

Report of the Executive Director: Mr. Justin Eby referred the Board to his written report. He added that Chery Strelick has been hired as Fiscal Assistant to help with invoicing and the various rental assistance programs. He complimented Ms. Jocelynn Ritchey for her efforts on securing additional Home Repair funding.

Committee Reports – None

Unfinished Business – None

New Business:

1) The Board approved a resolution authorizing an Amendment to a Rental Housing Reservation of Funds Letter for the Mt. Joy Senior Apartments Project for additional HOME Investment Partnership Funds due to increased construction costs. Ms. Allwine provided background. The motion to approve was made by Mr. Williams, second by Mr. Robinson and unanimously carried. (A copy of said Resolution [AUG 21 #54] 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 an Amendment to the previously authorized Reservation of Funds letter for the *Mt. Joy Senior 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 Nine Hundred Fifty Thousand and 00/100 Dollars (\$950,000,000) of HOME Investment Partnerships Program funding.

2) The Board approved a Reservation of Funds Letter for the creation and rehabilitation of 5 affordable rental units at 230 Main Street, Denver, through the CARES RENTAL REHABILITATION PROGRAM using CDBG-CV funding. Ms. Allwine provided background and answered a question from Mr. Jim Eby. The motion to approve was made by Mr. Jim Eby, second by Ms. Lyon Slaymaker and unanimously carried. (A copy of said Resolution [AUG 21 #55] 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 issuance of a Reservation of Funds letter for the 230 Main Street, Denver Rehabilitation Project, in an amount not to exceed One Hundred Twenty Five Thousand And/00 Dollars (\$125,000.00).

3) The Board approved a Reservation of Funds Letter for the Rehabilitation of Affordable Rental Units at 305 Locust Street, Columbia using CDBG Funding. Ms. Allwine provided background. The motion to approve was made by Mr. Jim Eby, second by Ms. Lyon Slaymaker and unanimously carried. (A copy of said Resolution [AUG 21 #56] 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 issuance of a Reservation of Funds letter for the 305 Locust Street, Columbia Rehabilitation Project, in an amount not to exceed Seventy-Five Thousand And/00 Dollars (\$75,000.00).

4) The Board a Reservation of Funds Letter for the Rehabilitation of Affordable Rental Units at 361 Locust Street, Columbia using CDBG Funding. The motion to approve was made Mr. Jim Eby, second by Ms. Lyon Slaymaker and unanimously carried. Ms. Allwine provided background. (A copy of said Resolution [AUG 21 #57] 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 issuance of a Reservation of Funds letter for the 361 Locust Street, Columbia Rehabilitation Project, in an amount not to exceed Seventy-Five Thousand And/00 Dollars (\$75,000.00).

5) The Board approved a Reservation of Funds Letter for the Rehabilitation of Affordable Rental Units at 117 North Third Street, Columbia using CDBG Funding. Ms. Allwine provided background, stating that it was a beautiful building and the committee wanted to ensure the interesting historic elements were preserved. The motion to accept was made by Mr Jim Eby, second by Mr. Williams and unanimously carried. (A copy of said Resolution [AUG 21 #58] 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 issuance of a Reservation of Funds letter for the 117 N. Third Street, Columbia Rehabilitation Project, in an amount not to exceed Seventy-Five Thousand And/00 Dollars (\$75,000.00).

6) The Board approved a Reservation of Funds Letter for the Rehabilitation of Affordable Rental Units at 425 Walnut Street, Columbia using CDBG Funding. The motion to accept was made by Mr. Jim Eby, second by Ms. Lyon Slaymaker and unanimously carried. Ms. Allwine provided background. Mr. Jim Eby Chair stated that the Loan Committee liked the proposal and the fact that the Authority had worked with the developer before. (A copy of said Resolution [AUG 21 #59] 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 issuance of a Reservation of Funds letter for the 425 Walnut Street, Columbia Rehabilitation Project, in an amount not to exceed Fifty Thousand And/00 Dollars (\$50,000.00).

7) The Board approved a proposal from Peter R. Johnson & Company to conduct a Review of the Redevelopment Authority's Compensation Plan. Mr. Justin Eby provided background and stated that this has been discussed with Mr. Jim Williams and Mr. Brightbill. The Authority has not had a Review since 2017 and this will ensure we're competitive with other industries and other Authorities. He answered a question from Mr. Ed Fisher confirming that all staff compensation would be reviewed. The motion to approve was made by Ms. Lyon Slaymaker, second by Mr. Williams and unanimously carried. (A copy of said Resolution [AUG 21 #60] is attached hereto, and made a part hereof).

NOW, THEREFORE, BE IT RESOLVED by the Board of the Redevelopment Authority to approve a proposal, dated August 2021, from *Peter R. Johnson & Company (PRJ)* to conduct a review of the Authority's Compensation Plan.

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, **September 28, 2021** at the offices of the Lancaster County Housing and Redevelopment Authorities, 28 Penn Square, Suite 200, immediately **following the 4:30 p.m. meeting** of the Lancaster County Housing Authority.

The meeting was adjourned at 5:00 p.m.

---

Marian C. Joyce, Secretary