

**MINUTES OF THE
ORGANIZATIONAL MEETING
OF THE BOARD OF THE
LANCASTER COUNTY LAND BANK
JULY 26, 2016
IMMEDIATELY FOLLOWING THE MEETING OF THE
REDEVELOPMENT AUTHORITY OF THE COUNTY OF LANCASTER
202 NORTH PRINCE STREET, SUITE 400
LANCASTER, PA 17603**

The members of the Board of the Lancaster County Land Bank met Tuesday, July 26, 2016. The Board meeting was held at the office of the Redevelopment Authority of the County of Lancaster, 202 North Prince Street, Suite 400.

Board Members in attendance: Ed Fisher, Jim Williams, Jim Eby, Gerald Robinson, and Mary Glazier.

Staff members present were: Matthew Sternberg, Executive Director; Michael Brightbill, Controller; Justin Eby, Community Development Director; Aimee Tyson, Community Services Manager; Katherine Walsh, Housing & Community Development Coordinator; and Marian Joyce, Secretary. Also in attendance: David Garpstas, and Jeff Groff, *Younger Realty Group*; and Chris Pratt, from *LNP Media Group*.

Mr. Sternberg called the inaugural meeting to order at 5:20 p.m. He stated that there would be seven Members of the Board, five of whom were also sitting members of the Redevelopment Authority Board. The remaining two members who were appointed by the Lancaster County Commissioners, namely Dennis R. Groff and Frank A. Christoffel, were excused due to a prior Township commitment in Harrisburg, and a death in the immediate family.

The Bylaws of the Lancaster County Land Bank were presented to the Board by Mr. Sternberg. The motion to approve was made by Mr. Eby, second by Mr. Williams and unanimously carried by a voice vote.

The first business was the appointment of officers. Mr. Sternberg stated that there were four positions: Chair, Vice-chair, Treasurer and Secretary. He said that it was expected that Marian Joyce would be designated as secretary, as with both other Authority Boards. He requested member feedback on the other three positions. Mr. Jim Williams stated that he would like to see new members serve as officers. Mr. Jim Eby said he would like to see *one* of the officers be chosen from the current Redevelopment Authority members for the purpose of continuity. Mr. Sternberg affirmed for Mr. Fisher that there is the potential to change the officer line-up next year, if wished. Mr. Sternberg asked for nomination of a slate of officers. Mr. Ed Fisher nominated Frank Christoffel as Vice-Chair and Dennis Groff as Treasurer. Since neither individual was present, Mr. Sternberg will consult with them regarding their willingness and ability to serve in said roles. Mr. Jim Eby stated that he would be willing to chair the Board and be involved in the "nuts and bolts". On a motion by Ms. Glazier, second by Mr. Fisher, Mr. Jim Eby was elected by unanimous voice vote as Board Chair.

Mr. Jim Eby, as the newly elected Chair, then presided over the remainder of the meeting.

1) The Board adopted a schedule of meetings for the remainder of 2016. Mr. Sternberg presented a suggestion from Mr. Fisher of a future 4:00 PM start-time, *before* instead of *after* the Housing Authority and Redevelopment Authority meetings. This would allow the other two members who serve only on the Land Bank Board to have a definitive start-time, and not have to sit through two other meetings first. The motion to approve was made by Ms. Glazier, second by Mr. Fisher, and unanimously carried. (A copy of said Resolution [Jul 16 #1] is attached hereto, and made a part hereof).

NOW, THEREFORE BE IT RESOLVED by the Board of the Lancaster County Land Bank Authority that the regular meetings for the remainder of the year 2016 shall be held on the fourth Tuesday of each month, with the exception of December when the meeting shall be on the third Tuesday. All meetings will be held at 4:00 p.m. Said meetings will be held at the offices of the Lancaster County Housing & Redevelopment Authorities, 202 North Prince Street, Fourth Floor, Lancaster, Pennsylvania.

The scheduled meetings are as follows:

Tuesday, August 23, 2016
Tuesday, September 27, 2016
Tuesday, October 25, 2016
Tuesday, November 22, 2016
Tuesday, December 20, 2016

2) The Board approved an administrative agreement with the Redevelopment Authority of the County of Lancaster for staff services. The motion to approve was made by Ms. Glazier, second by Mr. Fisher and unanimously carried. (A copy of said Resolution [Jul 16 #2] is attached hereto, and made a part hereof).

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Lancaster County Land Bank Authority to approve an administrative agreement with the Redevelopment Authority of the County of Lancaster. This resolution shall become effective immediately.

3) The Board approved a policy statement establishing authorized signatories for official documents. The motion to approve was made by Ms. Glazier, second by Mr. Fisher and unanimously carried. (A copy of said Resolution [Jul 16 #3] is attached hereto, and made a part hereof).

NOW, THEREFORE, BE IT RESOLVED, by the Board of the Lancaster County Land Bank Authority to approve the Policy Statement attached hereto establishing authorized signatories for official documents required to carry-out the daily business of the Lancaster County Land Bank Authority.

4) The Board authorized the Redevelopment Authority Executive Director and Redevelopment Authority Controller to establish bank services on behalf of the Land Bank. Mr. Sternberg reiterated that the bank accounts for the Land Bank would be separate from the Redevelopment Authority accounts. The motion to approve was made by Ms. Glazier, second by Mr. Fisher, and unanimously carried. (A copy of said Resolution [Jul 16 #4] is attached hereto, and made a part hereof).

NOW, THEREFORE, BE IT RESOLVED, by the Board of the Lancaster County Land Bank Authority to authorize the Executive Director and the Controller of the Redevelopment Authority of the County of Lancaster to establish banking services on behalf of the Lancaster County Land Bank.

5) The Board tabled a resolution on a Policies and Procedures Manual for the Land Bank. Mr. Sternberg noted that the manual was the most complex of the various documents which the Board had to review, and asked whether members thought they needed to take more time. Ms. Glazier stated that the new members should also be part of this discussion. Mr. Jim Eby said he had a list of questions and would email those to staff for input and distribution to all other Board members, with a cc: to Mr. Eby himself.

6) The Board approved Policies relating to prospective Intergovernmental Cooperation Agreements between the Land Bank and various Lancaster County municipalities. Mr. Sternberg noted that there were two different sets of policies to be considered by the Board. The administrative policies had just been tabled. However, the policies now before the Board lay out procedures related to how the Land Bank will work with municipalities to acquire and dispose of properties, so the municipalities know what to expect when they become members of the Land Bank. These are additional intergovernmental programmatic guidelines. Mr. Jim Eby stated that he had questions but wished to defer to the other members first. There was extensive discussion about the handling of routine maintenance after the purchase of a 'troubled' property and clarification on what is being handled by the municipality vs. the Land Bank. Mr. Justin Eby raised the point of insurance liability

stipulations. Mr. Jim Eby summarized that the Land Bank Board will need to be smart when acquiring and know what we are getting into. Mr. Sternberg told the Board that rather than taking on rehab projects directly, the Land Bank will serve as a conduit to get blighted properties stabilized and transferred to private sector developers. Ms. Glazier referred other members to the later agenda item template document. She said the maintenance issue was clearer in the template and suggested using similar wording in #1, page 1 of the current Policies document. Board members also requested an edit to 6. f. relating to *Ranking of priorities for return of acquired properties to use*: namely the addition of 'private charitable purpose'. Mr. Justin Eby shared the new <http://lancasterlandbank.org/> website domain with members. The motion to approve was made by Mr. Robinson, second by Ms. Glazier and unanimously carried. (A copy of said Resolution [Jul 16 #5] is attached hereto, and made a part hereof).

NOW, THEREFORE, the Lancaster County Land Bank Authority adopts the following policy, which may be amended by a majority vote of the Land Bank Authority at a publicly scheduled and noticed meeting, with regards to the acquisition, maintenance and transfer of Land Bank property.

Acquisition of Property

1. The Lancaster County Land Bank Authority ("Land Bank") shall only acquire property in Lancaster County limited to locations where both the municipality and the school district have entered into an Intergovernmental Cooperation Agreement with the Land Bank to acquire properties, including the commitment of the municipality to care for and maintain the exterior portion of the properties in Land Bank possession, as determined in the Intergovernmental Co-operation Agreement, and where both the municipality and school district have agreed:
 - a. That the municipal taxing authorities will discharge all liens and other back charges against the property upon acquisition by the Land Bank.
 - b. That the property will be held by the Land Bank tax-free until such time as it is conveyed for redevelopment, at which time it will return to the tax rolls at full assessed value.
 - c. That an allocation equal to fifty percent (50%) of property tax revenue received by the municipal taxing authorities during a period of five (5) years once the land acquired is returned to the tax rolls following the date of conveyance from the Land Bank shall be paid to the Land Bank in order to support future activity. At the conclusion of the five year period, all tax revenue shall flow to the taxing authorities, and the Land Bank's involvement will terminate.
2. When the Land Bank acquires residential properties that are occupied at the time of acquisition, it is the policy of the Land Bank to show a preference for keeping the former owner-occupants in the property, whenever feasible.
3. Before acquiring property in any municipality, the Land Bank shall notify the contact(s) identified in the Intergovernmental Cooperation Agreement of the potential property acquisition far enough in advance to give the parties a reasonable opportunity to comment or object to the same.

Handling and Maintenance of Properties

1. The Land Bank may acquire property, make improvements thereon, make designs, build or rehabilitate improvements thereon, construct, renovate, relocate and otherwise improve property and market the same.
2. The Land Bank may rent property. If a property is rented as part of a final redevelopment disposition agreement, it shall be considered for tax purposes as if it were sold. Interim rentals for the purpose of supporting pre-existing tenants or stabilizing the property during the redevelopment period, will not be considered as if sold.
3. Market value shall be determined by up-to-date data and by using the valuation method that the Land Bank determines is most appropriate given the particular conditions of the property and the surrounding market.

4. The Land Bank may set and enforce provisions agree upon as conditions of sale between the transferee and the Land Bank through legally binding mechanisms, included but not limited to deed restrictions, covenants and mortgages.
5. The Land Bank may convey title to a municipality or municipal authority, or to another non-profit tax-exempt entity with the consent of the municipality that is party to the Intergovernmental Cooperation Agreement.
6. The ranking of priorities for return of acquired properties to use shall be the following:
 - a. Return for non-tax exempt residential, commercial or industrial use at market value;
 - b. Return for non-tax exempt residential, commercial or industrial use at less than market value;
 - c. Division of adjoining properties to neighboring owners or sale of entire parcels with no structure thereon to adjoining owners;
 - d. Tax-exempt affordable housing;
 - e. Purely public spaces and places;
 - f. Conveyance to municipal, public school, or other public or private charitable purpose;

Public Notices

1. This policy shall be available to the public and shall be publicly displayed on the website of the Land Bank.
2. A copy of this policy and every amendment hereto shall be provided to the Lancaster County Commissioners.
3. In a timely manner, each property acquired by the land Bank shall be listed on the Land Bank website.
4. A copy of the listing of all properties owned by the Land Bank and prices for the purchase or rental thereof, if established, shall be maintained as a log available to the public at the Land Bank offices available for inspection by the general public during regular office hours.

7) The Board approved a Template of an Intergovernmental Cooperation Agreement document to be used when a municipality becomes a Land Bank member. Mr. Sternberg stated that the Template Agreement can be changed during negotiations with the other party. However, the Board will have the opportunity to vote on any changes. The motion to approve was made by Ms. Glazier, second by Mr. Robinson and unanimously carried. (A copy of said Resolution [Jul 16 #6] is attached hereto, and made a part hereof).

NOW, THEREFORE, BE IT RESOLVED, by the Board of the Lancaster County Land Bank Authority to approve the template Inter-Governmental Cooperation Agreement document attached hereto, to be used by LCLB for municipal membership purposes.

Other Business: Mr. Jim Eby announced that the next meeting of the Board of the Lancaster County Land Bank is expected to be held Tuesday, **August 23, 2016** at the offices of the Lancaster County Housing and Redevelopment Authorities, 202 North Prince Street, Suite 400, AT **4:00 p.m. before the meeting** of the Lancaster County Housing Authority.

The meeting was adjourned at 5:53 p.m.

Marian C. Joyce, Secretary