**YORK COUNTY LAND BANK AUTHORITY**

**MEETING MINUTES**

**February 20, 2020**

The meeting was held Thursday, February 20, 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, Shanna Terroso, Mike Black. A quorum was represented.

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

Public present were: Ken Martin and Jeffrey Vermeulen both from York College of Pennsylvania.

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

**CALL TO ORDER**

Chairman Tom Englerth called the meeting to order at 3:36 p.m.

**MINUTES**

Chair Englerth asked if there were any questions or comments on the minutes of the January 2020 meeting, which were circulated prior to the meeting. On a motion by Mr. Frank Countess, properly seconded by Ms. Heidi Hormel, the meeting minutes were approved as submitted.

**FINANCIAL STATEMENTS**

Chair Englerth asked if there were any questions or comments regarding the January 2020 financial statements, which were circulated prior to the meeting. The Board shared an interest in an acquisition fund generated by the monthly interest. Solicitor Doyle will research if the interest generated are unrestricted funds. Ms. Kim Hogeman will provide an update at the next meeting. On a motion by Mr. Philip Briddell, properly seconded by Mr. Mike Black, the financial statements were approved as presented.

**PROJECT DISCUSSION**
Ms. Hogeman provided a presentation on current and potential projects and outlined the information known on each one.

Hanover Borough – has engaged C.S. Davidson to assist in the demo and bidding process.

254 South Queen Street – Both the YCLBA board and the RDA have approved moving forward with negotiating a demolition agreement. The RDA will move forward with the public bidding process and determine pricing. End use is to be determined.

282 Cottage Hill Road – Owned by the RDA and adjected to two other lots which have already been cleared. The home is severely blighted with the rear of the home missing and exposed. There are three (3) garages on the property should also be demolished. Although the neighboring property is detached, there is concern and extra care should be taken during demolition. It is unknown at this time if the neighboring property is occupied. Staff will reach out to the RDA for clarification. Chair Englerth requested a motion to approve begin negotiating a demolition agreement with the RDA for the demolition of 282 Cottage Hill and the three remaining garages on the property. On a motion by Ms. Felicia Dell to approve, properly seconded by Ms. Shanna Terroso the motion carried. The RDA staff will begin the public bidding process to determine pricing.

Logos Academy – Ms. Hogeman provided handouts and discussed the request for demolition assistance for three (3) buildings on the property. Purpose of this project is to expand the high school campus. The project engineer has stated that the remaining buildings are not structurally sound and are recommended for demolition. Since the exterior of the buildings are not visibly blighted, additional due diligence is necessary to determine if these buildings meet the legal definition of blight. Staff will do some additional due diligence and report back at the next meeting.

York College of Pennsylvania – Schmidt & Ault Building “Knowledge Park” – Property is located at 427 Kings Mill Rd. Structures on the Northern part of property are blighted, reference materials attached, and the college requests assistance with demolition funding. The area in need of demolition is a small area compared to the overall campus redevelopment project that will occur. The Knowledge Park project is also included in the Codorus Creek beautification efforts and part of the Army Corp of Engineers scope of work. On a motion by Chair Englerth to accept this into the program, for staff to complete analysis documentation, , and to begin demolition contract negotiations concurrently. Mr. Mike Black made a motion to approve, seconded by Ms. Shanna Terroso, the motion carried. Mr. Frank Countess and Mr. Philip Briddell abstained from voting.

**STRATEGY SESSION**

Ms. Hogeman advised the Board the strategy session is scheduled for March 31, 2020 @ 11:30am and will be held by Silas Chamberlin. This session will be advertised as a public meeting.

**RECORD RETENTION POLICY**

Ms. Hogeman advised the YCLBA does not currently have a record retention policy. This will be sent to Board in advance of the next meeting.

**NOMINATION COMMITTEE UPDATE**

The Nominating Committee presented the recommendation of Mr. Timothy Staub to join the Board. His resume was included in the meeting packet. Chair Englerth requested a motion to approve Mr. Staub, on a motion by Mr. Black, properly seconded by Mr. Briddell, the motion carried. Staff will submit the recommendation to the County Commissioners for review. If approved, staff will schedule a board orientation session.

**GOOD OF THE ORDER**

Nothing noted.

**ADJOURNMENT**

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