

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF THE
LANCASTER COUNTY LAND BANK
AUGUST 23, 2016 AT 4:00 PM
202 NORTH PRINCE STREET, SUITE 400
LANCASTER, PA 17603**

The members of the Board of the Lancaster County Land Bank met Tuesday, August 23, 2016. The Board meeting was held at the offices of the Redevelopment Authority of the County of Lancaster, 202 North Prince Street, Suite 400.

Board Members in attendance: Jim Eby, Frank Christoffel, Dennis Groff, Ed Fisher, Jim Williams, and Gerald Robinson.

Staff members present were: Matthew Sternberg, Executive Director; Michael Brightbill, Controller; Justin Eby, Community Development Director; Aimee Tyson, Community Services Manager; and Marian Joyce, Secretary. Also in attendance: David Garpstas, and Jeff Groff, *Younger Realty Group*.

Mr. Jim Eby called the meeting to order at 4:01 p.m.

Public Comment – None

Minutes of the July 2016 meeting were approved and unanimously accepted.

Communications: Mr. Sternberg informed the Board that the State had an issue with the naming of the Land Bank, as printed in the Ordinance approved by the County Commissioners. Whereas the document was titled *Lancaster County Land Bank Authority*, however the later instances *within* the document referred to it as the *Land Bank* (without Authority) and the State flagged the inconsistency. There was much consultation with the County and attorneys on how to fix this. In order to be consistent, there will be a resolution under New Business to do an administrative correction to the name as it appears in documents and resolutions approved at the last meeting. Going forward, it will be *Lancaster County Land Bank*. Mr. Sternberg said that they had been assured by the Attorneys that this naming issue in no way affects the given powers of the Land Bank.

Executive Director's Report: Mr. Sternberg said that there are numerous Boroughs who are eager to get started. In Columbia, a meeting has already taken place between our staff and the school district official and CFO. Whereas some land banks have experienced pushback from school districts, this has not been the case in Columbia. They are anticipating a joint meeting of the borough council and the school district within the next few months and have invited Mr. Sternberg and Mr. Justin Eby to do a presentation.

Staff have also had a good meeting with Lancaster Township. In a parallel move, the City is working to create a Land Bank for *inside* the City boundary on the same terms – but we share a school district with them. The City is looking at an October time-frame for their Land Bank. Since they will be meeting with the School District of Lancaster, it would be good if our staff could coordinate to meet at the same time and get things set up for both land banks simultaneously. Mr. Sternberg answered questions from Mr. Robinson regarding the City Land Bank, its Board and time line, and whether it might be better for us to approach the School District at a different meeting. Mr. Williams said that in his opinion, it would be better for the City and County Land Banks to approach the School District together at the same time. Mr. Sternberg answered Mr. Groff's question about possibility and disadvantages of combining both Land Banks. He said that the City wanted to establish their own Land Bank, and preferred to have their Board members drawn from City residents rather than County residents. Also it is not permitted to have two land banks in the same jurisdiction. For this reason, the City was specifically excluded when the Lancaster County Land Bank was being drawn up.

Financial Report: Mr. Sternberg reported that although at the previous meeting the Board passed a resolution enabling him and Mr. Brightbill, Controller, to set up bank accounts, they are still waiting for the EIN number from the State, after the Articles of Incorporation are filed. So things are on hold for now.

Committee Reports – None

Unfinished Business:

1) The Board approved a Policies and Procedures Manual which had been tabled at the previous meeting. Mr. Jim Eby asked his Board colleagues if they had any questions, or additional comments beyond what had already been raised by Mr. Eby himself in a Memo. Mr. Sternberg added that the policies will evolve over time as we work with them and also can be amended at any time by this Board. He further stated that in compiling the Manual, staff had drawn from procedures which had been tried and tested at other land banks, in order to anticipate as much as possible. Mr. Fisher said he considered it a good start and made the motion to approve, which was seconded by Mr. Robinson, and unanimously carried. (A copy of said Resolution [Aug 16 #7] is attached hereto, and made a part hereof).

NOW, THEREFORE, BE IT RESOLVED, by the Board of the Lancaster County Land Bank to approve the Administrative Policies and Procedures attached hereto.

New Business:

1) The Board adopted Procurement Policies. Mr. Jim Eby summarized the resolution concerning how the Land Bank procures its vendors, namely that it will follow the procedures of the Redevelopment Authority. Mr. Sternberg added that if down the road changes are needed, those can be made. However, the Redevelopment policies *have* been drafted to be consistent with procurement laws for public agencies. He answered a question from Mr. Robinson regarding availability of these policies. He and Mr. Brightbill summarized the dollar-ceiling for procuring services or equipment without bids, the dollar-ranges requiring 3 competitive outside bids, etc. Mr. Justin Eby added that anything over \$25,000 requires Board approval. Mr. Brightbill and Mr. Justin Eby answered additional questions about the process from Mr. Robinson. The motion to approve was made by Mr. Williams, second by Mr. Groff, and unanimously carried. (A copy of said Resolution [Aug 16 #8] is attached hereto, and made a part hereof).

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Lancaster County Land Bank to adopt the Redevelopment Authority of the County of Lancaster's policies and procedures for the procurement of goods and services.

2) The Board approved retaining the same legal counsel as the Redevelopment Authority through the remainder of the year at which time the Land Bank may continue with Stevens & Lee or conduct a formal Request for Proposals. Mr. Sternberg stated that Mr. Espenshade was well versed in the Land Bank process from assisting other counties starting land banks and it seemed simpler to stay with his firm for now. However, in future if needs are different, the Board can change counsel. In answer to a question from Mr. Groff, Mr. Sternberg stated that it should not be a conflict of interest and pointed out that Mr. Espenshade was also counsel to the Housing Authority. Mr. Justin Eby reiterated that the resolution specified only to the end of 2016. Mr. Jim Eby said they would revisit this at the December meeting. The motion to approve was made by Mr. Christoffel, second by Mr. Robinson, and unanimously carried. (A copy of said Resolution [Aug 16 #9] is attached hereto, and made a part hereof).

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Lancaster County Land Bank to appoint Stevens & Lee as legal counsel for the Lancaster County Land Bank for the remainder of 2016.

3) The Board approved a resolution making a technical correction to the Land Bank name and amending previously approved Land Bank resolutions and documents such as bylaws, to match the revised name. Mr. Sternberg circulated revised copies of the bylaws presented at the August meeting and talked the Board members through the name revisions. The original intent was to have 'Authority' in the name. However, though 'Authority' was in the Ordinance title, in the editing process it got deleted *within* the document. There was extensive discussion from various perspectives. Mr. Sternberg answered a question from Mr. Groff regarding 'avenues of opportunity' based on being an 'Authority'. He reiterated that the name does not affect the legal powers of the land bank. Rather than going through the Ordinance process again to make that consistent with Bylaws and Articles of Incorporation, the attorney's and Commissioners' office recommendation is to revise the Land Bank documents to match the Ordinance, and that should satisfy the State. Mr. Justin Eby pointed out that all the other organizations and municipalities refer to it as the 'Lancaster County Land Bank' and that other counties refer to theirs as a *land bank*, not an *authority*. The motion to approve was made by Mr. Williams, second by Mr. Fisher and unanimously carried. (A copy of said Resolution [Aug 16 #10] is attached hereto, and made a part hereof).

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Lancaster County Land Bank to approve an administrative correction to all approved resolutions and documents to date, to address the official name of the Land Bank.

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, **September 27, 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 4:30 p.m. on a motion by Mr. Robinson, second by Mr. Groff, and unanimously carried.

Marian C. Joyce, Secretary