

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF THE
LANCASTER COUNTY LAND BANK AUTHORITY
APRIL 23, 2024
AT 4:00 P.M.
28 PENN SQUARE, SUITE 100
LANCASTER, PA 17603**

The members of the Board of the Lancaster County Land Bank Authority met Tuesday, April 23, 2024. 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: Jim Eby, Ed Fisher, Melinda Kaufman, Gerald Robinson, Mike Callahan, Christopher Boyd and Jim Williams.

Staff members present were: Justin Eby, Executive Director; Michaela Allwine, Director Housing and Community Development; Deb Jones, Director of Human Services and the Office for the Coalition; Scott Fredo, Director of Finance and Administration; Audrey Steinmetz, Director Tenant and Landlord Services; Jocelynn Naples, Director of Communications, Development and Special Projects; and Beth Dreyer-DeGoede, Secretary.

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

Mr. Jim Eby called the meeting to order at 4:01 p.m.

Public Comments – None

Minutes of the March 2024 meeting were approved. The motion was made by Mr. Williams, second by Mr. Fisher, and unanimously accepted.

Communications – None

Staff Reports: Mr. Allwine reported that the demolition at the Denver project is complete, and they expect to close at the end of this month or beginning of next month. The Land Bank will monitor the construction and expect it to be a 12-18 month process. The Columbia Habitat for Humanity project had their dedication last week and is nearly complete. The Elizabethtown Area School District is expected to vote on joining the Land Bank at their next meeting. Some properties along Lincoln Highway are being investigated for potential future projects.

The Financial Report for March 2024 was approved on a motion by Mr. Fisher, second by Mr. Callahan, and unanimously accepted. Mr. Fredo noted that it included the purchase of the South 5th Street property in Columbia.

Committee Reports - None

Unfinished Business:

- 1) The board approved a resolution to enter into a contract with Tippetts Weaver Architects for the 4 units at the 154-156 S. 5th St. properties in Columbia. This was tabled at the previous board

meeting and reworked into a phased approach. This contract includes all site and building design but no permits or construction. Mr. Callahan asked if Tippetts Weaver would be doing the work, and Ms. Allwine said they would most likely subcontract it but it does include the cost of the subcontracted work. The motion to approve was made by Mr. Robinson, second by Ms. Kaufman and unanimously accepted. (A copy of said Resolution [APR 24 #2] is attached hereto and made a part hereof).

NOW, THEREFORE, BE IT RESOLVED by the Board of the Lancaster County Land Bank Authority to approve the execution of a contract with Tippetts Weaver Architects for complete architectural services for the new construction project at 154 and 156 S. Fifth Street and 461 Avenue K in Columbia Borough in the amount of ONE HUNDRED SEVENTY FOUR THOUSAND FIVE HUNDRED AND 00/100 DOLLARS (\$174,500.00) from various sources of Redevelopment Fund, Inc. funding, to be approved by the appropriate board as the project progresses.

New Business:

- 1) The board approved a Request for Proposals for a Certified Public Accountant to perform audit services. Mr. Fredo noted that this is a requirement that the US Department of Housing and Urban Development (HUD) has for the Housing Authority. If we do all of our audits together there will be an overall cost savings. Responses are due by September and the board will approve a choice. The motion to approve was made by Mr. Williams, second by Mr. Robinson and unanimously accepted. (A copy of said Resolution [APR 24 #3] is attached hereto and made a part hereof).

NOW, THEREFORE, BE IT RESOLVED by the Board of the Lancaster County Land Bank Authority to approve a Request for Proposals for a Certified Public Accountant to perform an audit of its financial statements for a specified period of time.

Other Business: Mr. Eby announced that the next meeting of the Board of the Lancaster County Land Bank Authority is expected to be held Tuesday, **May 28, 2024** 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 4:15 p.m.


Beth A. Dreyer-DeGoede, Secretary