

**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF THE  
REDEVELOPMENT AUTHORITY OF THE COUNTY OF LANCASTER  
SEPTEMBER 24, 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**

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The members of the Board of the Redevelopment Authority of the County of Lancaster met Tuesday, September 24, 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, Gerald Robinson 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; Sean Krumpe, Community Development Program 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 4:39 p.m.

Public Comments - none

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

The Treasurer's Report for the month of August 2024 was approved on a motion by Mr. Williams, second by Mr. Robinson and unanimously accepted. Mr. Fredo noted that they were recouping Community Development Block Grant funds within 3 days of submitting. The affordable housing fund is very low because the County has new software and are behind in processing.

Staff Reports: Ms. Jones reported that there is a lot of collaboration happening within Lancaster County Housing and Redevelopment Authority. The Department of Human Resources has growing responsibilities and will be posting a new position soon.

Ms. Heinrich reported that the US Department of Housing and Urban Development (HUD) Notice of Funding Opportunity (NOFO) for renewals and expansions of programs are being analyzed, reviewed and ranked and will come before the board in October for approval for submission.

Mr. Justin Eby reported that one of our Construction Project Managers, Steve Kaufhold, recently accepted a position as Columbia Borough manager. We were sad to see him leave us but know he will do well. His vacant position is posted. On September 12, our office had an All-Staff Picnic and team building day. He is investigating an ordinance from Act 48 with Mr. Krumpe. For the 2<sup>nd</sup> year in a row, we will be behind in Community Development Block Grant (CDBG) timeliness but we have still not received the grant agreement for this year. The Low Income Housing Tax Credit process is delayed. Mr. Justin Eby said that the Clipper Stadium roof repairs will begin on Monday, September 30 and he will be submitting an application to the Lancaster City Revitalization and Improvement Zone (CRIZ) for additional funding. The Chip Factory Hotel in Columbia should hopefully start to move forward soon. Mr. Fisher asked if we would hold the funds until they were ready. We are, that is why our CDBG timeliness is behind. Construction is ongoing at Otterbein United Methodist Church for the low-barrier shelter. There is a Neighborhood Community Meeting scheduled for October 22 at 7 pm. We hope to have a land development plan for the Prince Street Community Hub within the next 2 months with bidding in December or January. We will have Local Share Account (LSA) and Pennsylvania Housing Affordability and Rehabilitation Enhancement (PHARE) applications to approve at the October board meeting. Mr. Jim Eby asked if there updates on the projects that have awards but were not closed yet. Pennsylvania Housing Finance Agency is not responding to requests. Both College Avenue and Milburn Apartments are active projects. We are sad that our Reentry Planning Coordinator, Carrie Kurtz, is resigning. We will continue to work with the County and Lancaster prison as to how to move forward with the Reentry Coalition. We thank Carrie for her work and dedication to working with that vulnerable population.

Communications – The US Department of Housing and Urban Development is starting timeliness for the Community Development Block Grant.

Committee Reports – None

Unfinished Business – None

New Business

- 1) The board approved the 2025 Board Meeting schedule. The motion to approve was made by Ms. Kaufman, second by Mr. Robinson and unanimously accepted. (A copy of said Resolution [SEP 24 #49] 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 2025 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. 4:00 p.m. at the offices of the Lancaster County Housing & Redevelopment Authorities or via the *Zoom* video-conferencing platform.

The scheduled meetings are as follows:

Tuesday, January 28, 2025	Tuesday, July 22, 2025
Tuesday, February 25, 2025	Tuesday, August 26, 2025
Tuesday, March 25, 2025	Tuesday, September 23, 2025
Tuesday, April 22, 2025	Tuesday, October 28, 2025

Tuesday, May 27, 2025  
Tuesday, June 24, 2025

Tuesday, November 25, 2025  
Tuesday, December 16, 2025

- 2) The board approved a sub-recipient agreement with the City of Lancaster for the use of HOME Investment Partnership Program Funds for 2023. Mr. Justin Eby said that we missed doing this agreement last year and will be approving the 2024 agreement at an upcoming meeting. The motion to approve was made by Mr. Jim Eby, second by Mr. Williams, and unanimously accepted. (A copy of said Resolution [SEP 24 #50] 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 of the Redevelopment Authority of the County of Lancaster to execute a Sub-Recipient Agreement with the City of Lancaster for the use of an estimated FOUR HUNDRED AND FIFTY-NINE THOUSAND AND ONE HUNDRED AND FIVE DOLLARS (\$459,105.00) in Fiscal Year 2023 HOME Investment Partnerships Program Funds within the City of Lancaster in accordance with Exhibit A, attached hereto.

- 3) The board approved a memorandum of understanding with the United Way of Lancaster County. Ms. Jones noted that the United Way is an important partner for Joint Funding for leverage funds and client assistance funds. The motion to approve was made by Ms. Kaufman, second by Mr. Robinson and unanimously accepted. (A copy of said Resolution [SEP 24 #51] 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 Memorandum of Understanding with the *United Way of Lancaster County*.

- 5) The board approved a contract for Emergency Food and Shelter Program Phase 42 with the United Way of Lancaster County. Ms. Jones noted that our office has administered this program for several years. Mr. Fisher asked if there is collaboration with local food banks, and yes, there is. Ms. Kaufman made the motion to approve, Mr. Robinson seconded and it was unanimously accepted. (A copy of said Resolution [SEP 24 #52] 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 2024/2025.

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 22, 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 5:10 pm.

  
Beth A. Dreyer-DeGoede, Secretary