**YORK COUNTY LAND BANK AUTHORITY**

**MEETING MINUTES**

**January 17, 2019**

The meeting was held Thursday, January 17, 2019 for the York County Land Bank Authority at the YCEA Offices, 144 Roosevelt Ave., York, pursuant to notice.

The following Authority members were in attendance: Tom Englerth, Mike Black, Phillip Briddell, Heidi Hormel, and Felicia Dell.

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 Mark Rooney, Project Manager

**COMMENTS FROM THE PUBLIC**  
No comments or questions from the public

**ANNUAL MEETING**

Chairman Tom Englerth called the annual meeting to order at 3:30 p.m. Mr. Englerth welcomed two guests: Dustin Bishop and Andrea Seitz, both are YCEA externs from Dickenson College.

**NOMINATION AND ELECTION OF OFFICERS**

The nominating committee presented the recommended slate of officers for 2019 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 Mr. Briddell, properly seconded by Ms. Hormel, the slate of officers for 2019 was approved as presented. 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 Ms. Hormel, properly seconded by Mr. Black, Stock and Leader, with Mr. Ronald Hershner as primary representative, was approved as legal counsel for 2019. The resolution is attached hereto and by reference made a part hereof.

**DESIGNATION OF AUDITING SERVICES**

The Nominating Committee presented a resolution to the members of the Authority recommending that Rager, Lehman, and Houck with Wanda Lynn as CPA representative be approved as the 2019 auditing service. On a motion by Mr. Englerth, which was properly seconded by Mr. Briddell, the auditing service for 2019 was unanimously approved. The resolution is attached hereto and by reference made a part hereof.

**STAFF AGREEMENT**.   
Shared electronically prior to the meeting is a YCEA staff agreement for 2019. This standard to other staffing agreements under the YCEA umbrella. Ms. Dell made a motion to approve, properly seconded by Mr. Black, the motion carried.

With no additional annual business, Mr. Englerth adjourned the annual meeting and called the January 17, 2019 regular meeting to order at 3:35 PM

**MINUTES**

Mr. Englerth stated that the meeting minutes were shared electronically prior to the meeting and asked if there were any comments or questions. On a motion by Mr. Black, properly seconded by Mr. Briddell, the December 2018 meeting minutes were approved as submitted.

**OPERATIONAL DOCUMENTS**

Ms. Hogeman reviewed the status of the action items with the County of York. The MOU with the County of York has been reviewed and approved by both parties and should be on an upcoming Commissioners agenda soon. The ordinance questions have been resolved with no changes necessary.

Ms. Hogeman reviewed the draft Policies & Procedures document and has incorporated all members comments and suggestions. This will hopefully be a living document and open for discussion at any point.

**PROPERTY PRESENTATION**  
Ms. Hogeman provided a presentation on the properties that have been submitted by the municipalities and outlined the information known on each one. This can be used for future project selection and tracking purposes. Several different scoring measures were discussed as well as project specific data gathered since the last meeting.

Ms. Dell suggested outlining a few sample projects to determine some next steps. This will help to fill the pipeline of projects with ones submitted by municipalities which are all at different stages of shovel readiness.

**ADJOURNMENT**

There being no further business to be brought before the Authority the meeting adjourned at 4:30 p.m.

Respectfully submitted,

Frank Countess

Secretary, YCLBA

Prepared by:

Kim Hogeman

Manager, Strategic Development

**The next meeting of the York County Land Bank Authority will be held on   
February 21, 2018 at the YCEA Office, 144 Roosevelt Ave. York, PA 17401**