

# **Lancaster Downtown Investment District Authority**

## **Board Meeting Minutes**

May 26, 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. Dave Aichele reported the final April invoices from Block by Block were received and we received a \$6,000 credit. Downtown Dollar sales did extremely well this year with sales over \$40,000. Dave reported we will finish the year under budget. Nancy Neff motioned approval as presented, Jim Wagner seconded, and all approved.

Laura DeMatteo motioned, Jim Wagner seconded, and all were in favor of approving checks #5144 through #5193 drawn on the Fulton Bank checking account for February 1, 2021 through April 30, 2021.

## **Old Business**

### **A. FY21-22 LCA-DID Management Agreement**

Crystal Weaver reported that the Lancaster City Alliance Board approved the 2021-2022 Management Agreement on March 26, 2021.

### **B. DID Authority Plan**

Dave Aichele reported that City Council approved by Ordinance No. 08-2021 the DID Authority Plan for 2021-2023 on April 27, 2021.

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### **C. 2020-21 Property Delinquent List**

Dave Aichele reviewed the list of delinquent properties for 2020-21. There are 38 properties which is just slightly higher than previous years. Letters will be sent to property owners giving them until June 30, 2021 to pay their 2020 assessment.

Dave reported that last year the DID included a total of 704 properties. This year, the total is 605 due to the former Stevens House Apartments at 10 South Prince Street being combined into one property versus individual properties located at that address. The assessment fee amount did not change.

## **New Business**

### **A. DID Booklet**

Anne Williams explained the purpose of the booklet is to help better understand what the DID does, the services that are provided and a financial snapshot of where funds are used. This booklet will be given to non-profits in the DID in hopes that they will make a contribution. The booklet will also be posted on our website. Attorney McCarty noted one correction on the DID history – “the DID was created by the City on behalf of property owners Downtown”.

Anne reviewed the DID Communications Plan. A quarterly one-page newsletter will be sent via email and snail mail to DID property owners. The idea for a newsletter came from Strategic Planning. We will work with our new clean and safe vendor – Streetplus, to gather ideas.

Alicia Byler inquired how the transition to Streetplus is going. Dave Aichele reported things are going very well. Training for the team begins on June 1<sup>st</sup>. Crystal Weaver suggested the board receive a standard report from Streetplus at each board meeting with items such as turnover, hiring, statistics, etc.

### **B. FY 2021-22 Budget Revision**

Dave Aichele explained the reason for making a revision to the budget is due to not having firm numbers for clean and safe services when the budget was presented. Originally in February, we proposed using

\$25,000 from reserves but due to lower costs realized by Streetplus, \$15,000 will be pulled from reserves. There is a 2.7% decrease in costs with the Streetplus contract.

A motion was made by Nancy Neff, seconded by Jim Wagner and approved unanimously to accept the budget revision as explained.

C. DID Property Owner Request for Email

Dave Aichele reported that an insert was included with all assessment invoices requesting email addresses for property owners. We are hoping to receive more addresses for the database for future email communications.

D. DID Board Officers

Crystal Weaver reviewed the following slate of Officers for the 2021-2022 fiscal year:

Crystal Weaver	Chair
Tim Mentzer	Vice Chair
Nancy Neff	Treasurer
Jim Wagner	Secretary
Alicia Byler	Assistant Secretary

A motion was made by Patrick Hopkins, seconded by Mark Stoner and approved unanimously to accept the slate of officers as presented.

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E. DID Board Committees

Crystal Weaver reviewed the standing committees: Finance Committee and Nominating Committee. The Finance Committee members are: Nancy Neff, Jim Wagner and Patrick Hopkins. The Nominating Committee members are: Crystal Weaver and Mark Stoner. Crystal asked if there are charters for these committees. Dave said they are mentioned in the By Laws but he will review with Attorney McCarty to finalize charters and bring back to the Board. He also suggested another committee for the Plan Renewal. Mark Stoner asked for an updated Board roster with terms. Dave will distribute a copy to all Board Members.

**Executive Director's Report**

Crystal Weaver shared that conversations continue to be on-going regarding the homeless population around Binns Park and on the streets. Dave Aichele reported that the City of Lancaster will be providing funds to pay for the first year of an outreach worker's salary. This outreach worker will focus only on the Downtown and City Parks areas. This person will be an employee of Streetplus who will pay their salary and provide benefits. Lancaster City Alliance and the DID will contract with Streetplus for their service. We are coordinating the efforts for this position with Tenfold.

Crystal Weaver asked the Board if they are comfortable to return to meeting in-person for the next Board Meeting in August. Everyone agreed to return to meeting in-person. Dave Aichele will contact City Hall about resuming our meetings there.

Dave Aichele reported the auditors from Trout, CPA will be in the DID office June 1, 2021 to start their audit work.

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

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

Respectfully submitted,

David Aichele  
Executive Director