

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF THE
REDEVELOPMENT AUTHORITY OF THE COUNTY OF LANCASTER
OCTOBER 26, 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, October 26, 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 video conferencing.

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; Terry Danforth, Tenant Services Director; Michael Brightbill, Director Finance & Administration; Aimee Tyson, Planning & Compliance Manager; Glenda Machia, Resources Development Manager; Michaela Allwine, Director Housing and Community Development; Jocelynn Ritchey, Manager Planning & Resource Development; Steve Kaufhold, Technical Resources Coordinator; and Marian Joyce, Secretary.

Mr. Fisher called the meeting to order at 4:46 p.m.

Public Comments - None

Minutes of the September 28, 2021 meeting were approved. The motion was made by Mr. Jim Williams, second by Ms. Lyon Slaymaker, and unanimously accepted.

Communications – None

The Treasurer's Report for the months of August and September, and the 3rd Quarter Budget Report were approved on a motion by Mr. Jim Eby, second by Ms. Lyon Slaymaker and unanimously accepted. Mr. Brightbill, Director Finance & Administration, and Mr. Justin Eby provided background. Mr. Brightbill noted that expenses were a little higher in some budgeted areas, due to equipment purchases. Otherwise, it is as expected for September 30.

The budget process has become more complicated now that the Authorities are administering new Federal Programs. Staff will put together a new, expanded budgeting process for the 2022 Administrative Budgets, as the Authorities continue to administer additional Federal programs requiring more resources.

Report of the Executive Director: Mr. Justin Eby referred the Board to his written report. He informed Board members about the two Low Income Housing Tax Credit (LIHTC) projects that received tax credit awards from PHFA. One is HDC MidAtlantic's project at *College Avenue Apartments* in Lancaster City. The other is Community Basics Inc.'s project at *Bausman Place Apartments* in Lancaster Township.

He and Ms. Allwine, Director Housing and Community Development, informed the Board members

about the HOME-ARP planning process and data collection for the new American Rescue Plan funds the County and City has received. In order to better inform allocation of this funding and to take a comprehensive look at City and County needs, data collection includes examples of gaps in funding, projects coming down the pipeline, and exploring new ideas. Ms. Allwine, Ms. Jocelynn Ritchey and Mr. Eby answered questions from Board members. The reason staff wants to get information on these projects while still in the *idea* stage, is so they can best decide how to use and how to funnel money into projects. This will be an extensive process.

Personnel Committee Report: Mr. Justin Eby stated that the Personnel Committee did meet but there were no action items.

Unfinished Business – None

New Business:

1) The Board approved a Rental Housing Rehabilitation Program Reservation of Funds Letter to create two housing units using CARES Community Development Block Grant (CARES-CV) funding. Ms. Allwine provided background, noting that staff has worked with this developer before. The motion to approve was made by Mr. Jim Eby, second by Mr. Jim Williams and unanimously carried. (A copy of said Resolution [OCT 21 #64] 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 121-123 N. Fifth Street, Columbia Rehabilitation Project, in an amount not to exceed Eighty Thousand And/00 Dollars (\$80,000.00).

2) The Board approved a grant application to the PA Housing Finance Agency's PHARE Program to support expansion of the existing CDBG-funded *Home Repair Program*. Ms. Jocelynn Ritchey, Manager Planning & Resource Development, provided context. Funding is to support housing rehab efforts for existing affordable single-family homeowner-occupied units. These are all houses built prior to 1978. The intent is to have a go-to contingency fund when we max out on existing funding due to cost increases. Mr. Justin Eby commended Jocelynn, Michaela and Rebecca Santos, Program Coordinator, for their creativity in looking into this and putting the grant together. Mr. Ed Fisher, Board President, also commented on the extra work being done by staff and the innovation he has seen. The motion to approve was made by Mr. Williams, second by Ms. Lyon Slaymaker and unanimously carried. (A copy of said Resolution [OCT 21 #65] is attached hereto and made a part hereof).

NOW, THEREFORE, BE IT RESOLVED by the board of the Lancaster County Redevelopment Authority to authorize the Executive Director or designated staff to submit an application to the PHARE Program's RTT fund for up to \$500,000 to support the expansion of the existing CDBG funded Home Repair Program.

3) The Board approved a grant application to the PA Housing Finance Agency's PHARE Program to support expansion of the existing *Manufactured Housing Repair Program*. Ms. Jocelynn Ritchey, Manager Planning & Resource Development, again provided context. Since early 2020, there have been at least 6 instances where staff were unable to assist prospective clients in situations of water infiltration and severe damage. The intent here is similar to the previous resolution but will also expand beyond rehab to replacement or demolition. There is a huge risk of these clients being homeless if they lose the unit. This will allow for temporarily placing the homeowner in a hotel and relocating to a new or lightly-used unit.

Ms. Allwine stated that if the funding is received, staff will come to the Board with any policy changes.

Mr. Ed Fisher, Board Chair, stated that deferred maintenance is a huge problem in several Mobile Home Parks he has been in. However, in his opinion, a 40 year old unit when maintained makes for decent housing, in contrast to a 20 year old unit that is *not* maintained. The motion to approve was made by Ms. Lyon Slaymaker, second by Mr. Williams and unanimously carried. (A copy of said Resolution [OCT 21 #66] is attached hereto and made a part hereof).

NOW, THEREFORE, BE IT RESOLVED by the board of the Lancaster County Redevelopment Authority to authorize the Executive Director or designated staff to submit an application to the PHARE Program's RTT fund for up to \$500,000 to support the efforts and expansion of the existing Manufactured Housing Repair Program.

4) The Board adopted a schedule of meetings for 2022. The motion to approve was made by Mr. Williams, second by Ms. Lyon Slaymaker, and unanimously carried. (A copy of said Resolution [OCT 21 #67] 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 that the regular meetings for the year 2022 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 after the 4:30 p.m. meeting of the Lancaster County Housing Authority, at the offices of the Lancaster County Housing & Redevelopment Authorities, 28 Penn Square, Lancaster, PA 17603 or via the Zoom video-conferencing platform.

5) The Board approved an amendment to a lease agreement with *Penn Square Associates LLC* in order to lease an additional office space in the building at 28 Penn Square, Lancaster, PA 17603. Mr. Justin Eby provided background noting that this is the same amendment approved in the earlier Housing Authority meeting as both Redevelopment Authority and Housing Authority are Tenants together. The motion to approve was made by Mr. Jim Eby, second by Mr. Williams and unanimously carried. (A copy of said Resolution [OCT 21 #68] is attached hereto and made a part hereof).

NOW, THEREFORE, BE IT RESOLVED by the Board of the Redevelopment Authority to authorize the Executive Director to sign documents required for an Amendment to the Lease Agreement with Penn Square Associates, LLC. for the Tenant's Lease of Suite 100 with a Term Commencement Date of May 1, 2022.

FURTHERMORE, BE IT RESOLVED by the Board of the Redevelopment Authority to authorize the Executive Director to extend the Lease for Suite 200, such that the Term Expiration Date for both Suite 100 and Suite 200 shall be April 30, 2032.

6) The Board recognized the contributions of Ms. Aimee Tyson, Planning & Compliance Manager who is leaving after 26 years with the Authority. Mr. Ed Fisher Board Chair stated that she will be greatly missed, and he read a resolution highlighting her many administrative roles *and* as the Authority's liaison in areas of planning, compliance and monitoring of fair housing initiatives and homeless services. Mr. Jim Williams thanked her for her services to East Petersburg. Mr. Jim Eby expressed his best wishes. Mr. Justin Eby, commended her dedication and approachability. The motion to approve was made by Mr. Williams, second by Ms. Lyon Slaymaker and unanimously carried. (A copy of said Resolution [OCT 21 #69] 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 recognize and to sincerely thank Aimee Tyson for her twenty-six years of service to the municipalities, community partners, and citizens who have benefited from her commitment to the work of the Authorities.

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, **November 23, 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 Board went into Executive Session at 5:21 p.m. Staff exited the room except for Mr. Justin Eby, Ms. Michaela Allwine, and Ms. Joyce.

The Board came out of Executive Session and the meeting was adjourned at 5:40 p.m.

Marian C. Joyce, Secretary