

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF THE
LANCASTER COUNTY LAND BANK AUTHORITY
APRIL 24, 2018
28 PENN SQUARE, SUITE 200
LANCASTER, PA 18603**

The members of the Board of the Lancaster County Land Bank Authority met Tuesday, April 24, 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, Gerald Robinson, Laura Lyon Slaymaker, and Ed Fisher.

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.

Mr. Jim Eby called the meeting to order at 4:37 p.m. when a quorum was present.

Public Comments – None

Minutes of the March 27, 2018 meeting were approved. The motion was made by Mr. Robinson, second by Mr. Fisher, and unanimously accepted.

Communications – None

Executive Director's Report: Mr. Sternberg updated the Board on the Ribbon Cutting at the completed Blunston Street Columbia property, immediately following this meeting. This Ribbon Cutting is at the request of Columbia Borough Officers and the School Board, many of whom are planning to attend. There will also be an Open House the following afternoon, so people can view the home before the new owners move in.

Mr. Sternberg informed the Board about a potential Millersville Borough project regarding their downtown. Mr. Justin Eby provided background on a proposal made by the Redevelopment Authority in response to a contact from the Millersville Borough. Mr. Sternberg said that Millersville is not a member of the Land Bank and does not have the same blight issues as other municipalities. He stated that the Redevelopment Authority is set up to assist in other ways with main street development. He answered a question from Mr. Robinson requesting more specifics, noting possible first steps based on a previously carried out survey and potential plan, developed a number of years ago. One first step might be a meeting with property owners who are interested in improving their sites so that these improvements do not happen in a vacuum, but owners are aware of the bigger picture and how their property fits in. He gave examples of how the Redevelopment Authority might play a role. Mr. Robinson stated that revitalizing that area could increase revenue and help with the tax base.

Mr. Justin Eby turned the conversation back to Columbia to update the Board on the 208-210 Locust Street property currently without a façade. It did get HARB approval in the past week, so it will be getting a new façade soon. Mr. Jim Eby, Board Chair, pointed out that the Land Bank also closed on the Line of Credit with Community First Fund.

The Financial Report for the month of March 2018 was approved on a motion by Mr. Fisher, second by Mr. Robinson and unanimously accepted. Mr. Brightbill, Controller, referred the Board to the written report and stated that going forward a more sophisticated report will be needed because of extra activity, and the in/out of monies with grants from the Redevelopment Fund and corresponding loans to developers, plus liabilities with the Line of Credit. So in future, there will be a balance sheet added to the financials. Mr. Sternberg updated the Board on the incremental payment schedule anticipated from Columbia Borough. Mr. Brightbill noted that the Auditor's Report is being prepared. Mr. Justin Eby said that next month, there will also be a summary report of 2017 activity to share with the Board. This summary is required by the Department of Community & Economic Development (DCED) to accompany the audit.

Committee Reports: Mr. Jim Eby, Board Chair, briefly updated members about the Project Review Committee visit to some properties in Columbia for a preliminary look at some potential acquisitions, that will be covered in the later resolution.

Unfinished Business – None

New Business:

1) The Board approved a Resolution authorizing acquisition of 309-315 Locust Street, Columbia, subject to the terms of the Agreement with the Borough of Columbia and Columbia School District. Mr. Sternberg reviewed photos and details of the two properties, Hotel Locust and Hotel Columbia, in an onscreen presentation. Columbia Economic Development Company (CEDC) has requested the Land Bank Authority take ownership of the properties from CEDC for redevelopment, as they have been unsuccessful in their marketing efforts over past few years. Mr. Jim Eby, Board Chair, provided more insights on the buildings' condition and potential. He noted that behind the facades, there did not seem to be any historic fabric of interest. He provided insights on the buildings adjacent to the two hotels. Finally, he said that in his opinion, it would be an appropriate project to pull into the Land Bank. He answered a question from Mr. Robinson regarding the nearby location of the earlier-mentioned building with the missing façade. The motion to approve was made by Mr. Robinson, second by Ms. Lyon Slaymaker, and unanimously carried. (A copy of said Resolution [Apr 18 #3] 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 309-315 Locust Street, 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.

General Discussion – 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, **May 22, 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 4:56 p.m.

Marian C. Joyce, Secretary