

Lancaster Downtown Investment District Authority

Board Meeting Minutes

February 26, 2025 – 12 Noon

115 East King Street – Room 2F

Members present: Jim Wagner, Joe Donaldson, Chris Delfs, Wes Keates, Mark Stoner, Marcie Natale, Kelsey Kman and Alex Ebert.

Members not in attendance: Teddy Boucard, Sara Tuscher, Megan Fessler-McCarthy and Reverend David Peck.

Staff present: David Aichele, Executive Director; Lori Herr, Lancaster City Alliance; Fran Denlinger, Lancaster City Alliance, and Sean Frederick.

Guests: None

Quorum

A quorum was met.

Legal Notice

It was noted that the 2025 Board of Directors meeting dates, times and location were properly advertised in the LNP Newspaper on December 11, 2024 and properly posted on the Lancaster City Alliance/DID website and the City of Lancaster's website.

Act 65

In accordance with the 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 24, 2025.

Call to Order

Chair Jim Wagner welcomed everyone and called the meeting to order at 12:04 pm. Jim welcomed Alex Ebert, new board member, to her first board meeting. Everyone introduced themselves. Jim suggested scheduling another walking tour of the DID with the new board members, along with any board member who is interested in attending.

Minutes

Jim Wagner asked for approval of the minutes from the November 13, 2024 meeting. Wes Keates motioned, Joe Donaldson seconded, and all were in favor. Minutes were approved.

Approval of Financial Reports – November 2024 through January 2025

Financial Statements for November 1, 2024 through January 31, 2025 were distributed prior to the meeting. Dave Aichele noted the financial statements do not include the Barley Snyder legal invoice which was just received and a \$23,000 check from Central Market Trust for the purchase of Downtown Dollars. Marcie Natale inquired if there has been an increase in costs for the Downtown Dollars program related to credit card fees. Dave Aichele explained that the DID has not begun to accept credit cards due to determining if the fees justify accepting credit cards. We continue to sell certificates at Central Market where credit cards are accepted.

Jim Wagner asked for any comments or questions. Hearing none, a motion was made by Wes Keates, seconded by Chris Delfs and approved unanimously to approve the financial reports for November 2024 through January 2025 as presented.

The Fulton Bank account check report was distributed prior to the meeting. It was noted that check #6041 was voided due to getting stuck in printer and being printed over as a Lancaster City Alliance check. Mark Stoner motioned, Wes Keates seconded, and all were in favor of approving checks #6032 through #6078 drawn on the Fulton Bank checking account for November 1, 2024 through January 31, 2025.

Old Business

Appointment of Executive Committee for FY 2025-2026

Dave Aichele reviewed the following Board Members who will be serving on the Executive Committee:

Jim Wagner – Chair
Joe Donaldson – Vice Chair
(vacant) – Treasurer
Wes Keates – Secretary
Sara Tuscher – Assistant Secretary

Teddy Boucard has stepped away from serving as Chair due to business reasons. He will remain on the board. Sara Tuscher is currently serving on the Lancaster City Alliance board and will be the DID representative. The position of Treasurer is open and if anyone is interested, please let Dave Aichele know.

A motion was made by Chris Delfs, seconded by Mark Stoner to approve the above list of Executive Committee members for the FY 2025-2026. The motion was unanimously approved.

Statement of Financial Interests Form

Dave Aichele distributed the Statement of Financial Interests form that are required to be completed annually.

New Business

DID FY 2025-2026 Budget

Jim Wagner introduced the two options being presented for consideration for FY 2025-2026. The Executive Committee reviewed both options. Option 1 keeps everything consistent with FY 2024-2025. Option 2 includes the addition of a Red Shirt Ambassador for evening coverage.

Dave Aichele reviewed Option 1 in detail. The millage rate for the new fiscal year will increase to 2.15 mills. There are 640 taxable properties and 84 tax exempt properties in the DID. The County has committed to paying \$54,967 for next year's budget. To balance the budget, \$40,000 will be pulled from the cash reserve. The past year, we had a ten-month reserve. Contracted services budget is \$173,350.00. The proposed administrative fee increase is 4%.

Dave Aichele reviewed Option 2 in detail. The majority of line items remain the same except for the contributions from cash reserves increases to \$96,000 to cover the expenses of adding an Ambassador. The Ambassador will work evenings to bring a security presence and pick up trash and do business checks, etc. Mark Stoner asked when the Schaad Detective works. Dave Aichele answered they are scheduled Wednesday through Sunday. Joe Donaldson added that he felt it is important to stay fully staffed and to give Dave the necessary tools to accomplish this goal. Following a discussion, it was agreed to approve Option 2 for the budget for fiscal year 2025-2026. A motion was made by Wes Keates, seconded by Mark Stoner and approved unanimously.

LCA-DID FY 2025-2026 Management Agreement

Dave Aichele presented the proposed Management Agreement between the DID and Lancaster City Alliance. The only change to the agreement is an administrative fee increase of 4%.

A motion was made by Wes Keates, seconded by Chris Delfs to approve the Management Agreement as presented for FY 2025-2026. The motion was unanimously approved.

Executive Director's Report

Dave Aichele provided a recap on activity reports from the Schaad Detective. Activity from 6 pm to 2 am continue to trend down. Dave suggested changing the hours of coverage to 10 am to 6 pm (Wednesday through Sunday) to provide an additional security presence during the day. Everyone agreed to make this change in the coverage schedule.

There being no further discussion, a motion was made by Mark Stoner, seconded by Chris Delfs and approved unanimously to adjourn the meeting at 1:19 pm.

Next Board Meeting: May 28, 2025

Respectfully submitted,

David Aichele
Executive Director