

**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF THE  
LANCASTER COUNTY LAND BANK AUTHORITY  
OCTOBER 25, 2022  
AT 4:00 P.M.  
28 PENN SQUARE, SUITE 100  
LANCASTER, PA 17603**

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The members of the Board of the Lancaster County Land Bank Authority met Tuesday, October 25, 2022. The Board meeting was held at the offices of the Lancaster County Housing & Redevelopment Authorities, 28 Penn Square, Lancaster, and via Zoom Videoconference.

Members of the Board in attendance: Christopher Boyd, Mike Callahan, Ed Fisher, Melinda Kauffman, and Jim Williams.

Staff members present were: Justin Eby, Executive Director; Michaela Allwine, Director Housing and Community Development; Michael Brightbill, Director Finance & Administration; Jody Heinrich, Grants Manager; Audrey Steinmetz, Director Tenant & Landlord Services; Jocelynn Ritchey, Manager Planning & Resource Development; Sean Krumpke, Acquisition & Rehabilitation Program Coordinator; John Hursh, Fiscal Assistant and Beth Dreyer-DeGoede, Secretary.

Also in attendance: Tim Stuhldreher, Editor *OneUnitedLancaster.com*

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

Public Comments – None

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

Communications – None

Staff Reports: Ms. Michaela Allwine reported that they had a community event in Columbia in collaboration with Habitat for Humanity. They are reviewing the responses for the RFP for the Denver project, and are working through zoning in the Manheim project. They are looking at tax sales as a new way to acquire properties.

The Financial Reports for August and September 2022 were approved on a motion by Ms. Kauffman, second by Mr. Fisher, and unanimously accepted. Mr. Brightbill, Director Finance & Administration reported.

Committee Reports – none

Unfinished Business – None

New Business:

1) The Board approved the 2023 Board Meeting Schedule. The motion to approve was made by Mr. Fisher, second by Ms. Kauffman, and unanimously carried. (A copy of said Resolution [Oct 22 #12] is attached hereto and made a part hereof).

NOW THEREFORE BE IT RESOLVED by the Board of the *Lancaster County Land Bank 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. 4:00 p.m. at the offices of the Lancaster County Housing & Redevelopment Authorities or via the *Zoom* video-conferencing platform.

2) The Board approved a resolution authorizing the acquisition of 349 North Second Street in the Borough of Columbia using CDBG funds. Mr. Krumpe provided background. This property is the first tax sale property they are looking into acquiring. Mr. Stuhldreher asked if the Land Bank would have priority in this kind of sale and Mr. Krumpe noted that is not the case. The motion to approve was made by Mr. Fisher, second by Mr. Callahan, and unanimously carried. (A copy of said Resolution [Oct 22 #13] is attached hereto and made a part hereof).

NOW, THEREFORE, BE IT RESOLVED, by the Board of the Lancaster County Land Bank Authority that:

1. The Land Bank is hereby authorized to acquire the property at 349 N. 2<sup>nd</sup> Street;
2. Acquisition of this property is contingent on the approval of Columbia Borough Council and Columbia School Board;
3. The Land Bank is hereby authorized to use CDBG Funds in an amount not to exceed SEVENTEEN THOUSAND NINE HUNDRED AND 00/100 DOLLARS (\$17,900.00) for the purchase of the property at 349 N. 2<sup>nd</sup> Street through competitive bid at upset tax sale.
4. The Executive Director of the Land Bank is hereby authorized and directed to execute all documents on behalf of the Land Bank which may be necessary or desirable to further the intent of this Resolution.

3) The board approved a resolution approving the acquisition of 1005 Spruce Street in the Borough of Columbia using CDBG Funds. Mr. Krumpe provided background. This is another tax sale property of a property they would like to put back into productive use. The Land Bank had another property on this same block. Mr. Fisher asked if the property was currently occupied, and Mr. Krumpe is in the process of a title search. At this point it is unknown how much work would need to go into the property to rehabilitate it. Mr. Fisher asked if the amount spent on rehabilitation could be more than the appraised value. It often is. Mr. Fisher thought that purchasing the property for up to its assessed value was too high. Mr. Fisher made a motion to approve the resolution with an amendment that the amount not to exceed be reduced to \$86,000 instead of the assessed value of \$106,000. Mr. Callahan seconded the motion and it was unanimously carried. (A copy of said Resolution [Oct 22 #14] is attached hereto and made a part hereof).

NOW, THEREFORE, BE IT RESOLVED, by the Board of the Lancaster County Land Bank Authority that:

1. The Land Bank is hereby authorized to acquire the property at 1005 Spruce Street;
2. Acquisition of this property is contingent on the approval of Columbia Borough Council and Columbia School Board;

3. The Land Bank is hereby authorized to use CDBG Funds in an amount not to exceed EIGHTY-SIX THOUSAND AND 00/100 DOLLARS (\$86,000.00) for the purchase of the property at 1005 Spruce Street through competitive bid at upset tax sale.
4. The Executive Director of the Land Bank is hereby authorized and directed to execute all documents on behalf of the Land Bank which may be necessary or desirable to further the intent of this Resolution.

Other Business: Mr. Jim Williams announced that the next meeting of the Board of the Lancaster County Land Bank Authority is expected to be held Tuesday, **November 22, 2022** at the offices of the Lancaster County Housing and Redevelopment Authorities, 28 Penn Square, Suite 100, at **4:00 p.m.**

The meeting was adjourned at 4:26 p.m.

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Beth A. Dreyer-DeGoede, Secretary