

# Lancaster City Land Bank Authority

## Meeting Minutes

Tuesday, May 22, 2018 at 4:30pm

City Hall; Commission Conference Room  
120 N Duke Street Lancaster PA

Members of the Board of the Lancaster City Land Bank Authority met on Tuesday, May 22, 2018. The Board meeting was held at Lancaster City Hall, 120 N Duke Street.

Board Members in attendance: Doug Byler, Ange Horst, Randall Horst, Christian Levan Willonda McCloud and Miriam Soto. Excused from meeting: Jason Wynne

Staff Members present: Karen Bousquet, Acting Executive Director; Frank Mincarelli, Legal Counsel. Randy Patterson, City of Lancaster Director of Economic Development and Neighborhood Revitalization and Marisol Torres, City of Lancaster Housing & Economic Development Administrator

Guests present: Gary Ziffer, City resident.

Mr. Byler called the meeting to order at 4:30 PM.

### Minutes:

On a motion by Ms. Horst and a second by Mr. Horst, the minutes of the April 17, 2018 board meeting were approved as presented.

Treasurer's Report: Motion to approve the May Treasure's report as presented was made by Mr. Horst; second by Ms. Horst; motion carried as all approved.

New Business: None

Old Business: Ms. Bousquet reviewed the Policies and Procedures document. The Board discussed improvements and edits. Ms. Bousquet and Mr. Mincarelli will incorporate those changes and present the final draft to the Board for approval at the June meeting.

Solicitor's Report: Mr. Mincarelli presented a resolution establishing an Investment Program Policy for the Board. While not a requirement for this authority, the Land Bank Authority will incorporate best practices as required by the Municipal Authorities Act. On a motion by Mr. Horst and second by Ms. Horst; the motion carried as all approved.

### Other Business:

1. Mr. Zipher attended previous Land Bank Authority meetings and returned today to see if the Land Bank was in a position to accept requests to take properties. There is a property on N Queen Street that was destroyed by fire that remains vacant, overgrown with poor fencing and people are gathering in that space. The Board discussed that the LBA cannot take properties by eminent domain so any acquisition would be through negotiated purchase.

2. Randy Patterson addressed the Board and introduced Marisol Torres. The City of Lancaster provides for staff assistance and is in the process of reassigning roles. Ms. Torres will be assigned Acting Executive Director for both Land Bank Authority and Redevelopment Authority. The change is expected by resolution at the June 19<sup>th</sup> meeting.

Adjournment: Meeting adjourned at 5:15 PM. The next meeting is June 19, 2018.

**\*\*Note June 19<sup>th</sup> meeting cancelled\*\***

Submitted: July 17, 2018 Approved: July 17, 2018

Willonda McCloud, Secretary \_\_\_\_\_

or

Ange Horst, Assistant Secretary \_\_\_\_\_

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