

**Lancaster Downtown Investment District Authority**  
**Board Meeting Minutes**  
August 28, 2019 - 12 Noon  
City Hall - Commission Room

Meeting called to order at 12:01 by Board Chair, Crystal Weaver.

Members present: Crystal Weaver, Tim Mentzer, Nancy Neff, Alicia Byler, Joe Donaldson, Jami Rhynes, Mark Stoner, Bernard Truong, and Jim Wagner.

Members not in attendance: Scott Standish, Randy Patterson.

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

Guests: Kate Gallagher of coLAB and Carol Roland of Trout, Ebersole & Groff CPA.

**Quorum**

A quorum was met.

**Minutes**

Chairperson Weaver asked for approval of the minutes from the May 22, 2019 Board meeting. Alicia Byler motioned, Jim Wagner seconded, and all were in favor. Minutes were approved.

**FY 18-19 Audit Presentation**

Carol Roland distributed copies of the audit report for years ended April 30, 2019 and 2018 and shared a power point presentation with the Board. The Executive Committee met with Trout, Ebersole and Groff in July to review the results of the audit and approved the report.

Carol noted that the assessment revenue has increased due to new assessments as a result of the county-wide reassessment. Nancy Neff suggested we use the slide showing the history of taxable assessed values (#5) to help educate owners in the DID on what is happening in the city. Carol will provide Dave with this slide for future use.

Carol reviewed the 2019 expenses which indicates the largest expense is the Ambassador Program (Safety) and Clean Team and trash receptacle program (Appearance). The Marketing expense includes the Downtown Dollar program and Merchant Committee marketing.

Our policy is to maintain six months of net position for expenses and we are 7.6% for year end 2019 which is a good position.

Nancy Neff motioned, Mark Stoner seconded, and all agreed to ratify the Executive Committee approval of the FY 18-19 audit report as presented.

Carol shared that she will be relocating to Florida and working remotely. She will continue to work on our account. Following her report, Carol excused herself from the meeting.

**Approval of Financial Reports - May, June & July 2019**

Financial Statements for May 1, 2019 through July 31, 2019 were distributed prior to the meeting. Crystal Weaver asked for questions. There being no questions, Mark Stoner motioned approval as presented, Bernard Truong seconded, and all approved.

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Jami Rhynes motioned, Alicia Byler seconded, and all were in favor of approving checks #4861 through #4920 for May 2019 through July 2019.

**Old Business**

A. FY 2018-19 Delinquent Properties - Liens Filed

Dave Aichele reported that a letter is sent to delinquent property owners as a reminder that payment is due. If there is no action then a lien is filed. Twenty-two (22) liens were filed this year which is close to the number of liens filed in past years. The liens total approximately \$11,000.00 in revenue on thirty three (33) properties. Dave presented a proposal to reach out to all owners with liens on their properties to offer a one-time reduction in interest to satisfy all past due liens. Dave explained his proposal in detail. The board had a lengthy discussion on the pros and cons of this proposal but in the end, felt the amount of time and work required to accomplish this task may not warrant the results we hope for. Attorney McCarty confirmed that when a property sells, the lien must be satisfied at that time. It was agreed to pass on this proposal at this time.

B. FY 2019-20 Assessment Payments To Date

Dave Aichele reported that assessment payments are coming in slightly ahead of budget. Currently we have received payments from 567 properties (80%) totaling \$291,001.90 compared to the budget of \$270,000.

**New Business**

A. New Board Member to Replace Randy Patterson

Crystal Weaver shared that Mayor Sorace has acknowledged to allow Patrick Hopkins, Business Administrator for the City of Lancaster, to become a board member replacing Randy Patterson. Along with being a city employee, he also is a city resident. His appointment will be presented to City Council for approval. We anticipate him joining our next meeting.

B. Board Participation in Tax Exempt Properties Payment Requests

Crystal Weaver asked the Board Members for support by co-signing letters and reaching out to secure payments in lieu of assessments to tax-exempt properties. Dave distributed a list of the tax-exempt properties for Board Members to add their name to. Dave will prepare letters and contact Board Members when they are ready for signing.

C. Lancaster County Commissioners PILOA Request

Dave Aichele is preparing the request that he will present to the County Commissioners for next fiscal year. He will be highlighting the two contracts we have with RRTA and Fulton Bank and the new trike with mounted power washer provided to us at no charge by Block by Block. Marshall Snively suggested including the Strategic Planning process we are undertaking. Dave will ask Crystal to join him at the meeting.

D. DID Strategic Plan Update Report presented by Kate Gallagher  
Kate Gallagher gave a brief update to the Board:  
1. in the process of gathering information

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2. met with Strategic Plan Committee and conducted a Sustainability Assessment. Dave provided copies of the Sustainability Report dated July 2019.
3. recently started the interview process – 15 or 20 to conduct yet
4. will be scheduling focus groups in the future

Dave reported that Kate will be attending the October Merchant Meeting to give a presentation. If you have any names of folks to interview, please let Kate or Dave know.

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

Dave Aichele reported Cindy Stewart of the Hager Building contacted him about their resident meeting in November and invited him to attend. It was also suggested that Kate Gallagher of CoLAB attend the meeting also.

Distributed copies of statistics from the Clean Team and Ambassador for this quarter.

Dave shared that the Stevens House on Prince and King Streets is in the process of being sold. The new owners own Creekside Apartments and Millers Crossing Apartments in Manor Township. Longtime owner Tim Schwartz will introduce Marshall and Dave to new owners.

The tree beautification program we did two years ago did not find homes for all the trees that we had hoped for and there are still trees available. Jeremy Young has contacted two owners about trees – Chestnut Street side of Duke Street Garage and the Lemon Street side of the corner store at Queen and Lemon Streets. The total cost for the trees (5-6) is \$1,200. Following a discussion, Mark Stoner motioned, Jim Wagner seconded and all approved the expenditure for 5-6 trees for \$1,200.

Mark Stoner mentioned that the new trees along Walnut Street near Queen Street in front of Jack Williams are not getting watered. He contacted the arborist who said the contractors are responsible to take care of but all that they do is install the bags. It is essential that property owners understand that watering is their responsibility. Dave will contact the arborist and ask him to discuss with contractor.

Dave encouraged everyone to attend the upcoming Velocity event on September 26th. This fundraiser benefits both Lancaster City Alliance and the Downtown Investment District.

Marshall Snively asked Lori Herr to provide an update on the welcome bags for two businesses who have or are moving in to the city. She shared that 130 welcome bags were delivered to Woodstream this month and another 170 bags are being prepared for Cargas in October. Merchants provided value-added items such as discounts,

coupons, free tokens and free baseball tickets to welcome new employees. Marshall shared that Cargas is moving to 101NQ the beginning of October and LNP will be moving the 1st quarter of 2020.

With there being no further discussion, the meeting was adjourned at 1:12 pm on a motion by Tim Mentzer, seconded by Jim Wagner and all approved.

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**Next Meeting:** November 20, 2019 at 12 Noon at City Hall.

Respectfully submitted,

David Aichele  
Executive Director

APPROVED - November 22, 2019