

Lancaster Downtown Investment District Authority

Board Meeting Minutes

November 17, 2021 – 12 Noon

City Hall – City Council Chambers

Meeting called to order at 12:04 pm by Board Chair, Crystal Weaver.

Members present: Crystal Weaver, Alicia Byler, Joe Donaldson, Patrick Hopkins, Mark Stoner, Bernard Truong, and Laura DeMatteo.

Member in attendance via Phone: Nancy Neff

Members not in attendance: Tim Mentzer, Jim Wagner, Jami Rhynes

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

Guests: none

Quorum

A quorum was met.

Legal Notice

Crystal Weaver announced that all Board of Directors meetings for 2021 were properly advertised in the Lancaster Newspaper on Tuesday, January 5, 2021 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.

Act 65

In accordance with the new guidelines of Act 65, today's meeting agenda was posted on the City of Lancaster's website, along with the Lancaster DID's website on Monday, November 15, 2021.

Minutes

Crystal Weaver asked for approval of the minutes from the August 25, 2021 meeting. It was noted the date for the next board meeting was incorrectly listed. The date was corrected to November 17, 2021. Following this change, Alicia Byler motioned, Patrick Hopkins seconded, and all were in favor. Minutes were approved.

Approval of Financial Reports – August 2021 through October 2021

Financial Statements for August 1, 2021 through October 31, 2021 were distributed prior to the meeting. Patrick Hopkins motioned approval as presented, Bernard Truong seconded and all approved.

Laura DeMatteo motioned, Jim Wagner seconded, and all were in favor of approving checks #5242 through #5292 drawn on the Fulton Bank checking account for August 1, 2021 through October 31, 2021.

Old Business

A. DID Board Member Renewal

Dave Aichele reported that Board Member Joe Donaldson agreed to renew his term serving on the Board. His appointment has been approved by City Council. A copy of the updated Board of Directors listing including terms was distributed.

B. Assessment Payments Received To Date

Dave Aichele reported we did not receive any payments in October and only one payment was received in November so far. We have received payments from 517 property owners to-date which is 85.4% compared to 79% of properties last year.

C. Liens Filed for FY 2020-21

Dave Aichele reported twenty-one (21) liens have been filed. Three (3) of those liens have paid leaving a balance of approximately \$8,000 to be recovered.

New Business

A. Clean & Safe Ambassadors Wages/Hours and Budget

Dave Aichele reported that following discussions with the Executive Committee, we increased the Ambassador starting rate to \$15.00. In order to stay within the budget, we reduced hours. At mid-year, the Executive Committee reviewed where the budget numbers were at and due to being under budget, agreed to return 40 hours a week and hire additional help to come up to 300 hours. This action was made effective November 1, 2021.

B. Communications Plan

Dave Aichele shared that work continues on ways to better communicate with the Downtown merchants and businesses. A newsletter is being created to share news and events that are happening. Marshall Snively shared that it's important for the stakeholders to hear about new businesses and projects happening in the DID to support their investment. Crystal Weaver commented that we have a unique opportunity to tell the story of the Downtown area and promote it. Joe Donaldson added that including an emphasis on the work of our Ambassadors would be helpful, along with the work of our outreach worker.

C. 2023 Plan Renewal Preparation

Crystal Weaver asked Dave Aichele to review the plan renewal timeline. Dave explained that we will begin planning now for holding meetings next year (will need to advertise in December 2022 for January 2023 meetings). He gave an overview of projects that will need to be completed and their impact on the DID during the next plan. He also shared that we need to review the DID boundaries and consider expanding on West King Street and possibly other streets.

Nancy Neff reminded that we also need to re-engage our Strategic Planning process due to this being postponed from March 2020. A broad discussion was held on where we are with our Strategic Plan and how it fits into the 2023 Plan Renewal and the DID becoming an advocate for the Downtown area. Patrick Hopkins shared that the City Comprehensive Plan is being worked on now as well and that could provide helpful overlay. Mark Stoner mentioned the "Meeting in a Box" concept being used to gather information and feedback from residents for the Comprehensive Plan. Everyone agreed that it would be meaningful for the Board Members to be part of the Comprehensive Plan discussion. Marshall Snively will coordinate with Douglas Smith for a "Meeting in a Box" with the Board Members.

D. 2022 Board Meeting Schedule

Dave Aichele distributed the 2022 meeting schedule for Board of Directors and the Executive Committee. A motion was made by Mark Stoner, seconded by Patrick Hopkins and approved unanimously to accept the 2022 meeting schedule as presented. Lori Herr will send out calendar appointments for the meetings.

In closing, Crystal Weaver shared that the Executive Committee will continue discussing the Plan Renewal and Strategic Plan and create a road map. They will consider holding a board retreat to set aside a time to just discuss Strategic Planning.

There being no further discussion, the meeting was adjourned at 12:59 pm.

Next Board Meeting: February 23, 2023 (In-Person)

Respectfully submitted,

David Aichele
Executive Director

DRAFT