

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF THE
LANCASTER COUNTY LAND BANK AUTHORITY
MARCH 28, 2017
28 PENN SQUARE, SUITE 200
LANCASTER, PA 17603**

The members of the Board of the Lancaster County Land Bank Authority met Tuesday, March 28, 2017. The Board meeting was held at the office of the Redevelopment Authority of the County of Lancaster, 28 Penn Square, Suite 200.

Members of the Board in attendance: Frank Christoffel, Dennis Groff, Ed Fisher, Jim Williams, Jim Eby, 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; Michaela Allwine, Program Coordinator; and Marian Joyce, Secretary.

Also in attendance: Ramiro Carbonell, *Stevens & Lee P.C.*; Tracy Fletcher, *Fulton Bank*; and Ian Rawhauser, *HDC Mid-Atlantic*.

Mr. Christoffel called the meeting to order at 4:04 p.m.

Public Comments – None

Minutes of the February 28, 2017 meeting were approved. The motion was made by Mr. Williams, second by Mr. Groff, and unanimously accepted.

Communications – None

Executive Director's Report:

Mr. Sternberg introduced Michaela Allwine, Program Coordinator, who is replacing Rhonda Lapp on the Home Repair Program and will also provide support to the Vacant Property Reinvestment Board and the Land Bank Authority. He also noted that Michaela has an undergraduate degree in Architecture.

He updated the Board on the finalization of Marietta Borough joining the Land Bank and reported that Donegal School District voted unanimously to support this. Mr. Sternberg complimented Mr. Justin Eby for his background work. He also reported on efforts to raise an initial pool of funds to support Marietta projects via the *Redevelopment Fund Inc.* and an upcoming meeting with Union Community Bank.

He gave an update on the promotion of the Request for Proposals (RFP) for 304 Cherry Street, Columbia, and answered a question from Mr. Fisher. There was some discussion on the fact that this RFP is for a quality job – not lowest bid contractor. Other topics covered included: sheriff's sales, house-flips, and rental vs. homeowner investors. Mr. Sternberg noted that the Borough priority is getting rid of blight and dealing with buildings that are a neighborhood problem.

Ms. Aimee Tyson provided background on 511 Cherry Street, Columbia. There is a delay because PHFA has to clear up a title problem, which may take two to four weeks. Mr. Sternberg noted that part of this building will probably require demolition.

Mr. Sternberg provided background on discussions with Lancaster Housing Opportunity Partnership (LHOP) regarding collaboration with their low-income loan program for homeowners trying to fix up their property.

Mr. Jim Eby entered the room at this time.

The Financial Report for the month of February was approved on a motion by Mr. Fisher, second by Mr. Jim Eby and unanimously accepted. Mr. Sternberg answered a question from Mr. Jim Eby regarding the property-specific insurance policy for Cherry Street, and noted that there is also an annual general liability organization-insurance for the Land Bank Authority.

Committee Reports: Mr. Sternberg asked Mr. Jim Eby about his thoughts on the Project Review Committee. Mr. Eby stated that he would like to have two members of the Land Bank Board and two members from outside the Board. He asked for volunteers from the Board and said he had two people in mind from outside, but needed to contact one individual yet.

Unfinished Business – None

New Business:

1) The Board approved an Inter-Governmental Cooperation Agreement between the Lancaster County Land Bank Authority, and the Borough of Marietta and Donegal School District, to join together to create a stronger community by remediating blighted, vacant, abandoned, and tax delinquent properties. Mr. Sternberg noted that this was the same agreement structure used with Columbia Borough, as the Authority wished to be consistent with the different municipalities. The motion to approve was made by Mr. Williams, second by Mr. Groff and unanimously carried. (A copy of said Resolution [Mar 17 #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 authorize the Chairman of the Board to execute the Inter-Governmental Cooperation Agreement between the Lancaster County Land Bank Authority, and the Borough of Marietta and Donegal School District.

2) The Board approved a resolution authorizing acquisition of 551 Avenue H, in the Borough of Columbia, (upon review of the blighted property by a Joint Committee between the Land Bank, Borough of Columbia and Columbia School District). Mr. Sternberg used Google Maps to show pictures of the four row houses onscreen where the property is located. There was some discussion about various options for dealing with the property. Mr. Sternberg stated that this house had not been on the original list approved by the Board, but had gone through the Vacant Property Reinvestment Board. However, it was later determined that it would streamline the process to handle it via the Land Bank. He answered questions from Mr. Jim Eby regarding ownership of the garage and status of the other buildings, and questions from Mr. Fisher and Mr. Eby re: using the monies already paid by Columbia for purchase and insurance etc. The motion to approve was made by Mr. Jim Eby, second by Mr. Groff, and unanimously carried. (A copy of said Resolution [Mar 17 #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 Land Bank is hereby authorized to acquire 551 Avenue H, Columbia, PA;
2. Acquisition of this property will be contingent on Land Bank funding, and approval by the Borough of Columbia and the Columbia School District;
3. 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.

Mr. Fletcher, *Fulton Bank*, Mr. Rawhauser, *HDC Mid-Atlantic*, and Ms. Mary Glazier entered the room separately at about this time.

3) The Board approved a Conflict of Interest Policy for the Land Bank Authority to protect the Authority when it is contemplating entering into a transaction or arrangement that might benefit the private interests of an officer or director of the Land Bank. Mr. Sternberg stated that this was just an administrative matter that staff realized had not been done when handling the rest of the organizational documents. It is a straightforward policy similar to those used by the other Authorities in-house. The motion to approve was made by Mr. Fisher, second by Ms. Glazier and unanimously carried. (A copy of said Resolution [Mar 17 #5] 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 adoption of the Conflict of Interest Policy.

4) GENERAL DISCUSSION: The Board unanimously decided to postpone the discussion until the next meeting and the formation of the Project Review Committee, also taking into account the visitors present for discussion of a Bond Amendment, which had been a later addition to the Redevelopment Agenda.

Other Business: Mr. Christoffel announced that the next meeting of the Board of the Lancaster County Land Bank Authority is expected to be held Tuesday, **April 25, 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 4:32 p.m.

Marian C. Joyce, Secretary

At the request of the Authority Attorney, regarding SUNSHINE LAW, we hereby note receipt of the following change from **LNP, LancasterOnline** re: posting of 3-28-17 Agenda in the local Lancaster Newspaper on 3-27-17 and earlier online:

*LNP, LancasterOnline: Confirming recipient of Tuesday's agendas for the **Lancaster County** Housing Authority and the **Land Bank** and Redevelopment Authority meetings. We have recently transitioned to a Tuesday-through-Monday calendar format, allowing for more than same-day notice of Monday meetings as requested by municipal bodies. All meetings are now listed in order of occurrence, so Tuesday meetings are at top and Monday meetings at bottom.*