

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF THE
REDEVELOPMENT AUTHORITY OF THE COUNTY OF LANCASTER
AUGUST 27, 2024 FOLLOWING THE 4 PM MEETINGS OF THE
LANCASTER COUNTY LAND BANK AUTHORITY AND THE
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, August 27, 2024. 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, Melinda Kaufman and Jim Williams.

Staff members present were: Justin Eby, Executive Director; Scott Fredo, Director of Finance and Administration; Audrey Steinmetz, Director Tenant and Landlord Services; Deb Jones, Director of Human Services; Monica Dixon-Howard, Director of Human Resources; Rachel Valmonte, Compliance Manager; Sean Krumpe, Community Development Program Manager; and Beth Dreyer-DeGoede, Secretary.

Also in attendance: Tim Stuhldreher, Editor *OneUnitedLancaster.com* and Rhonda Harrison, *Redevelopment Fund, Inc.* board member.

Mr. Fisher called the meeting to order at 4:33 p.m.

Public Comments - none

Minutes of the July 2024 Board Meeting were approved. The motion was made by Mr. Jim Eby, second by Mr. Williams, and unanimously accepted.

The Treasurer's Report for the month of July 2024 was approved on a motion by Mr. Jim Eby, second by Ms. Kaufman and unanimously accepted. Mr. Fredo noted that the Lancaster County Reentry Coalition and the Lancaster County Homelessness Coalition received county funds.

Staff Reports: Ms. Jones reported that the Homelessness Coalition has a new Client Financial Assistance policy. They have Supplemental Funds which provides for transportation and documentation (birth certificates, IDs, etc.) and a Housing Fund which provides for 1st and last month's rent and security deposits. She noted that it is very challenging to find housing. Mr. Stuhldreher asked how much funding is available for these, \$150,000. Environmental reviews have been completed by the compliance team. They have issued a request for proposals for permanent supportive housing. This is the first expansion to the program in 6 years. She was pleased to report that members from the lived experience group, both the Youth Advocacy Board and the Homeless Advocacy Board, have been sharing their experiences publicly. The Reentry Coalition continues to work on their charter and steering committee. Mr. Stuhldreher asked about the increased law enforcement on individuals experiencing homelessness. Ms. Jones noted that we have already made a statement concerning this and we continue to work with our partners. He also asked if there were updates on the Otterbein Shelter and Prince Street Hub projects, Mr. Justin Eby noted that we would discuss those in the Redevelopment Fund board meeting.

Mr. Justin Eby noted that the Clipper Magazine Stadium roof replacement will commence very soon. They are asking the City Revitalization and Improvement Zone (CRIZ) for additional funding because the turf replacement and roof replacement projects are more costly than anticipated. We have not received grant agreements from the US Department of Housing and Urban Development (HUD). He anticipates it may be October before we receive any funds. The Community Development Block Grant program just celebrated its 50th birthday. Mr. Justin Eby noted that he spent time with Congressman Smucker at both the Otterbein Shelter and Prince Street Hub project locations discussing the projects and the needs. He noted that Esh Foods did not receive any Business in Our Sites funding that they had applied for. The Local Share Account (LSA) program funding awards are expected in September, and we are still waiting on an award announcement for Redevelopment Assistance Capital Program (RACP) funding. Pennsylvania Housing Finance Agency will have a request for proposals starting in September with a December 3, 2024 deadline. Mr. Jim Eby asked why there was an asterisk next to the New Holland project and we do not know. Two new staff are joining the Redevelopment Authority, Mr. Keith Cotton began on August 26 as a Construction Project Manager working with the Whole Home Repair Program and Ms. Marisol Maldonado will be the new Director of Housing and Community Development starting October 7.

Communications – None

Committee Reports – The Personnel Committee met on August 14 to review the Employee Handbook.

Unfinished Business – None

New Business

- 1) The board approved a contract with Polcari & Company Certified Public Accountants to perform audit services. The motion to approve was made by Ms. Kaufman, second by Mr. Williams, and unanimously accepted. (A copy of said Resolution [AUG 24 #42] 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 accept the proposal from Polcari & Company, Certified Public Accountants to perform audited services from 2024 – 2025 with options for 2026 – 2028 and to authorize the Executive Director or Finance Director to execute any and all documents with Polcari & Company for professional services as provided in the submitted proposal.

- 2) The board approved revisions to the Employee Handbook. Ms. Dixon-Howard gave background on the changes and noted that the Handbook was reviewed by an external consultant and our solicitor. Mr. Williams felt that it was well done. Mr. Jim Eby appreciated the summary of changes and asked how staff utilized the professional development and tuition reimbursement programs. There are currently 3 staff utilizing the tuition reimbursement program. Many staff use professional development funds to attend conferences. He also asked about the retirement plan. Multiple plans are offered with company match and there is high participation from the staff. The motion to approve was made by Mr. Williams, second by Mr. Jim Eby, and unanimously accepted. (A copy of said Resolution [AUG 24 #43] 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 revisions to the Employee Handbook.

- 3) The board endorsed a substantial change to the 2021-2025 Consolidated Plan. Ms. Valmonte noted that a public meeting was held this afternoon and there were no concerns. (A copy of said Resolution [AUG 24 #44] 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 recommend the Board of Commissioners of the County of Lancaster approve the substantial changes to the Consolidated Plan for 2021-2025.

Resolutions 4 and 5 are both for Public Improvement projects and were taken together under a motion by Mr. Williams, second by Ms. Kaufman and unanimously approved.

- 4) The board approved a contract for Public Improvements with Columbia Borough. Mr. Krumpe noted this was for sidewalk repairs to make ADA compliant curbs. (A copy of said Resolution [AUG 24 #45] 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 execution of a contract with Columbia Borough for the 900-1000 Block Walnut Street Improvements in an amount not to exceed TWO HUNDRED THOUSAND AND 00/100 DOLLARS (\$200,000.00) of Fiscal Year 2024 Community Development Block Grant funds.

- 5) The board approved a contract for Public Improvements with Faith Friendship Ministries, Inc. Mr. Krumpe noted that this was for increasing the kitchen and dining room capacity at a senior living facility. (A copy of said Resolution [AUG 24 #46] 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 execution of a contract with Faith Friendship Ministries for the Faith Friendship Villa Dining and Food Service Expansion Project in an amount not to exceed ONE HUNDRED FIFTY THOUSAND AND 00/100 DOLLARS (\$150,000.00) of Fiscal Year 2024 Community Development Block Grant funds.

- 6) The board approved a contract with Anchor Lancaster for Day Shelter services. Ms. Jones noted that the Homelessness Coalition is happy to invest in this project since there is currently no low-barrier overnight shelter. Mr. Stuhldreher asked how much the contract was for, \$10,000. Mr. Jim Eby asked where the day center was located, they are currently meeting at 1st United Methodist Church on Walnut Street in Lancaster City. The motion to approve was made by Ms. Kaufman, second by Mr. Jim Eby and unanimously approved. (A copy of said Resolution [AUG 24 #47] 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 a contract with Anchor Lancaster for Day Shelter Services.

- 7) The board approved a memorandum of understanding with Berks County Coalition to End Homelessness. Mr. Jones noted that a \$990,000 Youth Homelessness System Improvement grant was awarded to Berks, York and Lancaster Counties jointly. This memorandum of understanding details the collaboration. Mr. Stuhldreher asked if there was another agreement to be made with York County, and no, it is not necessary. Lancaster is responsible for the Youth Advocacy Board among all 3 counties and will be hiring a coordinator. The motion to approve was made by Mr. Jim Eby, second by Ms. Kaufman and unanimously approved. (A copy of said Resolution [AUG 24 #48] 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 a Memorandum of Understanding with Berks County Coalition to End Homelessness.

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, **September 24, 2024** 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 5:09 pm.



Beth A. Dreyer-DeGoede, Secretary