

**Lancaster Downtown Investment District Authority**  
**Board Meeting Minutes**  
May 27, 2020 – 12 Noon  
Via Zoom

Meeting called to order at 12:03 pm by Board Chair, Crystal Weaver.

Members present: Crystal Weaver, Nancy Neff, Tim Mentzer, Alicia Byler, Joe Donaldson, Jami Rhynes, Patrick Hopkins, Laura Proctor, Mark Stoner, and Bernard Truong.

Members not in attendance: Jim Wagner

Staff present: David Aichele, Executive Director; Marshall Snively, Lancaster City Alliance; Lori Herr, Lancaster City Alliance; and Bill McCarty, Solicitor.

Guest(s): None

**Quorum**

A quorum was met.

**Legal Notice - Proof of Publication for this Virtual Meeting**

Crystal Weaver announced that this Board of Directors meeting was properly advertised in the Lancaster Newspaper on Friday, May 22, 2020 and properly posted on the Lancaster City Alliance/DID website with instructions as to how the public could join this virtual meeting.

**Minutes**

Crystal Weaver asked for approval of the minutes from the February 26, 2020 Board meeting. Patrick Hopkins motioned, Laura Proctor seconded, and all were in favor. Minutes were approved.

**Approval of Financial Reports - February - April 2020**

Financial Statements for February 1, 2020 – April 30, 2020 were distributed prior to the meeting. Crystal Weaver asked for questions. There being no questions, Alicia Byler motioned approval as presented, Tim Mentzer seconded, and all approved.

Patrick Hopkins motioned, Bernard Truong seconded, and all were in favor of approving checks #5035 through #5072 for February 1, 2020 through April 30, 2020.

**Old Business**

A. Approval of FY20-21 LCA-DID Management Agreement

Crystal Weaver reported that the Management Agreement between Lancaster City Alliance and Downtown Investment District for year 2020-2021 which was approved at our February 26, 2020 meeting was presented to the Lancaster City Alliance Board on April 24, 2020 and was approved.

B. 2019-2020 Delinquent List and Lien List

Dave Aichele reported there are thirty properties who have not paid their assessment for the fiscal year. Letters will be sent to the owners to remind them prior to liens being placed on the property. Dave will reach out to first time delinquent owners.

Dave reported that the Chameleon Club is now owned by First National Bank of PA and the past year's assessment has been paid. When the property is sold, the liens will be paid.

**New Business**

A. DID Board Slate of Officers

Crystal Weaver presented the slate of officers for the current fiscal year:

- Chair – Crystal Weaver
- Vice Chair – Tim Mentzer
- Secretary – Jim Wagner
- Treasurer – Nancy Neff

A motion to approve the slate of Officers as presented was made by Jami Rhynes, seconded by Alicia Byler and approved by all, excluding the Officers who abstained from voting.

B. DID Property Owner Letter with Changes to Payment Schedule

Crystal Weaver expressed appreciation to the City of Lancaster for printing and stuffing the owner letters which were mailed with the assessment notices. She reviewed the letter which outlined the changes to the payment dates for this fiscal year. The 2% discount is extended until September 30, 2020 and the base rate payment will be October 1, 2020 until April 30, 2021. There will be no 10% penalty imposed for this fiscal year due to the COVID-19 crisis.

These changes to the payment schedule were reviewed and approved by the Executive Committee so the letters could go out with the new fiscal year billing. A motion was made by Patrick Hopkins, seconded by Laura Proctor and approved unanimously to ratify this action related to the new payment schedule for fiscal year 2020-2021.

C. DID By-Law Amendment – Article 4, Section 4.1

Dave Aichele explained the current By-Law requirement related to signing DID checks. Currently the By-Laws require that every check has two signatures – Dave's along with one of the Executive Committee. The proposed amendment to the By-Laws which was distributed prior to the meeting allows for any check over the amount of \$1,500 to be signed by two authorized individuals. This will help expedite check processing. The Board will continue to receive a report showing the checks written.

A motion was made by Nancy Neff, seconded by Crystal Weaver and approved by all to adopt the By-Law amendment related to check signing as presented.

D. FY 20-21 Budget – COVID-19 projections

Dave Aichele reviewed the FY 20-21 Budget COVID-19 projections. The Executive Committee has been meeting regularly since April to stay current on budget implications due to the pandemic.

E. Clean Team Redeployment

Dave Aichele reported that Mayor Sorace accepted the proposal to redeploy the DID Clean Team. Beginning May 20, 2020 two Clean Team members were working five

days a week from 7:00 am until 3:30 pm. They focused on the high traffic locations such as Central Market, Penn Square, Binns Park and Lenox Lane. It is anticipated our County will go to the yellow phase on June 5<sup>th</sup>. We plan to increase coverage to seven days a week with three Clean Team members.

Marshall Snively has been working with the City and DID Merchants to prepare for a proposed ordinance allowing public outdoor dining areas and carry-out drinks. The City's ordinance will follow CDC health guidelines to provide a safe, healthy environment for people to eat outside. These outdoor areas will

*Lancaster Downtown Investment District Authority  
Board Meeting Minutes - May 27, 2020 - Page 3*

require cleaning and disinfecting which will be done by the Clean Team, along with trash collection and securing/unlocking tables and chairs daily.

#### F. DID Plan Renewal

Dave Aichele reported that our 2018 DID Plan was to expire next year (May 1, 2021). Due to the COVID-19 pandemic, the Executive Committee approved renewing the current plan for two years at the current 1.57 millage rate. This will allow the necessary time to prepare for the renewal.

#### G. DID Strategic Plan by coLAB

Crystal Weaver shared that she has spoken to Kate Gallagher about our Strategic Plan. The Executive Committee recommended it is in the best interest of our property owners who are working with the effects of the pandemic to hold off a while before resuming our work with coLAB.

### **Executive Director's Report**

#### A. FY 19-20 End of Year Summary Projections

Dave Aichele reported that assessment revenue is projected to be \$364,891.00 which includes donations of \$71,305.90 from HDC and the County of Lancaster. The net income is projected to be -\$23,806.28. Next year's budget includes \$3,000 income from power washing the RRTA bus shelters under contracted services.

#### B. Audit Preparation

Dave Aichele provided a copy of the engagement letter dated April 15, 2020 with Trout, CPA for this year's audit services for year ended April 30, 2020. The audit work is underway.

Dave also reported he researched Positive Pay which was suggested by Patrick Hopkins at the last meeting. If the DID had more check volume with larger amounts this service would be a wise option. At this time, we will not pursue.

With there being no further discussion, the meeting was adjourned at 1:03 pm on a motion by Nancy Neff, seconded by Bernard Truong and all approved.

**Next Meeting:** August 26, 2020 at 12 Noon via Zoom.

Respectfully submitted,

David Aichele

Executive Director