

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF THE
LANCASTER COUNTY LAND BANK AUTHORITY**
JANUARY 23, 2018
28 PENN SQUARE, SUITE 200
LANCASTER, PA 18603

The members of the Board of the Lancaster County Land Bank Authority met Tuesday, January 23, 2018. The Board meeting was held at the offices of the Lancaster County Housing & Redevelopment Authorities, 28 Penn Square, Suite 200.

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

Staff members present were: Matthew Sternberg, Executive Director; Terry Danforth, Tenant Services Director; Michael Brightbill, Controller; Justin Eby, Housing & Community Development Director; Aimee Tyson, Community Services Manager; Katherine Walsh, Resources & Community Development Manager, and Michaela Allwine, Housing Programs Specialist; and Marian Joyce, Secretary. Also in attendance: David Garpstas, *Younger Realty Group*.

Mr. Jim Eby called the meeting to order at 4:00 p.m.

Public Comments – None

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

Communications – None

Executive Director's Report: Mr. Sternberg presented an onscreen inventory of Columbia properties that the Authority had dealt with in the past year, the issues that arose and how they were handled, and current status, with before and after photos. Properties covered were:

839 Blunston Street – one of the better success stories. The Authority resold to Brookline Builders and they gutted and rehabbed the house. They now have a buyer lined up when the house is completed.

511 Cherry Street – was sold to the same builder. This has also been gutted and will undergo full renovation. Ms. Allwine and Mr. Justin Eby answered a question on demolition. Property is actively under construction.

Mr. Sternberg reminded Board members about the Quit-Claim Deed, held by the Authority which goes into effect if the buyer/builder does not remedy the blight as per the sales contract. The Authority can file that deed and take the property back. This acts as a safeguard to ensure that the promised rehab gets done so the building gets back in use.

304 Cherry Street – purchased from PHFA. Because no contractor could make the renovation numbers work, a different approach was taken. Ms. Allwine elaborated that the Authority is collaborating with Community Action Partnership (CAP) and their Capital Workforce on-site training program for people who face barriers to employment. This skills training program has been successful in the City. Cherry Street will be their first property in Columbia. CAP will be acting as contractors but the Authority will be holding the property during the process. The Authority provided the Scope-of-Work and the General Plans. CAP has gotten the permits. They will also be removing the siding and the porch.

Mr. Sternberg reiterated that the Authority is not selling the property to CAP, but will hold and sell it when completed. He provided background on the Liability Insurance carrier, and answered a question from Mr. Robinson stating that the carrier will issue a Rider to the Redevelopment Authorities' policy. He and Mr. Justin Eby, answered a question from Board Chair, Jim Eby, stating that the property was purchased from PHFA.

Mr. Sternberg also explained how the financing will work by using a line-of-credit to provide cash for the hard costs of renovation. When the building is sold, the line-of-credit gets paid first, next CAP costs, then profit will be split 50/50 between the two organizations. CAP is currently reviewing the agreements and staff hope to have those signed in the next few weeks, along with the line-of-credit papers, so work can begin.

551 Avenue H – was acquired from same owner as the earlier Blunston Street property. This presented different challenges as the Borough has other ideas for the property. Currently it is in a holding pattern. All the interior trash and debris has been cleared, the hole in the roof has been patched, and the building shell has been secured.

494 Manor Street – was acquired from a private owner and had been empty for over 20 years. It was originally a butcher shop and family dwelling with a former slaughter house building at the back. The Authority has been strategizing with stakeholders, as the property is too big and expensive to be a single family unit and there is a fairly extensive lot attached. He stated that the Project Review Committee is also devoting time to it. The roof leak has been fixed, the building is secured, and the inside is drying out. Ms. Allwine stated that she has shown the building to multiple potential partners and contractors, in effort to come up with creative solutions, whether sub-division or creating a rental unit. Currently staff are trying to figure out how to make the numbers work with a vision for the site because of its size and the extensive rehabilitation needed.

208-210 Locust Street – the façade collapsed into the street a few years ago. It is owned by the Borough who stabilized the building, and would like the Land Bank take it over for redevelopment. Their preference is to restore the building which is expensive because of the façade work. The Borough awarded the Authority a \$70,000 grant for façade reconstruction. There is a developer who will do the work and he has just secured the financing needed for his part of the project. Mr. Sternberg has a meeting with the Borough later in the week and they will also discuss a closing schedule for transferring the property to the Authority. The Authority will then attach a Development Agreement and covenants to ensure standards are set, before transferring the property to the developer. This will be the Land Bank's first mixed-use building. The developer is putting his own business on the street level and the upper floor will be a rental residential unit.

Mr. Sternberg added that there are a number of other properties in process with the Vacant Property Reinvestment Board which will be coming on the Land Bank's radar screen. There are three additional properties that have been determined will need to be taken by eminent domain by the Redevelopment Authority. The Land Bank cannot acquire properties by eminent domain, so those will be handled entirely by Redevelopment instead.

The Financial Reports for the months of November and December were approved on a motion by Mr. Robinson, second by Ms. Lyon Slaymaker and unanimously accepted. Mr. Brightbill, Controller, referred the Board to the attached memos highlighting Program Activity, Sale of Properties, and the Reimbursement for personnel hours and expenses paid by the Redevelopment Authority on behalf of the Land Bank.

Committee Reports: Mr. Jim Eby, Board Chair, summarized the Property Review Committee brainstorming and discussion done about how to move the Manor Street, Columbia property.

Election of Officers: Mr. Jim Eby asked for a volunteer for the post of Treasurer. Mr. Robinson agreed to serve. On a motion by Ms. Lyon Slaymaker, second by Mr. Williams and unanimously accepted, the board elected the following slate of officers by voice vote:

Mr. James R. Eby, Chair; Mr. Frank A. Christoffel, Vice-Chair; Mr. Gerald S. Robinson, Assistant Treasurer; and reappointed Marian C. Joyce as Secretary.

New Business – None

Mr. Sternberg requested the Board go into Executive Session to discuss a real estate matter at 4:23 p.m. Mr. Garpstas exited the room but all Authority staff remained. The Board emerged from Executive Session at 4:34 p.m.

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, **February 27, 2018** at the offices of the Lancaster County Housing and Redevelopment Authorities, 28 Penn Square, Suite 200, at **4:00 p.m.**

The meeting was adjourned at 4:35 p.m.

Marian C. Joyce, Secretary