

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF THE
LANCASTER COUNTY HOUSING AUTHORITY
FEBRUARY 25, 2025 AFTER THE 4 PM MEETING OF THE
LANCASTER COUNTY LAND BANK AUTHORITY
28 PENN SQUARE, SUITE 100
LANCASTER, PA 17603**

The members of the Board of the Lancaster County Housing Authority met Tuesday, February 25, 2025. The Board meeting was held at the offices of the Lancaster County Housing & Redevelopment Authorities, 28 Penn Square, Suite 100, and via Zoom Videoconference.

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; Marisol Maldonado, Director of Housing and Community Development; Jocelynn Naples, Director of Communications, Development and Special Projects; Josiah Huyard, Outreach and Emergency Shelter Coordinator and Beth Dreyer-DeGoede, Secretary.

Also in attendance: Rhonda Harrison, *Redevelopment Fund board member*; Jade Campos, *LNP*; Chad Martin, *Chestnut Housing* and Lisa Greener, *Community Basics*.

Mr. Fisher called the meeting to order at 4:11 p.m.

Public Comment – None

Minutes of the January 2025 meeting were approved. The motion was made by Mr. Williams, second by Mr. Jim Eby and unanimously accepted.

Communications – None

Staff Reports – Mr. Justin Eby said that we are closely monitoring reports from the White House and Congress regarding funding.

The Monthly Activity and Status Report is attached hereto and made a part hereof.

The Financial Report for the month of January 2025 was approved on a motion by Ms. Kaufman, second by Mr. Jim Eby and unanimously accepted. Mr. Fredo noted that Housing Choice Vouchers were sustained. They will begin drawing down the reserves. Ms. Steinmetz noted that because they are currently short-staffed, they are a little behind but are catching up. Mr. Fisher said he would like to see the reserves drawn down but understands that it is contingent upon clients being able to find housing. Ms. Steinmetz said they currently have approximately 40 clients looking for housing units.

Committee Reports – None

New Business:

- 1) The board approved an amendment to a policy statement to update authorized signatories for official documents. Mr. Fredo noted this is the same situation as the Land Bank Authority, the document is outdated and needed to be updated. The motion to approve was made by Mr. Williams, second by Ms. Kaufman, and unanimously carried. (A copy of said Resolution [FEB 25 #2] is attached hereto and made a part hereof).

NOW, THEREFORE, BE IT RESOLVED, by the Board of the Lancaster County Housing Authority to amend the Policy Statement attached hereto to update authorized signatories for official documents required to administer the various programs of the Lancaster County Housing Authority.

- 2) The board approved a grant agreement with Community Basics Inc for the Manor Youth House project using Emergency Rental Assistance Program (ERAP) Funds. Mr. Justin Eby noted that with the legislation of ERAP funds, the remaining 25% can be used for rental housing projects. They submitted 4 projects to the Department of Human Services and the 3 resolutions for today were approved. These projects were also approved by the Lancaster County Commissioners. Ms. Lisa Greener said that Community Basics Inc is able to preserve 108 units and build 9 more affordable units with these funds. Ms. Kaufman asked what is considered affordable, and Ms. Greener said it was 60% of the area median income. Ms. Kaufman asked if the units were ADA compliant, and Ms. Greener said that at least 5-10% of them were. The motion to approve was made by Mr. Jim Eby, second by Ms. Kaufman, and unanimously carried. (A copy of said Resolution [FEB 25 #3] is attached hereto and made a part hereof).

NOW, THEREFORE, BE IT RESOLVED by the Board of the Lancaster County Housing Authority to authorize the Executive Director or Director of Housing and Community Development to execute a grant agreement with Community Basics Inc. for Manor Youth House Project through the use of Seven Hundred Fifty Thousand Dollars (\$750,000) of Emergency Rental Assistance Program (ERA2) funding.

- 3) The board approved a grant agreement with Community Basics Inc for the Three Center Square Preservation project using Emergency Rental Assistance Program (ERAP) Funds. The motion to approve was made by Ms. Kaufman, second by Mr. Jim Eby, and unanimously carried. (A copy of said Resolution [FEB 25 #4] is attached hereto and made a part hereof).

NOW, THEREFORE, BE IT RESOLVED by the Board of the Lancaster County Housing Authority to authorize the Executive Director or Director of Housing and Community Development to execute a grant agreement with Community Basics, Inc for the Three Center Square Preservation Project through the use of One Million Three Hundred Forty-Three Thousand, Five Hundred Ninety Three Dollars (\$1,343,593) of Emergency Rental Assistance Program (ERA2) funding.

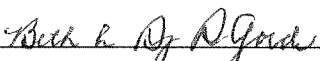
- 4) The board approved a grant agreement with HDC MidAtlantic (Adamsbury Associates L.P.) for the College Avenue project using Emergency Rental Assistance Program (ERAP) Funds. Mr. Justin Eby noted this is a new construction project. The motion to approve was made by Ms. Kaufman, second by Mr. Jim Eby, and unanimously carried. (A copy of said Resolution [FEB 25 #5] is attached hereto and made a part hereof).

NOW, THEREFORE, BE IT RESOLVED by the Board of the Lancaster County Housing Authority to authorize the Executive Director or Director of Housing and Community Development to execute a grant agreement with HDC MidAtlantic (Adamsbury Associates, L.P.) for the Apartments at College Avenue Project through the use of One Million Dollars (\$1,000,000) of Emergency Rental Assistance Program (ERA2) funding.

Other Business: None

Mr. Fisher announced that the next meeting of the Board of the Lancaster County Housing Authority is expected to be held Tuesday, March 25, 2025, after the 4 p.m. meeting of the Lancaster County Land Bank Authority.

The meeting was adjourned at 4:27 p.m.



Beth A. Dreyer-DeGoede, Secretary