

Lancaster Downtown Investment District Authority

Board Meeting Minutes

February 23, 2022 – 12 Noon

115 East King Street (Room 2F) and Virtually via Zoom

Meeting called to order at 12:08 pm by Board Vice Chair, Tim Mentzer.

Members present: Tim Mentzer, Alicia Byler, Jim Wagner, Joe Donaldson, Patrick Hopkins, Bernard Truong.

Member in attendance via Zoom: Nancy Neff, Mark Stoner and Laura DeMatteo

Members not in attendance: Crystal Weaver and 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

Tim Mentzer announced that due to the location change to provide for a hybrid meeting, the 2022 Board of Directors meeting dates, times and location were properly advertised in the LNP Newspaper on Friday, February 4, 2022 and properly posted on the Lancaster City Alliance/DID website and the City of Lancaster's 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, February 21, 2022.

Minutes

Tim Mentzer asked for approval of the minutes from the November 17, 2021 meeting. Alicia Byler motioned, Jim Wagner seconded, and all were in favor. Minutes were approved.

Approval of Financial Reports – November 2021 through January 2022

Financial Statements for November 1, 2021 through January 31, 2022 were distributed prior to the meeting. Jim Wagner motioned approval as presented, Bernard Truong seconded and all approved.

Alicia Byler motioned, Joe Donaldson seconded, and all were in favor of approving checks #5293 through #5348 drawn on the Fulton Bank checking account for November 1, 2021 through January 31, 2022.

Old Business

A. Statement of Financial Interests Forms

Dave Aichele asked each board member to complete and return their Statement of Financial Interests forms for filing with City Hall.

New Business

A. DID Year End Projections

Dave Aichele reported assessments are coming in very well. We have received \$378,000 to date which is ahead of budget. Prior year's assessment has recovered \$30,634 to-date. The bike squad and clean team will be under budget for expenses at the end of the year due to losing some employees and being in the process of rehiring. Mark Stoner asked if there has been turnover. Dave shared that some employees have left for better positions and some have left due to where they live. Two recent hires have worked for us in the past.

B. FY 2022-2023 Budget Review and Approval

Dave Aichele highlighted several areas of the budget. Per discussions with the Executive Committee, the Bike and Clean Team hours were cut back when wages were increased. Hours have been increased back to the previous hours of 300 hours total. The budget for bike and clean team wages is \$415,000 to cover 300 hours, although utilizing the full 300 hours is not realistic due to turnover, etc. Income from assessment fees has increased due to new properties coming on line. Dave explained that we will be required to pull from our reserves to balance the budget. Tim Mentzer asked if Dave anticipates this practice to continue with regards to accessing the reserves to balance the budget. Dave replied he does not.

A motion was made by Jim Wagner, seconded by Patrick Hopkins and approved unanimously to adopt the FY 2022-2023 budget as presented.

C. LCA-DID FY 2022-2023 Management Agreement

Dave Aichele presented the Management Agreement with Lancaster City Alliance for FY 2022-2023. He noted the only change is a 3% increase over last year's agreement. A motion was made by Bernard Truong, seconded by Alicia Byler and approved unanimously to accept the Management Agreement with LCA for FY 2022-2023 as presented.

Executive Director's Report

Dave Aichele gave an update on the Plan renewal. The new plan will take effect May 1, 2023. He has contacted the following to be part of the Plan Renewal Task Force: Bob Shenk (City Resident), Sara Tuscher (Ecklin Group), Ed Kaminski (Landis Quality Living Communities), Teddy Boucard (Read Rose Books) and Steve Hilliard (StreetPlus). He has also contacted Douglas Smith at the City to see if he or Emma Hamme are interested in being part of the Task Force. Dave invited any board member to join. Tim Mentzer volunteered to be part of the group.

We are considering creating a five-year plan which will include boundary expansion and a possible millage rate increase. We are looking at streetscape amenities, such as pedestrian lighting and have met with Stephen Campbell and Cindy McCormick at the City regarding broken lights and empty tree wells.

Dave Aichele reported that another stakeholders meeting for Binns Park and Ewell Plaza will be scheduled to discuss ongoing maintenance of the areas, programming for the space and expectations for the future.

Jim Wagner asked for an update on Southern Market Center. Marshall Snively shared that responses have been great, the vendors are pleased, there are only three spaces open and their new website was recently launched.

Dave Aichele reported having a meeting with Laureen Wagner of Zamagias Properties. They are interested in having our Clean Team clean the areas around their buildings, including power washing. He is working on a proposal for these services. He also reported he is working on a proposal to the City for having a Clean Team member to work solely in the 100 block of North Queen Street to insure the area is kept clean.

There being no further discussion, the meeting was adjourned at 12:38 pm.

Next Board Meeting: May 25, 2022 (In-Person)

Respectfully submitted,

David Aichele
Executive Director