

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF THE
LANCASTER COUNTY LAND BANK AUTHORITY
FEBRUARY 28, 2017
202 NORTH PRINCE STREET, SUITE 400
LANCASTER, PA 17603**

The members of the Board of the Lancaster County Land Bank Authority met Tuesday, February 28, 2017. The Board meeting was held at the office of the Redevelopment Authority of the County of Lancaster, 202 North Prince Street, Suite 400.

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

Staff members present were: Matthew Sternberg, Executive Director; Terry Danforth, Tenant Services Director; Michael Brightbill, Controller; Justin Eby, Community Development Director; Aimee Tyson, Community Services Manager; Katherine Walsh, Housing & Community Development Coordinator. Also in attendance: Jeff Groff, *Younger Realty Group*.

Mr. Jim Eby called the meeting to order at 4:03 p.m.

Public Comments – None

Minutes of the January 24, 2017 meeting were approved. The motion was made by Mr. Robinson, second by Mr. Groff, and unanimously accepted.

Communications – None

Executive Director's Report: Mr. Sternberg referred the Board Members to the current Land Bank Authority website onscreen. He stated that the Authorities were planning to bring in a company to redo the logos for a common brand look across all the entities.

He updated the Board on developments with acquisition of both 304 Cherry Street in Columbia, the first Land Bank acquisition - and 511 Cherry Street in Columbia. He answered a question from Mr. Jim Eby regarding the extent of renovations needed. Number 304 will require moderate to extensive rehab, while number 511 will need gutted, rehab, and some demolition. Staff expect to create procedures while dealing with the first property, which can then be used on future projects to tighten the schedule.

Mr. Sternberg said that the staff had started with the list of properties being reviewed by the Vacant Property Board. The list was developed by Ms. Tyson, Community Services Manager. Some are for sale and 7 others are coming up for auction. Mr. Sternberg had a meeting with the Borough to get their sense of how to prioritize the properties. Some may do OK on the market while others are more a high priority and are also in an area the Borough has been focusing on with Lancaster Housing Opportunity Partnership. He provided details on how the Authority might use this opportunity to collaborate with LHOP. He answered a question from Mr. Jim Eby regarding a Habitat program in the County, and recalled how the Redevelopment Authority had done a fire-damaged properties project on Perry Street with Habitat in the past.

Mr. Justin Eby presented a map onscreen showing locations of the Columbia properties currently for sale and others not for sale, but condemned. Mr. Sternberg answered a question from Mr. Robinson on how HUD had come to own some of the properties and Mr. Jim Eby explained about PHFA-insured mortgages. Mr. Sternberg also informed the Board that Columbia Borough had recently submitted their fees for current and upcoming property acquisitions.

Mr. Justin Eby provided updates on Donegal School District meetings re: Marietta joining the Land Bank; and regarding Lancaster Township joining, he noted the staff is on the March 14 Agenda for the School District of Lancaster. Mr. Sternberg spoke briefly about funding and how the Redevelopment Fund Inc. will interact with the Land Bank to accept donations when there are Boroughs that wish to join but do not have the same resources as others. Ms. Glazier entered the room at this time.

Mr. Justin Eby presented the current Land Bank website <http://lancasterlandbank.org> where the public can view a listing of properties online as acquired. He gave an overview of the Resource documents so that Board members can refer interested parties. He answered a question from Mr. Jim Eby re: how people sign up to receive a Request for Proposals (RFP). He and Mr. Sternberg answered a question from Mr. Christoffel re: whether statements would be renewable. Mr. Sternberg provided background on the *Sale and Redevelopment Agreement*, and the *Scope of Work* and *Timetable*, noting that the key is to select a good developer from the proposals received. He and Mr. Justin Eby answered a question from Mr. Jim Eby re: whether to include a performance bond or letter of credit. At Mr. Jim Eby's request, staff explained the Land Bank timeline with reference to the Vacant Property Reinvestment Board, and when/how the decision is made to bring a property into the Land Bank. Properties that have already completed the VPR process and have been referred to the Redevelopment Authority, are not on the Land Bank list at this time, only those actively before the Vacant Property Reinvestment Board. Mr. Sternberg answered a question from Mr. Groff re: how developers will be chosen. Mr. Sternberg stated that it is *not* a Request for Bids, so does not have to be based on price. It is a *Request for Proposals* and will be based on price, offer, qualifications, and responsiveness of the proposal to what is being sought in RFP.

The Financial Report for the month of January was approved on a motion by Mr. Robinson, second by Mr. Williams, and unanimously accepted. Mr. Brightbill, Controller, referred the Board to the written report. The \$5,000 membership fee is unrestricted but the other monies just received from Columbia Borough are earmarked for specific projects in Columbia, and will show up on next month's report. Mr. Sternberg stated that staff are tracking time spent on different projects, so the Authority can report back to the Borough with a record of how the dollars were spent.

Committee Reports: Mr. Jim Eby questioned if there would be a need to select a committee for reviewing incoming projects. It was agreed to put that on the March agenda.

Unfinished Business – None

New Business – None

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, **March 28, 2017** at the **NEW offices** of the Lancaster County Housing and Redevelopment Authorities, **28 Penn Square**, 2nd Floor, Suite 200, Lancaster, PA at **4:00 p.m. before the meeting** of the Lancaster County Housing Authority.

The meeting was adjourned at 4:36 p.m.

Marian C. Joyce, Secretary