

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF THE
REDEVELOPMENT AUTHORITY OF THE COUNTY OF LANCASTER
SEPTEMBER 26, 2023 FOLLOWING THE 4 PM MEETINGS OF
THE LANCASTER COUNTY LAND BANK AUTHORITY AND
LANCASTER COUNTY HOUSING AUTHORITY
28 PENN SQUARE, SUITE 100
LANCASTER, PA 17603**

The members of the Board of the Redevelopment Authority of the County of Lancaster met Tuesday, September 26, 2023. The Board meeting was held at the office of the Redevelopment Authority of the County of Lancaster, 28 Penn Square, Suite 100.

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

Staff members present were: Justin Eby, Executive Director; Deb Jones, Director of Human Services and the Office for the Coalition; Scott Fredo, Director of Finance and Administration; Audrey Steinmetz, Director Tenant & Landlord Services; Sean Krumpe, Acquisition & Rehabilitation Program Coordinator; John Hursh, Finance and Administration Manager; Jody Heinrich, Grants Manager; and Beth Dreyer-DeGoede, Secretary.

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

Mr. Fisher called the meeting to order at 4:27 p.m.

Public Comments - none

Minutes of the August 22, 2023 Board Meeting were approved. The motion was made by Mr. Robinson, second by Mr. Williams, and unanimously accepted.

The Treasurer's Report for the month of August 2023 were approved on a motion by Mr. Robinson, second by Mr. Jim Eby and unanimously accepted. Mr. Fredo noted that the accounts for the Homelessness and Reentry Coalitions have been rectified and they resolved the line of credit.

Staff Reports: Ms. Jones noted that the Reentry Coalition added another staff member and an intern. The Homelessness Coalition still has an open position for a Shelter and Outreach Coordinator. The Fall Continuum of Care meeting met that day with approximately 90 people in attendance. We have outgrown the meeting location at the Clipper Magazine Stadium and are looking for a new venue. The Request for Proposals for expanded low-barrier shelter at Otterbein United Methodist Church is due on September 29, 2023.

Mr. Justin Eby noted that he is covering for Ms. Allwine while she is on leave. The Prince Street Hub continues to move forward with our local architect while receiving input from an additional architect who specializes in homelessness. We have had good stakeholder and service provider meetings. We have applied for Department of Community and Economic Development (DCED), American Rescue Plan Act (ARPA) and Steinman Foundation funding. The plan is to open in the Fall of 2024 with 22 housing units, shelter space, and a community center for day services. We will be going before the Zoning Board for a use variance on October 23, 2023. We are creating a general fund for donations with the Community Foundation.

The Whole Home Repair Program spent approximately \$300,000 of its funds. Each of the inspectors has 20 projects. They intend to pause applications in November so they can get caught up.

Storm water regulation testing is being conducted at Clipper Magazine Stadium in preparation for the turf field replacement. The Lancaster Barnstormers baseball team is in the championships again!

The 2023 Department of Housing and Urban Development (HUD) funding has been received. The Rental Housing project review is ongoing, and they are hoping to bring the projects to the October board meeting for approval. The inspectors received a 6-hour Radon Training. The Housing and Redevelopment Authority is cohosting the Pennsylvania Association of Housing and Redevelopment Authorities (PAHRA) Conference and will be touring Land Bank projects in Columbia.

Human Resources and the Department of Finance are reviewing 401K providers. Mr. Robinson said he was glad to see progress in the Emergency Rental Assistance fraud case. Mr. Fisher asked who was representing LCHRA on the Prince Street project, it is Stevens and Lee, our solicitor.

Mr. Jim Eby asked when the low-income housing tax credit applications will be reviewed. Mr. Justin Eby said it would be soon, he is hoping to have it before the board for approval at the November meeting, but they may want to wait for Pennsylvania Housing Finance Agency (PHFA) awards to be released first.

Communications – None

Committee Reports: Mr. Fisher noted that the Personnel Committee met for a performance review for Mr. Justin Eby. He asked for a consensus for a pay increase and received it.

Unfinished Business – None

New Business

- 1) The Board approved the 2024 Board Meeting Schedule. The motion to approve was made by Mr. Williams, second by Mr. Jim Eby and unanimously approved. (A copy of said Resolution [SEPT 23 #56] 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 2024 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.

The scheduled meetings are as follows:

Tuesday, January 23, 2024
Tuesday, February 27, 2024
Tuesday, March 26, 2024
Tuesday, April 23, 2024
Tuesday, May 28, 2024
Tuesday, June 25, 2024

Tuesday, July 23, 2024
Tuesday, August 27, 2024
Tuesday, September 24, 2024
Tuesday, October 22, 2024
Tuesday, November 26, 2024
Tuesday, December 17, 2024

- 2) The Board approved an amendment to the Lancaster County Housing and Redevelopment Authority Lease Agreement with Penn Square Associates, LLC. Mr. Justin Eby noted that this amendment was to correct an incorrect number on the original agreement. The motion to approve was made by Mr. Robinson, second by Mr. Jim Eby and unanimously approved. (A copy of said Resolution [SEPT 23 #57] 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*.

- 3) The Board approved an agreement with Thaddeus Stevens College of Technology for a Whole Home Repair Program Workforce Grant. Mr. Justin Eby noted this is a scholarship for low-income students who are pursuing a career in the construction trade. The motion to approve was made by Mr. Williams, second by Mr. Jim Eby and unanimously approved. (A copy of said Resolution [SEPT 23 #58] 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 authorize the grant agreement with Thaddeus Stevens College of Technology in an amount not to exceed TWO HUNDRED THIRTY-NINE EIGHTY-SIX AND 98/100 (\$239,086.98) DOLLARS of the Whole-Home Repairs workforce development funds.

- 4) The Board approved a contract amendment for the 2022 CDBG Public Facility Improvements Project with the Factory Ministries. Mr. Krumpe noted that all projects are moving except for this one because the same contractor is doing multiple jobs here. This amendment will let him continue the work. The motion to approve was made by Mr. Williams, second by Mr. Jim Eby and unanimously approved. (A copy of said Resolution [SEPT 23 #59] 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 an amendment to extend the timeline for the contract with The Factory Ministries for the Gymnatorium Historical Restoration and HVAC Project to 12/31/2024.

- 5) The Board approved CDBG funding for the rehabilitation of the property at 521 Locust Street in Columbia Borough. Mr. Krumpe noted that they will finish the external rehabilitation of the property that burned down twice. The internal rehab will be competitively bid but they want the outside of the property secured. Mr. Jim Eby asked if there could be some sort of security on the property, given that it has burned down twice. Mr. Krumpe said he will investigate options. Mr. Jim Eby made a motion to approve, second by Mr. Robinson, and it was unanimously approved. (A copy of said Resolution [SEPT 23 #60] 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:

1. The Redevelopment Authority of the County of Lancaster is hereby authorized to use **one hundred thirty-six thousand nine hundred seventy-five dollars and 00/100 (\$136,975.00)** for the sealing and start of rehabilitation of the property located at 521 Locust Street in the Borough of Columbia, Lancaster County using CDBG funds.

2. The Executive Director of the Redevelopment Authority, Justin M. Eby, is hereby authorized and directed to execute all documents on behalf of the Redevelopment Authority of the County of Lancaster which may be necessary or desirable to further the intent of this Resolution.
- 6) The Board approved the Continuum of Care's Entitlement Notice of Funding Opportunity (NOFO) ranking. Ms. Jones noted this is an annual process for providers who contract directly with the US Department of Housing and Urban Development (HUD). We are required to rank the projects. The Grants Action Team reviewed the applicants and made recommendations which were brought to the Homelessness Coalition Steering Committee. They then approved the rankings to bring to our board meeting for approval. Mr. Stuhldreher asked if HUD would fund the projects as is. Ms. Jones said hopefully yes but noted that they are required to put a project in tier 2 which is at risk for losing funding. Once the ranking is approved all providers are emailed and the rankings are posted on the website and facebook. The application is submitted on September 28, 2023. Mr. Williams made a motion to approve, second by Mr. Robinson and it was unanimously approved. (A copy of said Resolution [SEPT 23 #61] 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 Lancaster County Homelessness Entitlement NOFO Ranking Submission.

- 7) The Board approved the Continuum of Care Standards and Procedures. Ms. Jones noted that they have been operating using the 2019 Standards and Procedures. Staff, primarily Ms. Marjorie Shaffer spent the last 10 months updating the document. They requested feedback from partners and held open office hours. They have had positive responses. The Homelessness Coalition Steering Committee approved the Standards and Procedures on September 13, 2023. Pending this board's approval, it will go on the website and out to all service providers. Mr. Jim Eby made a motion to approve, second by Mr. Robinson and unanimously approved. (A copy of said Resolution [SEPT 23 #62] 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 Lancaster County Continuum of Care Standards and Procedures.

- 8) The Board approved a contract with United Way of Lancaster to collaborate on distribution of funds for Eviction Prevention, Utility Assistance, Shelter, and Meals to eligible Food and Shelter providers in Lancaster County. Ms. Jones noted that last year the board approved Phase 40 of this funding, this is Phase 41. It strengthens the partnership with United Way. The Federal Emergency Management Agency (FEMA) will release funding, which we expect to be approximately \$230,000 of which 2% is for administrative costs. Mr. Robinson made a motion to approve, second by Mr. Jim Eby and unanimously carried. (A copy of said Resolution [SEPT 23 #63] 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 authorize the Executive Director to execute an agreement with the United Way of Lancaster County for the administration of the Emergency Food and Shelter Program for program year 2023/2024.

Other Business: Mr. Fisher noted that the next regular meeting of the Board of the Redevelopment Authority of the County of Lancaster is expected to be held Tuesday, **October 24, 2023** at the offices of the Lancaster County Housing and Redevelopment Authorities, 28 Penn Square, Suite 100,

immediately following the 4:00 p.m. meeting of the Lancaster County Land Bank Authority, and the Lancaster County Housing Authority thereafter.

The meeting was adjourned at 5:11 pm.


Beth A. Dreyer-DeGoede, Secretary