

**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF THE  
LANCASTER COUNTY HOUSING AUTHORITY  
SEPTEMBER 27, 2022  
28 PENN SQUARE, SUITE 100  
LANCASTER, PA 17603**

The members of the Board of the Lancaster County Housing Authority met Tuesday, September 27, 2022. The Board meeting was held at the offices of the Lancaster County Housing & Redevelopment Authorities, 28 Penn Square, Suite 100, and via Zoom Videoconference.

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

Staff members present were: Justin Eby, Executive Director; Michaela Allwine, Director Housing and Community Development; Deb Jones, Director of Human Services and the Homelessness Coalition; Audrey Steinmetz, Director Tenant & Landlord Services; Jocelynn Ritchey, Manager Planning & Resource Development; Sean Krump, Acquisition & Rehabilitation Program Coordinator; Jody Heinrich, Grants Manager; Carrie Kurtz, Director of Reentry Planning & Coordination; Monica Dixon-Howard, Human Resources Manager, and Beth Dreyer-DeGoede, Secretary.

Also in attendance: Commissioner John Trescot, *Lancaster County*; Craig Walt, *City of Lancaster*

Mr. Fisher called the meeting to order at 4:04 p.m.

Public Comment – none

Minutes of the August 23, 2022 meeting were approved. The motion was made by Mr. Williams, second by Mr. Fisher and unanimously accepted.

Communications – Mr. Justin Eby reported that the Housing Authority received a notice of 16 new housing vouchers.

Staff Reports: Ms. Audrey Steinmetz reported they have received a list of corrections from their HUD audit. The Admin Plan has not been updated since 2008. They are looking at an outside agency to help with this. Four agencies were recommended by other Housing Authorities. All quotes came in around \$4,000. They have chosen to use MariAnn Russ, she offers a 2-day training for staff in addition to the plan work which will be beneficial.

Mr. Justin Eby introduced 2 new staff for the Housing and Redevelopment Authorities. Monica Dixon-Howard is the new Human Resources Manager and Carrie Kurtz is the new Director of Reentry Planning and Coordination.

The Monthly Activity and Status Report is attached hereto and made a part hereof.

The Financial Report for the month of August 2022 was approved. Mr. Justin Eby noted that the Housing Authority is wrapping up its financial audit. The motion to approve was made by Mr. Williams, second by Mr. Fisher and unanimously accepted.

Committee Reports – None

New Business

1. The board approved the 2023 Housing Authority Payment Standards resolution. Ms. Steinmetz indicated that the HUD auditor suggested using 110% of Fair Market Rate (FMR), the City Housing Authority plans to do the same. The resolution was approved on a motion by Mr. Jim Eby, second by Mr. Williams and unanimously accepted. (A copy of said Resolution [SEP 22 #3] is attached hereto and made a part hereof).

NOW, THEREFORE BE IT RESOLVED, by the Board of the Lancaster County Housing Authority to authorize the Director of Tenant and Landlord Services to set the Housing Authority Payment Standards at 110 percent of the 2023 Fair Market Rent.

2. The board approved 2023 Meeting Schedule resolution. The resolution was approved on a motion by Mr. Jim Eby, second by Mr. Williams and unanimously accepted. (A copy of said Resolution [SEP 22 #4] is attached hereto and made a part hereof).

NOW THEREFORE BE IT RESOLVED by the Board of the *Lancaster County Housing Authority* that the regular meetings for the year 2023 shall be held on the *fourth* Tuesday of each month, with the exception of December when the meeting shall be on the *third* Tuesday. Said meetings will be held at approx. 4:30 p.m. at the offices of the Lancaster County Housing & Redevelopment Authorities or via the *Zoom* video-conferencing platform.

3. The board adopted the Annual Plan for Fiscal Year 2023 and authorized the Chairman to sign the required certifications. The resolution was approved on a motion by Mr. Jim Eby, second by Mr. Williams and unanimously accepted. (A copy of said Resolution [SEP 22 #5] is attached hereto and made a part hereof).

NOW, THEREFORE BE IT RESOLVED, by the Board of the Lancaster County Housing Authority to adopt the attached Annual Plan for the Fiscal Year 2023; and

BE IT FURTHER RESOLVED to authorize the Chairman to sign “Certifications of Compliance with the PHA Plans and Related Regulations,” and “Certification of Consistency with the Consolidated Plan,” required for submission of said Plan to the U. S. Department of Housing and Urban Development.

Other Business – None

Mr. Fisher announced that the next meeting of the Board of the Lancaster County Housing Authority is expected to be held Tuesday, October 25, 2022, at approximately 4:30 p.m.

The meeting was adjourned at 4:23 p.m.

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Beth A. Dreyer-DeGoede, Secretary