

# BOROUGH OF LEMOYNE

"The little town that has it all!"

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Lemoine Borough  
Rental Property Licensing and Inspection Sub-Committee  
Minutes  
September 22, 2010, 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, September 22, 2010 at 6:45 p.m. with Lynda Stark presiding.
2. Roll Call: Present at roll call was Lynda Stark, Chairperson, committee members Roi Baptiste, Steve Franklin, Chris Rupnow and John Paden, Bororgh Foreman.
3. Minutes:

Mr. Baptiste made a motion to accept the August meeting minutes. Mr. Franklin seconded the motion. All were in favor.

4. Old Business:

- a. Identification of rental properties and owners – Draft letter to landlords.

Mr. Paden presented the draft letter to the committee. The committee approved the letter with attached Rental Property Registration Form and Status of Occupancy Report to be filled out by the Lessors. The committee further agreed to include a return envelope, without postage, with the letter. The information requested is required by the Lemoine Borough Code of Ordinances, Chapter 11, Section 101. Mr. Paden reported he is working on comparing the addresses on the rental property list and the list from the sewer accounts.

- b. Finalize draft of ordinance to adopt the International Property Maintenance Code (IPMC).

- 1) Review and approve draft of ordinance of the International Property Maintenance Code.

The committee agreed to adopt the chapter as written in the IPMC. The committee asked Mr. Paden to check into the section 704.3 and attach garages for smoke detectors. Mr. Paden will come back with the information for the next meeting. Mr. Paden will add to the ordinance the changes to the IPMC the committee discussed the next steps. The first step will be sending the draft ordinance to the ordinance committee. The committee discussed the presentation for the public hearing. The committee is working on why, who, when and the cost to the residents or property owners.

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## 5. New Business:

### a. Next steps:

- 1) Refer draft Ordinance to Adopt IPMC to Ordinance and Zoning Committee recommending adoption by Lemoyne Borough.
- 2) Prepare draft Power Point presentation for public hearing and full council explaining the what, why, when, who and how of the new ordinance.
- 3) Define process flow for enforcement of IPMC.
- 4) Design Code Enforcement Report.

Next Meeting: The next meeting will be on October 27, 2010 at 6:30 p.m.

Adjournment: 8:35 p.m.

Respectfully Submitted

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John L. Paden  
Maintenance Foreman

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Lynda Stark  
Lemoyne Borough Council  
Chair Ordinance & Zoning Committee