

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF THE
LANCASTER COUNTY LAND BANK AUTHORITY
MAY 23, 2017
28 PENN SQUARE, SUITE 200
LANCASTER, PA 17603**

The members of the Board of the Lancaster County Land Bank Authority met Tuesday, May 23, 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, and Gerald Robinson and Jim Eby, via conference call.

Staff members present were: Matthew Sternberg, Executive Director; Terry Danforth, Tenant Services Director; Justin Eby, Community Development Director; Aimee Tyson, Community Services Manager; Katherine Walsh, Resource & Community Development Manager, and Michaela Allwine, Program Coordinator; Michael Brightbill, Controller – and acting Secretary for this meeting.

Also in attendance: David Garpstas, and Jeff Groff, *Younger Realty Group*.

Mr. Frank Christoffel called the meeting to order at 4:00 p.m.

Public Comments – None

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

Communications: Mr. Sternberg informed those present that Mary Glazier had decided to step down from the Board because of too many competing civic commitments. He has sent her a personal note and will be in touch via phone. He asked other Board members to let him know of any replacement suggestions they might have. He answered questions from Mr. Jim Eby re: whether the potential person would also serve on Housing & Redevelopment Boards. He and Mr. Fisher provided background on how incoming Board Members were recruited with input from the County Commissioners who also made the final choice in the selection.

Executive Director's Report: Mr. Sternberg provided background on the two resolutions before the Board.

He and Mr. Fisher answered questions from Mr. Robinson and Mr. Groff regarding the 551 Avenue H resolution, noting that the purchase funds will come from the pool contributed by Columbia Borough – but it is an amount which is well within budget. Mr. Fisher stated there will then be demolition costs and repairs to the party wall. Mr. Jim Eby raised a question about the surrounding properties at 552 and 553 Avenue H. Mr. Sternberg and Mr. Justin Eby, staff, responded and will follow up. There was some discussion re: procedures for donations of property to the Land Bank.

The Financial Reports for the months of March and April were approved on a motion by Mr. Fisher, second by Mr. Williams and unanimously approved. Mr. Sternberg referred the Board to the expense allocation for Redevelopment Authority staff support to the Land Bank. Staff have been tracking time spent on Land Bank projects and that will be reimbursed from Land Bank projects. He answered questions from Mr. Christoffel regarding the time period covered, noting that it was from the beginning up to end of April 2017.

Mr. Brightbill, Controller, answered a question from Mr. Groff regarding frequency of reimbursements, stating that after the second pay-period of each month, there will be an analysis and a monthly transfer.

Committee Reports: Mr. Jim Eby reported that the Project Review Committee had met and was focused primarily on how we dispose of properties. The summary was that the Land Bank should be careful about acquiring more properties and ensure that the ones we have are a success. Staff were requested to estimate the amount of work needed on currently-owned properties, versus the market sale-price, before taking bids from potential contractors. They also discussed pre-development funding. The approach has been for staff to consult with the boroughs involved to see which local businesses or foundations might be a resource.

Unfinished Business – None

New Business:

1) The Board approved a resolution authorizing the extinguishing of Tax Liens and current taxes on the property at 551 Avenue H, in Columbia Borough. The motion to approve was made by Mr. Robinson, second by Mr. Williams, and unanimously carried. (A copy of said Resolution [May 17 #6] is attached hereto, and made a part hereof).

NOW, THEREFORE, BE IT RESOLVED, by the Board of the Lancaster County Land Bank Authority as follows:

1. The following liens and charges assessed against the Property are hereby forgiven, exonerated and released as of the date of closing on the Property, the ___ day of _____, 2017:

- a. [\$222 Sewer fees]
- b. [\$1,593 Sewer fees]
- c. [\$1,161.87 Delinquent taxes]
- d. [\$668.29 Delinquent taxes]

2. The LCLB Executive Director is authorized and directed to take any and all actions necessary and required to effectuate the foregoing, including, but not limited to, the execution and filing of all documents subject to the approval as to form of said document by legal counsel for LCLB.

2) The Board authorized acquisition of 839 Blunston Street in Columbia Borough. The motion to approve was made by Mr. Jim Eby, second by Mr. Robinson and unanimously carried. (A copy of said Resolution [May 17 #7] is attached hereto, and made a part hereof).

NOW, THEREFORE, BE IT RESOLVED, by the Board of the Lancaster County Land Bank Authority approve acquisition of the property at 839 Blunston Street, Columbia, PA, for a price not to exceed 110% of the appraised value.

3) General Discussion – None

Other Business: Mr. Christoffel asked Mr. Jim Eby if he wished to have the ***Property Review Committee meeting scheduled for 3 p.m. on a recurring basis prior to the Land Bank meeting.*** Mr. Eby stated that he would like to meet at least once per quarter, and will send a reminder for people to put it on their calendars.

Mr. Christoffel announced that the next meeting of the Board of the Lancaster County Land Bank Authority is expected to be held Tuesday, **June 27, 2017** at the offices of the Lancaster County Housing and Redevelopment Authorities, 28 Penn Square, 2nd Floor, Suite 200, Lancaster, PA at 4:00 p.m.

The meeting was adjourned at 4:17 p.m.

Marian C. Joyce, Secretary