**YORK COUNTY LAND BANK AUTHORITY**

**MEETING MINUTES**

**February 21, 2019**

The meeting was held Thursday, February 21, 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, Frank Countess, Shanna Terroso, and Felicia Dell.

A quorum was represented.

Sarah Doyle, Legal Counsel; and Mark Rooney, Project Manager for the York County Economic Alliance staff was also in attendance;

Joy Flinchbaugh, Felton Borough Secretary and Treasurer, was also in attendance as a guest.

**CALL TO ORDER**

Chairman Tom Englerth called the meeting to order at 3:35pm.

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

**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 Ms. Dell, the January 2019 meeting minutes were approved as submitted.

**PROPERTY PRESENTATION**

Mr. Rooney provided a presentation on two properties that have been submitted by Felton Borough, 13 Church Avenue, and Hanover Borough, 229 Carlisle Street, for the Land Bank Authority’s consideration. Included in the property presentation were property assessment scoring sheets that staff intends to use moving forward to help determine eligibility of properties for the YCLBA.

Mr. Briddell asked whether the Authority should consider using the term Redevelopment Agreement or MOU when staff negotiates with municipalities. Ms. Doyle recommended using the inclusive term “contract” rather than MOU.

Ms. Terroso asked how much the Authority should reimburse municipalities for when municipalities are in ownership of the property that is to be demolished. Mr. Countess suggested creating a maximum reimbursable amount so that Authority isn’t caught in a position where unanticipated cost overruns need reimbursed. Ms. Doyle added that staff can include phasing requirements when creating an agreement with municipalities, so that a reimbursement is only released after the municipality completes an agreed upon process.

Mr. Englerth suggested that municipalities gather demolition estimates before their properties come before the Authority for their consideration. Ms. Dell added that steps like that should be required so that the Authority ensures that municipalities are conducting their due diligence ahead of anticipated work.

After this discussion, Mr. Briddell made a motion, properly seconded by Ms. Hormel, to authorize staff to negotiate a contract with Felton Borough for the reimbursement for the demolition of 13 Church Avenue. The motion was approved.

Ms. Doyle suggested that staff properly determine what insurance the Authority possesses, and add coverage if it is found to not be adequate. She and Ms. Terroso suggested that a representative from municipalities attend Authority meetings when their properties are being presented.

Mr. Briddell asked if there was a redevelopment plan currently for 229 Carlisle Street in Hanover Borough. Ms. Hormel stated that there is no known redevelopment plan currently, but added that the rail tracks next to the property are currently inactive. On a motion by Mr. Briddell, properly seconded by Mr. Countess, and approved by the board, staff was authorized to begin negotiating a contract with Hanover Borough for the reimbursement for the demolition of 229 Carlisle Street.

**GOOD OF THE ORDER**

Staff will meet with Ms. Doyle in March to further discuss how to properly review and give notice to blighted properties.

**ADJOURNMENT**

There being no further business to be brought before the Authority the meeting adjourned at 4:25 p.m.

Respectfully submitted,

 Frank Countess

 Secretary, YCLBA

Prepared by:

Mark Rooney

Project Manager

**The next meeting of the York County Land Bank Authority will be held on
March 21, 2019 at the YCEA Office, 144 Roosevelt Ave. York, PA 17401**