

**YORK COUNTY LAND BANK AUTHORITY  
MEETING MINUTES  
April 18, 2019**

The regular meeting for the York County Land Bank Authority was held Thursday, April 18, 2019 at the YCEA Offices, 144 Roosevelt Ave., York, pursuant to notice.

The following Authority members were in attendance, representing a quorum: Tom Englerth, Mike Black, Phillip Briddell, Heidi Hormel, Frank Countess, Shanna Terroso, and Felicia Dell.

Tom Englerth	Heidi Hormel	Mike Black	Phil Briddell
Frank Countess	Shanna Terroso		

Also present were: Sarah Doyle, Esq., Legal Counsel; Mark Rooney, Project Manager for the York County Economic Alliance; Kim Hogeman, Director, Strategic Development; and Lauren Gross, Manager, Administration.

Members of the public present included: Joy Flinchbaugh, representing Felton Borough; Larry Stone, representing Windsor Borough; and Mike Bowersox, representing Hanover Borough.

**CALL TO ORDER**

Mr. Englerth called the meeting to order at 3:32 p.m. He asked the Authority members, YCEA staff, and members of the public to introduce themselves.

**COMMENTS FROM THE PUBLIC**

There were no questions or comments from the public.

**MINUTES**

Mr. Englerth asked if there were any questions or comments on the minutes of the February 21, 2019 meeting, which were circulated prior to the meeting. On a motion by Mr. Briddell, properly seconded by Mr. Black, the February 2019 meeting minutes were approved as submitted.

**OPERATIONAL DOCUMENTS**

Ms. Hogeman provided an update on the operational documents, which have had no additional changes, but which need to be approved by the County Commissioners. She also reported that the annual report to the Department of Community and Economic Development, as required by law, is on hold pending the results of the audit.

**PROJECT DISCUSSION**

Ms. Hogeman reviewed three proposed Authority projects: Hanover Borough (demolition), Felton Borough (demolition), and Windsor Borough (acquisition.)

The Board discussed the proposed agreement between the Authority and Hanover Borough, including what documentation would be considered necessary and sufficient to prove demolition had been done and was done in compliance with all applicable laws. The Board also discussed the creation of a draft demolition contract, modelled on the proposed agreement with Hanover Borough, for future projects. The Board asked Ms. Doyle to make changes to the document reflecting that additional costs, if above the amount in the original agreement, will require either the municipality to request of the Authority an amendment to the agreement or for the municipality to bear the additional costs by itself. The Authority also asked Ms. Doyle to add language regarding environmental provisions and amendments to the section

on certifications pursuant to the discussion. On a motion by Ms. Hormel, properly seconded by Mr. Briddell, the Board approved the draft Hanover demolition agreement subject to amendments and final solicitor review.

The Board next discussed the proposed demolition agreement between the Authority and Felton Borough. The Borough has received provisional bids of \$14,000, \$30,000, and \$39,800 for demolition. The Board discussed the process of approving a project. Pursuant to a discussion as a previous meeting, the current order of process is: (1) a proposed project would be submitted to the Authority and vetted against the matrix; (2) it would be approved by the Authority to proceed; (3) the Authority and the municipality will then review the demolition agreement; (4) the municipality will get bids and tests; (5) the municipality will then come back to the Authority with a specific dollar-amount request. Following that discussion, Ms. Hogeman informed the Board that Felton Borough had met all the components of the process as previously outlined. On a motion by Ms. Hormel, properly seconded by Mr. Countess, the Board approved the draft Felton demolition agreement subject to amendments as outlined in the agreement with Hanover Borough and final solicitor review.

Ms. Hogeman reviewed the proposed acquisition project in Windsor Borough with the Board. The proposed agreement, having been circulated prior to the meeting, generated questions from the Board, which were submitted to Ms. Hogeman and discussed at the meeting. The Board discussed the need for the timing of the sale of the property in Windsor Borough, and the need for the Authority to acquire it rather than the municipality doing so. Ms. Hogeman explained that the Authority has the legal ability to make an agreement with the tax assessor's office prior to the sale to ensure the property is acquired at the minimum cost with the mission of blight remediation. The Board also discussed the mechanism of payment, since the Authority has no money for acquisition, but only for demolition. Ms. Hogeman has a meeting scheduled with the tax assessor to discuss this new process. The Board also discussed the need for owner search and the timing for transfer to the municipality, both of which Ms. Doyle explained the need for and timing of. Similar to the Board's discussion regarding the Hanover and Felton borough properties, the Board directed Ms. Doyle to add language regarding environmental remediation to the proposed agreement.

The Board discussed the difference between helping a municipality acquire a blighted property and helping a private developer acquire a blighted property. Mr. Englerth stated he viewed municipalities as partners in the remediation of blight but that a private developer should have to show intent to demolish a property if it wanted to enter into an agreement with the Authority. Ms. Terroso suggested adding language from the Authority's mission statement regarding remediating blight and returning properties to highest and best use to the draft acquisition contract. On a motion by Mr. Black, properly seconded by Ms. Terroso, the Board approved the draft agreement with the aforementioned amendments, subject to solicitor review.

### **GOOD OF THE ORDER**

Mr. Briddell provided the Board with a copy of his monthly accounting spreadsheet, which he had devised to track income, expenses, and earmarked money. A copy of same is attached hereto and by reference made part thereof.

### **ADJOURNMENT**

There being no further business to be brought before the Authority the meeting adjourned at 5:05 p.m.

Respectfully submitted,

Frank Countess

Secretary, YCLBA

Prepared by:  
Lauren Gross  
Manager, Administration

**The next meeting of the York County Land Bank Authority will be held on  
May 16, 2019 at the YCEA Office, 144 Roosevelt Ave. York, PA 17401**