

Lancaster Downtown Investment District Authority

Board Meeting Minutes

August 24, 2022 – 12 Noon

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

Members present: Crystal Weaver, Tim Mentzer, Nancy Neff, Jim Wagner, Alicia Byler, Joe Donaldson, Jami Rhynes, Bernard Truong, and Chris Delfs.

Member in attendance via Zoom: Mark Stoner.

Members not in attendance:

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

Guests: Kenneth Martin and Bob Shenk; DID Plan Task Force and Carol Roland and Becca Shirk from Trout CPA. (Carol and Becca joining via zoom).

Quorum

A quorum was met.

Legal Notice

Crystal Weaver 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, August 22, 2022.

Call to Order

Meeting called to order at 12:03 pm by Board Chair, Crystal Weaver. Crystal welcomed Chris Delfs, newest member to the DID Board of Directors. Chris replaces Patrick Hipkins. Introductions by all board members welcoming Chris. Crystal also recognized Bob Shenk and Kenneth Martin to the meeting. Bob is Chair and Kenneth serves as Co-Chair of the DID Plan Task Force and will be sharing a report later in the meeting.

Minutes

Crystal Weaver asked for approval of the minutes from the May 25, 2022, meeting. Tim Mentzer motioned, Joe Donaldson seconded, and all were in favor. Minutes were approved.

Approval of Financial Reports – May 2022 through July 2022

Financial Statements for May through July 2022 were distributed prior to the meeting. Crystal Weaver motioned approval as presented, Alicia Byler seconded and all approved.

Checks issued from May 1, 2022, thru July 31, 2022. Nancy Neff inquired about the check #5459 on 6/22/22 to NDPT Professionals. David explained that this was a refund to a settlement company for overpayment on monies received to satisfy several liens on a property that was being sold. Also, check #5491 to the

Lancaster Marriott on 7/21/22. David stated that this was to replace plantings that were mistakenly pulled by our clean team as we were getting tree wells ready for mulching. Nancy Neff motioned, Tim Mentzer seconded, and all were in favor of approving checks #5410 through #5496 drawn on the Fulton Bank checking account for May 1, 2022, through July 31, 2022.

FY 2022-21 Audit Presentation – Carol Roland and Becca Shirk

Becca Shirk reported that the audit went very well. She shared they have shared the audit report with the executive committee at their July 19th meeting prior to coming before the Board of Directors today. Copies of the audit report and management letters for years ended April 30, 2022, and 2021 were shared with the Board in their board packet and Becca advised that she also had a few extra copies. Becca Shirk shared a power point presentation representing the results of this year's audit. Our policy is to maintain six months for operating expenses and at the conclusion of this audit, we have 10 months. While donations in lieu of assessments were up slightly to \$74,831 over last year but remained consistent over the last several years.

With no questions or discussion, a motion to ratify the Executive Committees motion of July 19th, was made by Nancy Neff, seconded by Jim Wagner, and approved unanimously to approve the FY 2022-21 audit as presented.

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

Old Business

A. FY 2021-2022 Delinquent Properties

Dave reported that there were 30 properties that had not paid their assessment by April 30, 2022, and letter were sent to those owners in early June as a reminder. Several owners had paid as a result of the reminder letter leaving 18 properties that liens were filed against.

B. 2022-2023 Assessment Payments to date \$330,000 78.5 owners 82.8 revenue

Dave Aichele reported that as of the end of July we are at about \$330,000.00 in paid assessments. This is 78.5% of the properties in the DID and about 88.5% of our projected revenue for the FY.

New Business

A. Vacant Board of Directors position

Crystal Weaver reported that we need to fill the position vacated by Laura DeMatteo that has moved out of the area. Several names were proposed as possible candidates to fulfill Laura's position. Chris Delfs asked about the skillset for board members. A brief discussion about having a skillset done several years ago but a suggestion was made to reevaluate and bring it up to date. It was also asked about increasing the number of board members, Bill McCarty stated that any increase would need Board approval and an amendment to the articles.

Additional conversations will be had with those persons whose names were mentioned.

B. Board Participation in Tax Exempt property payments request

Dave Aichele shared the sign-up sheet with the board to co-sign request letters.

C. Lancaster County Commissioners PILOA Request

Dave shared that he is in the process of preparing the Grant Request to present to the County Commissioners and that he and Tim Mentzer would be presenting their request on October 4th.

D. DID Plan renewal task force report

Bob Shenk and Kenneth Martin reported the Task Force work is on schedule and are presenting a five-year plan that will be from May 1, 2023, thru April 30, 2028. The Task Force members have also taken a look at the millage rate over the five years and are recommended starting at 2% with slight graduating increases up to 2.45%. This was the millage rate prior to the last county wide property reassessment.

Kenneth and Bob spoke about the two surveys, one general for merchants and employees of downtown and one for the property owners. The survey has been extended until September 16. When those surveys are completed, the task force will review all surveys and any recommendations.

Nancy Neff inquired if new projects like Willow Valley's Mosaic and Landis Place on King are included in these projections. Dave Aichele confirmed that these parcels at their current value are included but their completed project values are not included in these projections.

Dave Aichele shared they are also looking at the possibility of adding pedestrian walk lights in areas where there are currently none. This project would have to be in conjunction with the city and may or may not be a financial obligation that is possible as part of the new Plan.

Crystal Weaver recommended that at the conclusion of the survey, the Executive Committee also receive it for review.

Executive Director's Report

Dave Aichele reported that we have two new agreements for additional services for our clean team in addition to the two we currently have with RRTA and Fulton Bank. On September 1, 2022, we will also be providing service to clean and empty trash receptacles in Steinman Park and the second with the Lancaster Chamber to clean the parking decks on a monthly basis. These services will not require any additional manpower to be hired.

We are also ready to provide service with a dedicated clean team person in Binns Park and Ewell Plaza. With the soft opening being pushed back from Labor Day till September 30th, this will require us to hire additional clean team members to fulfill this agreement that we are currently working on.

Dave also mentioned the hiring of a new Outreach Specialist that will be starting next week.

There being no further discussion, the meeting was adjourned at 1:20 pm.

Next Board Meeting: November 16, 2022

Respectfully submitted,

David Aichele
Executive Director