

BOROUGH OF LEMOYNE

“The little town that has it all!”

Lemoine Borough Council
Rental Property Licensing and Inspection Sub-Committee
Meeting Minutes
February 23, 2011, 6:30 p.m.

1. Call to Order: The Rental Property Licensing and Inspection Program Sub-Committee of the Lemoine Borough Council Ordinance and Zoning Committee was called to order on Wednesday, February 23, 2011 at 6:30 p.m. with Lynda Stark presiding.
2. Roll Call: Present at roll call was Lynda Stark, Chairperson, committee members Roi Baptiste, Steve Franklin, Tom Farr, Stacy Gromlich, and Gale Gallo. Also present were Robert Ihlein, Borough Manager and John Paden, Borough Maintenance Supervisor. Ms. Gallo arrived at 7:00 p.m.
3. Minutes: Approved by council.
4. Old Business:
 - a. Identification of rental properties and owners – Letter to landlords:

Mr. Paden reported 128 Rental Property Registration Forms and 55 Status of Occupancy Reports were received. Mr. Ihlein is comparing the units with Pa. American Water Company lists. Mr. Ihlein discussed a software module from Freedom Systems on code enforcement reports that costs about \$2,000. Mr. Ihlein will invite them to a future committee meeting for a demonstration.
5. Mr. Baptiste asked about changing houses converted into apartments back into single family homes. Mr. Ihlein reported he received a letter from the Borough Solicitor advising the Borough would not be able to make property owners convert conversion apartments back to single family homes.
6. Mrs. Stark recommends Mr. Paden would document the steps in issuing code violations and the magisterial court process. They will work on this together.
7. Mrs. Stark will work on an article for the spring newsletter regarding the International Property Maintenance Code.
8. Mrs. Stark suggested that an out-of-town rental property owner be required to have an emergency contact person within 25 miles. Steve Franklin suggested a program in which a property inspection would occur before the property is sold. A discussion was held on having a post card send to the landlords updating them with information about the International Property Maintenance Code. Mr. Franklin recommended that an intern

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could work on the program. He agreed to work on a job description for an intern and possibly find some outside funding to support their work during the summer.

9. Mrs. Stark discussed changing the name to the Code Enforcement sub committee. The committee all agree to the change.

Next meeting: March 23 at 6:30 p.m.

Adjournment: The meeting was adjourned at 8:20 p.m.

Respectfully Submitted

John L. Paden
Maintenance Supervisor

Lynda Stark
Lemoyne Borough Council
Chair Ordinance & Zoning Committee