

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

The members of the Board of the Lancaster County Housing Authority met Tuesday, October 26, 2021, after the 4:00 PM meeting of the Lancaster County Land Bank Authority. 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: Ed Fisher, Jim Eby, Jim Williams, and Laura Lyon Slaymaker.

Staff members present were: Justin Eby, Executive Director; Terry Danforth, Tenant Services Director; Michaela Allwine, Director Housing and Community Development; 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. Fisher called the meeting to order at 4:26 p.m.

Public Comment – None

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

Communications - None

Report of the Executive Director is attached hereto, and made a part hereof. Mr. Justin Eby and Ms. Audrey Steinmetz updated the Board about the ERAP Program. The influx of new applicants, combined with a backlog of existing applicants and now the households recertifying has become a major challenge. They provided insights on current and anticipated staffing levels. Ms. Terry Danforth, Tenant Services Director, provided background on the Emergency Housing Vouchers, noting that the monthly status and activity report now shows EHV data. The Authority already has 31 referrals for the 38 certificates available. The sheer lack of housing is a major barrier. There are lots of single individuals on the brink of homelessness. She and Mr. Justin Eby provided additional background on Landlord incentives for accepting the emergency vouchers.

The Financial Reports for the months of August and September were approved on a motion by Mr. Jim Eby, second by Ms. Lyon Slaymaker, and unanimously accepted. Mr. Brightbill provided background, stating that it was a normal month with business as usual.

Committee Reports – None

New Business:

1) The Board approved an amendment to a lease agreement with *Penn Square Associates LLC* in order to lease an additional space in the building. Mr. Justin Eby recalled the information he had shared at last month's executive session and referred members to the lease, noting some changes from the Authority's solicitors. He opened it up for discussion and answered questions. Mr. Fisher, Board Chair, stated this was a good opportunity and the Authority needs to move in this direction and that the ability to stay in the same building was a huge plus. Mr. Jim Eby, Mr. Williams, and Ms. Lyon Slaymaker expressed their agreement. The motion to approve was made by Mr. Jim Eby, second by Ms. Lyon Slaymaker, and unanimously carried. (A copy of said Resolution [OCT 21 #7] is attached hereto, and made a part hereof).

NOW, THEREFORE, BE IT RESOLVED by the Board of the Housing 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 Housing 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.

2) The Board adopted a schedule of meetings for 2022. Mr. Justin Eby. The motion to approve was made by Mr. Jim Williams, second by Ms. Lyon Slaymaker, and unanimously carried. (A copy of said Resolution [OCT 21 #8] 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 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 approx. 4:30 p.m. at the offices of the Lancaster County Housing & Redevelopment Authorities or via the Zoom video-conferencing platform.

Other Business:

Mr. Fisher announced that the next meeting of the Board of the Lancaster County Housing Authority is expected to be held Tuesday, November 23, 2021, at approximately 4:30 p.m. after the meeting of the Land Bank Authority.

The meeting was adjourned at 4:45 p.m.

Marian C. Joyce, Secretary