

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF THE
LANCASTER COUNTY LAND BANK AUTHORITY
JULY 26, 2022
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, July 26, 2022. 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, Christopher Boyd, Mike Callahan, Ed Fisher, Melinda Kauffman, and Jim Williams.

Staff members present were: Justin Eby, Executive Director; Michaela Allwine, Director Housing and Community Development; Michael Brightbill, Director Finance & Administration; Jocelynn Ritchey, Manager Planning & Resource Development; Sean Krumpe, Acquisition & Rehabilitation Program Coordinator; Audrey Steinmetz, Director Tenant & Landlord Services; Jody Heinrich, Grants Manager; Marian Joyce, Administrative Assistant 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.

In light of the retirement of Marian Joyce, current Secretary of the Board of the Lancaster County Land Bank Authority, Mr. Justin Eby announced her replacement, Beth Dreyer-DeGoede. Mr. Williams made a motion to approve, second by Ms. Kauffman, and unanimously accepted.

Public Comments – None

Minutes of the May 24, 2022 meeting were approved. The motion was made by Mr. Fisher, second by Mr. Williams, and unanimously accepted.

Communications – None

Staff Reports: Ms. Michaela Allwine reported that they held a Community Event in Columbia with Habitat for Humanity. They expect to begin construction there in the Spring of 2023. They are working on architectural drawings for the Manheim Fire House and a parking variance. The tenant of the property intends to vacate by the end of the month. The property in Denver is designated a historical building so they need to remove anything of historical significance before demolition. Ms. Kauffman asked what the building was used for in the past and it was an inn/restaurant. There is an RFP out for construction. The Ephrata Borough is most likely going to join the Land Bank.

The Financial Reports for the months of March, April, May and June 2022 were approved on a motion by Ms. Kauffman, second by Mr. Fisher, and unanimously accepted. Mr. Brightbill, Director Finance & Administration, walked the Board through the written report for June.

Committee Reports – none

Unfinished Business – None

New Business:

1) The Board approved a resolution authorizing the disposition of 551 Avenue H in the Borough of Columbia. Mr. Sean Krumpe provided background. The motion to approve was made by Ms. Kauffman, second by Mr. Callahan, and unanimously carried. (A copy of said Resolution [July 22 #4] is attached hereto and made a part hereof).

NOW, THEREFORE, BE IT RESOLVED, by the Board of the Lancaster County Land Bank Authority that:

1. The Lancaster County Land Bank Authority disposed of the Property to Benjamin Miller (Purchaser) through negotiated sale;
2. The Executive Director of the Authority is hereby authorized and directed to execute all documents on behalf of the Authority which may be necessary or desirable to further the intent of this Resolution.
3. Purchaser shall enter into a Purchase and Development agreement as to allow the Authority to monitor the redevelopment of the property in order to ensure work goes according to the submitted proposal.

2) The Board approved a resolution authorizing the acquisition of 247 S. 5th Street in the Borough of Columbia using CDBG-CV funds. Mr. Krumpe provided background. This is a Real Estate Owned (REO) property. The motion to approve was made by Mr. Williams, second by Mr. Callahan, and unanimously carried. (A copy of said Resolution [July 22 #5] is attached hereto and made a part hereof).

NOW, THEREFORE, BE IT RESOLVED, by the Board of the Lancaster County Land Bank Authority that:

1. The Land Bank is hereby authorized to acquire the property at 247 S. 5th Street;
2. Acquisition of this property is contingent on the approval of Columbia Borough Council and Columbia School Board;
3. The Land Bank is hereby authorized to use CDBG-CV Funds in an amount not to exceed SEVENTY EIGHT THOUSAND ONE HUNDRED AND 00/100 DOLLARS (\$78,100.00) for the purchase of the property at 247 S. 5th Street through negotiated sale.
4. The Executive Director of the Land Bank is hereby authorized and directed to execute all documents on behalf of the Land Bank which may be necessary or desirable to further the intent of this Resolution.

3) The board approved a resolution authorizing the acquisition of 52 S. 8th Street in the Borough of Columbia using 2021 PHARE funds. Mr. Krumpe provided background. The sale for this property was rescheduled for September 28, 2022. The motion to approve was made by Ms. Kauffman, second by

Mr. Williams, and unanimously carried. (A copy of said Resolution [July 22 #6] is attached hereto and made a part hereof).

NOW, THEREFORE, BE IT RESOLVED, by the Board of the Lancaster County Land Bank Authority that:

1. The Land Bank is hereby authorized to acquire the property at 52 S. 8th Street;
2. Acquisition of this property is contingent on the approval of Columbia Borough Council and Columbia School Board;
3. The Land Bank is hereby authorized to use PHARE Funds in an amount not to exceed SIXTY-FOUR THOUSAND EIGHTY-EIGHT AND 75/100 DOLLARS (\$64,088.75) for the purchase of the property at 52 S. 8TH Street through a competitive bid at Sheriff Sale.
4. The Executive Director of the Land Bank is hereby authorized and directed to execute all documents on behalf of the Land Bank which may be necessary or desirable to further the intent of this Resolution.

4) The board approved a resolution authorizing the acquisition of 841 Lancaster Avenue in the Borough of Columbia using 2021 PHARE funds. Mr. Krumpke provided background. The sale for this property was scheduled for July 27, 2022. The motion to approve was made by Mr. Fisher, second by Mr. Callahan, and unanimously carried. (A copy of said Resolution [July 22 #7] is attached hereto and made a part hereof).

NOW, THEREFORE, BE IT RESOLVED, by the Board of the Lancaster County Land Bank Authority that:

1. The Land Bank is hereby authorized to acquire the property at 841 Lancaster Avenue;
2. Acquisition of this property is contingent on the approval of Columbia Borough Council and Columbia School Board;
3. The Land Bank is hereby authorized to use PHARE Funds in an amount not to exceed SIXTY-ONE THOUSAND FIVE HUNDRED EIGHTEEN AND 39/100 DOLLARS (\$61,518.39) for the purchase of the property at 52 S. 8TH Street through a competitive bid at Sheriff Sale.
4. The Executive Director of the Land Bank is hereby authorized and directed to execute all documents on behalf of the Land Bank which may be necessary or desirable to further the intent of this Resolution.

5) The board approved a resolution authorizing participation in and executive director signature delegation for the National Community Stabilization Trust's (NCST) Real Estate Owned acquisition programs. Mr. Krumpke provided background. The NCST works with Land Banks to obtain properties. They do not have a membership fee. Their software shows all upcoming properties. The turnaround time is 1-2 weeks which is why the resolution is needed as having a board meeting to obtain the authorization for each property would be timing prohibitive. Mr. Jim Eby said that the board would still like some level of approval – either an email notification or a phone call. The motion to approve was made by Ms. Kauffman, second by Mr. Williams, and unanimously carried. (A copy of said Resolution [July 22 #8] is attached hereto and made a part hereof).

NOW, THEREFORE, BE IT RESOLVED by the Lancaster County Land Bank Authority that:

1. Land Bank participation in NCST's Real Estate Owned (REO) acquisition programs is approved; and
2. The Executive Director is authorized to purchase properties from the program and execute any and all documents necessary to purchase properties in the program; and
3. This Resolution shall take effect immediately.

Mr. Jim Eby commended staff on finding these new opportunities.

Other Business: Mr. Jim Eby announced that the next meeting of the Board of the Lancaster County Land Bank Authority is expected to be held Tuesday, **August 23, 2022** 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 4:41 p.m.

Beth A. Dreyer-DeGoede, Secretary