**YORK COUNTY LAND BANK AUTHORITY**

**MEETING MINUTES**

**January 16, 2020**

The meeting was held Thursday, January 16, 2020 for the York County Land Bank Authority (“YCLBA”) at the YCEA Offices, 144 Roosevelt Ave., York, pursuant to notice.

The following Authority members were in attendance: Tom Englerth, Philip Briddell, Heidi Hormel, Felicia Dell, Frank Countess, and Shanna Terroso (by phone).

A quorum was represented.

Sarah Doyle, Legal Counsel; and the following members of the York County Economic Alliance staff were also in attendance: Kim Hogeman, Manager, Strategic Development; and Nick Pullo, Project Manager, and Beth Wolfe, Administration Manager.

Public present were: Blanda Nace, Chief Opportunity Development Officer for the City of York.

**COMMENTS FROM THE PUBLIC**
There were no comments from the public.

**ANNUAL MEETING**

Chairman Tom Englerth called the annual meeting to order at 3:37 p.m.

**NOMINATION AND ELECTION OF OFFICERS**

The Nominating Committee presented the recommended slate of officers for 2020 and opened the floor for additional nominations. Hearing none, Mr. Englerth requested a motion to close and approve the nomination of officers. On a motion by Ms. Hormel, properly seconded by Mr. Briddell, the slate of officers for 2020 was approved as presented. The resolution is attached hereto and by reference made a part hereof.

**DESIGNATION OF DEPOSITORY**

The Nominating Committee presented the recommendation to retain York Traditions Bank as the Depository for the Authority. On a motion by Mr. Englerth, properly seconded by Mr. Countess, was approved as the Depository for 2020. The resolution is attached hereto and by reference made a part hereof.

**DESIGNATION OF LEGAL COUNSEL**

The Nominating Committee presented the recommendation to retain Stock and Leader as legal counsel for the Authority. On a motion by Mr. Englerth, properly seconded by Ms. Hormel, Stock and Leader, with Ms. Sarah Doyle as primary representative, was approved as legal counsel for 2020. The resolution is attached hereto and by reference made a part hereof.

**DESIGNATION OF AUDITING SERVICES**

As noted from other authorities, every few years the auditing services go out for public bid. Staff will advise the board when an entity of chosen.

**STAFF AGREEMENT**.
Shared electronically prior to the meeting is a YCEA staff agreement for 2020. This standard to other staffing agreements under the YCEA umbrella. On a motion by Ms. Hormel to approve, properly seconded by Mr. Briddell, the motion carried.

**MINUTES**

Mr. Englerth stated that the meeting minutes were shared electronically prior to the meeting and asked if there were any comments or questions. Mr. Englerth requested a motion to close and approve the meeting minutes. On a motion by Mr. Countess, properly seconded by Mr. Briddell, the November 2019 meeting minutes were approved as submitted.

**FINANCIAL STATEMENTS**

Mr. Englerth asked if there were any questions or comments regarding the financial statements, which were circulated prior to the meeting.

Mr. Englerth requested a motion to close and approve the financial statements. On a motion by Mr. Countess, properly seconded by Mr. Briddell, the financial statements were approved as submitted.

**OPERATIONAL DOCUMENTS**

We will be submitting the annual report to DCED and will share a copy with the board when completed.

**PROPERTY PRESENTATION**
Ms. Hogeman provided a presentation on possible projects and outlined the information known on each one.

452-454 Wallace - Mr. Pullo provided an update on the ownership status of the property. Staff will continue to monitor the progress with the City of York. Until the occupants are relocated, the Land Bank Authority has no authority to assist with the property. Staff will keep the property on the list for future projects.

254 South Queen Street – Mr. Englerth requested a motion to have Sarah Doyle, Esq. negotiate the demolition terms with the RDA. On a motion by Ms. Hormel to approve, properly seconded by Ms. Dell, the motion carried.

282 Cottage Hill Road - Mr. Englerth requested a motion to accept into the program for analysis. On a motion by Mr. Briddell to approve, properly seconded by Mr. Englerth the motion carried.

255 West King Street - Mr. Englerth requested a motion to accept into the program for analysis. On a motion by Ms. Hormel to approve, properly seconded by Mr. Briddell the motion carried. Mr. Englerth abstained from voting.

**GOOD OF THE ORDER**

It was requested and agreed that as a policy going forward, entities that ask for consideration by the YCLBA must complete the "application" which is available on the YCLBA website.

**ADJOURNMENT**

There being no further business to be brought before the Authority the meeting adjourned at 4:44 p.m.