

**Lancaster Downtown Investment District Authority**  
**Board Meeting Minutes**  
August 26, 2020 – 12 Noon  
Via Zoom

Meeting called to order at 12:02 pm by Board Chair, Crystal Weaver.

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

Members not in attendance: Tim Mentzer.

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

Guests: Matt Burkhart and Carol Roland with Trout CPA and Jennifer Koppel with Lanc Co MyHome.

**Quorum**

A quorum was met.

**Legal Notice**

Crystal Weaver announced that this Board of Directors meeting was properly advertised in the Lancaster Newspaper on Friday, August 14, 2020 and properly posted on the Lancaster City Alliance/DID website with instructions as to how the public could join this virtual meeting. No one requested the link for this meeting.

**Lanc Co MyHome Presentation - Jennifer Koppel**

Dave Aichele introduced Jen Koppel, Director of Lanc Co MyHome. Jen will be giving a presentation to the merchant community on September 16, 2020. Jen explained that about one year ago Lancaster County Coalition to End Homelessness rebranded and became Lanc Co MyHome. She shared the work their organization was doing needed to quickly deploy assistance when COVID-19 hit. The day shelter that was set-up at Crossroads Mennonite Church was relocated to First Methodist Church on Walnut Street. A night shelter was established at Ebenezer Baptist Church on Lime Street in collaboration with Rebel Cause. In the past, Water Street Mission was the only shelter offering services to the homeless. Jen reported they now have five (5) outreach workers and they are working with Blueprints to assist with their outreach efforts. In partnership with Lancaster County, they are hoping to have a shower truck operational in December to provide showers, washer/dryer, haircuts, and telemedicine services to those in need.

Marshall Snively shared his appreciation for the great work Jen and her team are accomplishing. We need to share this information with business owners and residents.

Jen shared that the Ambassadors have a cell phone number to reach the outreach workers to report an issue. They are working on obtaining another cell phone for this purpose also.

**FY 2019-20 Audit Presentation - Carol Roland and Matt Burkhart**

Carol Roland reported that the audit went well. She shared they usually report to the Executive Committee before coming to the Board of Directors but due to COVID-19, they will present the report today and address any questions.

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Copies of the audit report and management letters for years ended April 30, 2020 and 2019 were shared with the Board. Matt Burkhart shared a power point presentation representing the results of this year's audit. Our policy is to maintain six months for operating expenses and we have 7 ½ months. Assessments remain consistent over last year with almost 100% collected.

After a brief discussion, a motion was made by Nancy Neff, seconded by Patrick Hopkins and approved unanimously to approve the FY 2019-20 audit as presented.

Following the vote, Carol and Matt excused themselves from the meeting.

### **Minutes**

Crystal Weaver asked for approval of the minutes from the May 27, 2020 meeting. Alicia Byler motioned, \_\_\_\_\_ Laura Proctor seconded, and all were in favor. Minutes were approved.

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### **Approval of Financial Reports - May - July 2020**

Financial Statements for May 1, 2020 - July 31, 2020 were distributed prior to the meeting. Crystal Weaver asked for questions.

There being no questions, Patrick Hopkins motioned approval as presented, Nancy Neff seconded, and all approved.

Jami Rhynes motioned, Bernard Truong seconded, and all were in favor of approving checks #5073 through #5086 for May 1, 2020 through July 31, 2020.

### **New Business**

#### **A. Board Participation in Tax Exempt Properties Payment Requests**

Dave Aichele reviewed the list of FY 19/20 tax-exempt properties. If any board member knows or has a connection with any of the contacts listed, please let him know so you can co-sign the letter and possibly meet with them.

#### **B. Lancaster County Commissioners PILOA Request**

Dave Aichele reported he is working on the request letter to be presented to the Commissioners for the next fiscal year's payment. He will attend a Commissioners meeting in November. If anyone is interested in attending with him, please let him know.

#### **C. DID Plan Renewal**

Dave Aichele reviewed the timeline for the DID plan renewal. We will be asking City Council for a two-year extension. The Executive Committee will be presented at draft of the plan to review at next month's meeting.

### **Executive Director's Report - Dave**

Dave Aichele reminded the board to support this year's Velocity event which will be held virtually on September 24<sup>th</sup>. Tickets are available along with specially designed tote bags and pillows are available for purchase at Ville + Rue.

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Dave reported that as of Monday, 225 properties have paid their assessments totaling \$139,000. The amount received last year at this time was \$293,000. The Executive Committee is monitoring the pace that assessments are being paid.

Patrick Hopkins asked if the merchants have heard Jen Koppel's presentation. Dave reported Jen will be giving this presentation to the merchants at the September 16, 2020 meeting. All Board Members are welcome to attend this virtual meeting. Lori will send the Zoom link to all.

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

**Next Meeting:** November 18, 2020 at 12 Noon \_

Respectfully submitted,

David Aichele  
Executive Director