

**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF THE  
LANCASTER COUNTY LAND BANK AUTHORITY  
OCTOBER 26, 2021  
28 PENN SQUARE, SUITE 200  
LANCASTER, PA 17603**

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The members of the Board of the Lancaster County Land Bank Authority met Tuesday, October 26, 2021. The Board meeting was held at the offices of the Lancaster County Housing & Redevelopment Authorities, 28 Penn Square, Suite 200, and via Zoom Videoconference.

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

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

Mr. Jim Eby called the meeting to order at 4:10 p.m.

Public Comments – None

Ms. Steinmetz, Tenant Services Manager, introduced new staff member, Barry Surrett, who is working as Tenant Services Coordinator on the Emergency Rent Relief Program. Mr. Surrett exited the room after the introduction.

Minutes of the August 24, 2021 meeting were approved. The motion was made by Ms. Lyon Slaymaker, second by Mr. Williams, and unanimously accepted.

Communications – None

Executive Director's Report: Ms. Allwine, Director Housing and Community Development, provided updates on the two recently acquired properties in the 200 block of South 5<sup>th</sup> Street in Columbia, and the Request for Proposals for the Manheim property known as the Old Firehouse. Mr. Jim Eby, Board Chair, complimented the staff on their perseverance with the Columbia projects. Ms. Allwine and Mr. Jim Eby commented on a great discussion recently with the committee members working on the Manheim project.

The Financial Reports for the months of August and September 2021 were approved on a motion by Mr. Williams, second by Mr. Groff and unanimously accepted. Mr. Brightbill, Controller, referred the Board to the written reports and noted that it was a standard report for both months. He stated that staff were making a big effort to more closely track PHARE funds.

Committee Reports – None

Unfinished Business – None

New Business:

1) The Board approved submission of a grant application to the PA Housing Finance Agency's PHARE Program to support housing rehabilitation efforts in Denver Borough. Ms. Ritchey and Ms. Allwine provided background. Ms. Ritchey answered a question from Mr. Groff noting that the application was general and not tied to any specific project. The motion to approve was made by Ms. Lyon Slaymaker, second by Mr. Fisher, and unanimously carried. (A copy of said Resolution [Oct 21 #9] is attached hereto and made a part hereof).

NOW, THEREFORE, BE IT RESOLVED by the board of the Lancaster County Land Bank 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 of the Land Bank Authority in *Denver Borough*.

2) The Board approved submission of a grant application to the PA Housing Finance Agency's PHARE Program to support housing rehabilitation efforts in Manheim Borough. Ms. Jocelynn Ritchey stated that this grant was structured the same way as the previous one but pertained to a different borough. The motion to approve was made by Mr. Groff, second by Mr. Williams and unanimously carried. (A copy of said Resolution [Oct 21 #10] is attached hereto and made a part hereof).

NOW, THEREFORE, BE IT RESOLVED by the board of the Lancaster County Land Bank 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 of the Land Bank Authority in *Manheim Borough*.

3) The Board approved a resolution adopting a schedule of meetings for 2022. The motion to approve was made by Ms. Lyon Slaymaker, second by Mr. Williams and unanimously carried. (A copy of said Resolution [Oct 21 #11] 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 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 at 4:00 p.m. at the offices of the Lancaster County Housing & Redevelopment Authorities or via the *Zoom* video-conferencing platform.

Other Business: Mr. Jim Eby announced that the next meeting of the Board of the Lancaster County Land Bank Authority is expected to be held Tuesday, **November 23, 2021** at the offices of the Lancaster County Housing and Redevelopment Authorities, 28 Penn Square, and via the Zoom platform at **4:00 p.m.**

The meeting was adjourned at 4:25 p.m.

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Marian C. Joyce, Secretary