

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF THE
LANCASTER COUNTY HOUSING AUTHORITY
JANUARY 25, 2022
28 PENN SQUARE, SUITE 200
LANCASTER, PA 17603**

The members of the Board of the Lancaster County Housing Authority met Tuesday, January 25, 2022. The Board meeting was held at the offices of the Lancaster County Housing & Redevelopment Authorities, 28 Penn Square, Suite 200, and via Zoom Videoconference.

Members of the Board in attendance: Ed Fisher, Jim Eby, James Williams, and Gerald Robinson.

Staff members present were: Justin Eby, Executive Director; Terry Danforth, Tenant Services Director; Michaela Allwine, Director Housing and Community Development; Michael Brightbill, Director Finance & Administration; Rachel Valmonte, Compliance Manager; Audrey Steinmetz, Tenant Services Manager; Sean Krumpe, Acquisition and Rehabilitation Program Coordinator; Angela Swisko, Fiscal Assistant and Marian Joyce, Secretary.

Also in attendance: Deb Jones, Director of Human Services, *Lancaster County Homeless Coalition*.

Mr. Fisher called the meeting to order at 4:10 p.m.

Election of Officers: Mr. Fisher turned the gavel over to Mr. Williams as Temporary Chair of the meeting. Mr. Williams opened the floor for nominations for Board Chair. Mr. Jim Eby nominated Mr. Ed Fisher for position of Chair of the Lancaster County Housing Authority. There were no other nominations. Mr. Fisher accepted. Mr. Jim Eby moved to close nominations, Mr. Fisher seconded the motion and it was unanimously accepted.

Mr. Fisher reassumed control of the meeting. He opened the floor for nominations for position of Vice Chair. Mr. Jim Eby nominated Mr. James Williams for Vice Chair of the Lancaster County Housing Authority. Mr. Jim Eby moved to close nominations, Mr. Williams seconded the motion, and it was unanimously accepted. Mr. Jim Eby nominated Ms. Marian Joyce for position of Secretary, Mr. Williams seconded the motion, and it was unanimously accepted.

Mr. Fisher requested a roll call and the Board unanimously re-elected Mr. Edward Fisher, Chair; Mr. James Williams, Vice-Chair; and reappointed Marian Joyce as Secretary.

The motion was made by Mr. Jim Eby, second by Mr. Williams and passed unanimously to reappoint the firm of *Stevens & Lee* as Solicitor for the Lancaster County Housing Authority.

Public Comment – None

Minutes of the December 2021 meeting were approved. The motion was made by Mr. Jim Williams, second by Mr. Jim Eby and unanimously accepted.

Communications – None

Report of the Executive Director: Mr. Justin Eby introduced new staff member, Angela Swisko, Fiscal Assistant. Mr. Gerald Robinson, Board Member, joined the meeting at this time.

Mr. Justin Eby provided an update on the funding for the Emergency Rent Relief Program noting that all the direct Federal monies have been utilized, and the Authority is now using the State monies. There has been a marked increase in the number of new applicants as well as returning recertification clients. He noted that five people have been hired to help with payment processing and one person to help with case management, all via the Tri-Starr agency. Ms. Danforth, Tenant Services Director, stated that another Housing Inspector has also been hired. This will enable the Authority to split the inspection territory in half, and enable future cross training.

The Financial Reports for November and December were tabled until the following month. Mr. Brightbill provided a verbal summary.

Committee Reports – None

Unfinished Business – None

New Business – None

Other Business:

Mr. Fisher announced that the next meeting of the Board of the Lancaster County Housing Authority is expected to be held Tuesday, February 22, 2022, at approximately 4:30 p.m.

The meeting was adjourned at 4:21 p.m.

Marian C. Joyce, Secretary