

# **Lancaster Downtown Investment District Authority**

## **Board Meeting Minutes**

August 25, 2021

12 Noon

Council Chambers - City Hall

Meeting called to order at 12:02 pm by Board Treasurer, Nancy Neff.

Members present: Crystal Weaver (by Phone), Nancy Neff, Alicia Byler, Laura DeMatteo, Joe Donaldson, Jami Rhynes, Mark Stoner, Bernard Truong, Jim Wagner (by phone).

Members not in attendance: Tim Mentzer & Patrick Hopkins

Staff present: David Aichele, Executive Director and Bill McCarty, Solicitor.

Guests: Danny Torres- Operations Manager Clean & Safe teams, Sarita Rivera – Outreach Specialist  
Matt Burkhart & Becca Shirk – Trout CPA

### **Quorum**

A quorum was met.

### **Introduction of guests**

Nancy Neff asked Dave Aichele to introduce Danny and Sarita. Danny as the Operations Manager Oversees the day to day operations of the Ambassadors and Clean Team members. Danny is the administrator for between LCA/DID and Streetplus. Sarita Rivera was hired on August 2, 2021 as the Outreach Specialist thanks to a grant obtained through the City of Lancaster. Sarita will be engaging with those members of our community in the city and downtown that are less fortunate and help connect them with necessary services.

### **FY 2019-20 Audit Presentation – Matt Burkhart & Becca Shirk**

Nancy Neff suggested allowing Trout CPA to present to be mindful of Matt & Becca's time.

Becca Shirk reported that the audit went very well. She stated they did share the report with the Executive Committee on July 27, 2021 before coming to present the report today and address any questions.

Copies of the audit report and management letters for years ended April 30, 2021 and 2020 were shared with the Board. Becca Shirk shared the results of this year's audit. Our policy is to maintain six months for operating expenses and we have 7 ½ months. While donations in lieu of and DID Dollar redemptions were down most likely due to COVID, assessments remained consistent over last year with almost 100% collected.

After a brief discussion, a motion was made by Alicia Byler, seconded by Jami Rhynes and approved unanimously to approve the FY 2021-20 audit as presented.

### **Minutes**

Nancy Neff asked for approval of the minutes from the May 26, 2021 meeting. Mark Stoner motioned, Jami Rhynes seconded, and all were in favor. Minutes were approved.

**Approval of Financial Reports – May 2021 – July 2021**

Financial Statements for May 1, 2021 through July 31, 2021 were distributed prior to the meeting. Downtown Dollar sales have picked up during the first quarter with sales at almost \$12,000. Alicia Byler motioned approval as presented, Bernard Truong seconded, and all approved.

Bernard Truong motioned, Joe Donaldson seconded, and all were in favor of approving checks #5194 through #5241 drawn on the Fulton Bank checking account for April 1, 2021 through July 31, 2021.

**Old Business**

**A. FY20-21 Delinquent properties/Liens**

David Aichele reported that we have filed 21 liens for nonpayment of last year's assessments. Of the 37 original delinquent properties as of May 1<sup>st</sup>, 16 owners have since paid to avoid going to liens.

**B. FY 2021-22 Assessment Payments to date**

Dave Aichele reported that assessment payments have been coming in an exceptional rate. As of July 31<sup>st</sup> 468 of the 604 properties have paid.

**New Business**

**A. Act 65 (Sunshine Act) amendment update**

David Aichele and Bill McCarty reported that there has been new amendments to the Sunshine Act passed that will take effect on August 29, 2021. These amendments are in support of transparency in government. The main items for us to be concerned with is the required posting of the agenda no later than 24 hours in advance of the meeting. The agenda, as posted, may not be deviated from unless an item has been brought to the Boards attentions that was not known when the agenda was posted, the board may act on it as long as there were no expenditure of funds.

If the item was of an emergency nature and funds were expended, an updated agenda MUST be posted the next business day. It is also recommended that that item be placed on the next board meeting agenda and ratify the motion from the previous meeting.

**B. Board Participation in Tax Exempt Properties Payment Request**

Dave Aichele shared the list of tax exempt properties asking if any board member had connections with any of the organizations to place their name next to that organization to be available to reach out and co-sign a request letter.

**C. Lancaster County Commissioners PILOA Request**

Dave Aichele reported that he and Tim Mentzer would be presenting before the Board of Commissioners on October 5<sup>th</sup> for our annual PILOA request. With the County being Tax Exempt, each year the DID presents at the Commissioners Grant Request session with hopes of continues PILOA financial support.

**Executive Director’s Report**

Dave Aichele reported on proposed new development within the DID boundaries. Willow Valley high-rise at S. Queen & Vine St, Berger Real Estate high-rise apartments at N. Queen & W. Chestnut St. and two additional projects by Eberly Myers at 211 N. Queen St and 221 & 227 N. Prince St.

David Aichele also reported that 12 new radios have been purchased to replace the aging outdated technology radios the squad has been using for over 10 years. These 12 radios were purchased with funds from LCA and David asked if the Board would authorize the purchase of 3 additional radios. The reason is the current system is an aged analog system and Dave is working on upgrading to a newer, more reliable digital system.

Mark Stoner motioned and Bernard Truong seconded the motion to approve the purchase of three new radios.

There being no further discussion, the meeting was adjourned at 1:02 pm.

**Next Board Meeting:** August 25, 2021 at 12 Noon (In-Person)

- **EDIT-** Date amended to November 17, 2021 at 12 noon

Minutes were approved with this edit.

Respectfully submitted,

David Aichele  
Executive Director