

Lancaster Downtown Investment District Authority

Board Meeting Minutes

May 28, 2025 – 12 Noon

115 East King Street – Room 2F

Members Present: Jim Wagner, Joe Donaldson, Wes Keates, Sara Tuscher, Chris Delfs, Alex Ebert, Kelsey Kman, Reverend David Peck, Marcie Natale, and Mark Stoner.

Members Not in Attendance: Teddy Boucard, and Megan Fessler-McCarthy.

Staff Present: David Aichele, DID Executive Director; Marshall Snively, Lancaster City Alliance, President, Jeremy Young, Lancaster City Alliance, Fran Denlinger, Lancaster City Alliance, Elspeth Moffett, Lancaster City Alliance, Stacey Morrissey, Lancaster City Alliance, and Sean Frederick, Barley Snyder, Solicitor.

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

Jim Wagner, Chair, welcomed everyone and called the meeting to order at 12:05 pm.

Slate of Officers & Board of Directors

Jim Wagner advised that a list of current Board Members was included in the Board packet. It was stated that the Board would like to add a few members, and that there is still an open position on the Executive Committee for a Treasurer. (Marci Natale expressed an interest in being considered for the open position on the Executive Committee).

Dave Aichele stated that the DID Authority is permitted to have up to 17 members, and currently the Board has 12 members. Dave Aichele added that it would be beneficial to have a resident of the district as a board member. Jim Wagner added that it would be beneficial to have a member that reflects the community.

Chris Delfs and Wes Keates agreed.

Minutes

Jim Wagner asked for approval of the minutes from the February 26, 2025 meeting. Wes Keates motioned, Alex Ebert seconded, and all were in favor. Minutes were approved.

Approval of Financial Reports – February, March & April 2025

Financial Statements for February 1, 2025 through April 30, 2025 were distributed prior to the meeting. Jim Wagner asked for any comments or questions. A motion was made by Wes Keates, seconded by Mark Stoner and the Board unanimously approved the financial report for February, March, and April 2025 as presented.

The Fulton Bank account check report was distributed prior to the meeting. It was noted that there was a typo on the agenda that the final check was 6149 when in fact the final check was 6150 as reflected on the actual report. A motion was made by Alex Ebert, seconded by Wes Keates, and all were in favor of approving checks #6079 through #6150 drawn on the Fulton Bank checking account for February 1, 2025 through April 30, 2025.

Old Business

- a. Dave Aichele reported that the LCA-DID Management Agreement that was approved by the DID Board on February 26, 2025 was approved by the LCA Board on March 28, 2025.
- b. Dave Aichele provided a FY 24-25 End of Year Summary
We were slightly under for assessment receivables, 96.8% of budget, and letters will be going out to those property owners that have not paid yet. One lien has been filed on a past due property that is scheduled to be sold at Sheriff sale.
Our clean & safe program came in under-budget due to staffing levels. We are working with StreetPlus to get those positions filled.
Chris Delfs asked why the DID dollar sales and redemptions were much higher than budgeted at \$15,000. Dave Aichele stated that over the past several years the annual sales and redemptions have far exceeded the \$15,000 budgeted amount and that we will be working with Brown Plus to get closer to realistic number for future budgets. Marshall Snively added that the DID does not make any money from the DID Dollar program. Every year we just do a wash. Marci Natale commented that per PA State law, gift cards must be redeemable for 7 years. Fran Denlinger stated that she has discussed this with our auditors and the number reflected on our account is a percentage of what we would be liable for.
- c. Dave Aichele reported that the 25 delinquent property owners will be receiving letters within the next two weeks.
- d. Dave Aichele reported out on the current Multi-Year Lien List. There are currently 22 individual properties that comprise of a total of 51 liens with some properties have multiple liens against them. All liens total \$27,467. This past year we had liens lifted from 8 properties that paid.

New Business

- a. Jim Wagner addressed the Board Member Committee assignments and will follow up with Alex Ebert and Kelsey Kman to review the committees and get back to Dave.
- b. Jim Wagner asked Marshall Snively and Jeremy Young to provide a project overview of the “Light Up Lancaster” project.

Marshall Snively introduced this initiative 3 years ago with seed money from a local philanthropy to light pedestrian walkways and building facades of Downtown Lancaster to increase safety. A Task Force met for over a year with lighting architects to review properties along the unit blocks of East & West King Street and the unit block of North Queen. This will be a shared expense between property owners and LCA. LCA was also successful in getting additional funding through the High Foundation (\$300K) and recently applied to the State for Main Street Matters (\$200K). There will be caveats with state funding (prevailing wage, etc.). LCA applied to Main Street Matters for additional funding to continue the façade improvement program and received \$100K. We then applied under DID and received the \$200K.

Jeremy Young provided an overview of the detailed façade lighting proposals for Penn Square, 1st block of N Queen, 1st block of E King. Future implementation is planned for other areas in key corridors. Reviewed – current lighting levels were very inconsistent (brightness, dark spots, etc.). Wide spectrum of target temperature...looking for more consistent lighting and all the same temperature. Pedestrians that are bright enough and consider wildlife. Plan recommending warm lighting. First priority is the architectural lighting for uplighting of some of the buildings. Store front-vibrant lighting downtown. Install lighting when the stores are not open. Variety of architecture – mid-century 21st century – use light to celebrate the unique architectural design. 60 buildings detailed recommendations. Provided examples of before and after effect. This project aligns with the DID missions to help to serve as an economic driver to serve merchants, residents, and tourists. The Plan cost about \$80,000 that was paid for by philanthropists. We contracted 5 electrical contracting firms to go from building to building to make lighting recommendations. We received 3 proposals with a cost estimate of almost \$2M. LCA is hoping to secure additional funding to offset costs for each building owner. Some property owners are willing to fund on their own without grant funding. First priority group is about \$475,000 (High + MSM funding)

LCA will manage the compliance of the MSM grant.

Marci Natale asked if this will replace the existing boulevard lights. Intention to upgrade as needed. Consistency is the goal. Light spilling down instead of up. City owns the boulevard lights. Dave described acorn lights.

Mark Stoner commented that there is a lack of light around Central Market in backs of buildings. LCA and DID have been addressing some of the lighting issues with Public Works as well as the Marriott and Convention Center Authority and hope to have them addressed soon. The City is working with the lighting consultant, Windward, to possibly have lighting done around Central Market. Dave Aichele interjected that they are hoping to have that lighting project completed by 12/31/25 with new poles to be installed around Central Market with string lighting.

Mark Stoner asked if there is any way you this information could be shared. This plan can be adapted to use on other projects as well throughout the City.

Executive Director's Report

- a. Welcome Spaces Update
 - i. Binns / Ewell Plaza - Fulton Bank now has security patrols around the outside of their buildings from 10am to 6pm, – enhancing the safety in that area. Central Market is also looking to provide security during market days. Currently the DID, Zamagias Properties, South Central Transit (RRTA), and the Public Library are utilizing Schaad Detective Agency to provide security. All the Schaad guards now have radio communications with the DID Clean Team. Tomorrow, Thursday, May 29, the next Binns/Ewell Plaza stakeholders will be hosted by the DID where security will be discussed in greater detail.
 - ii. There is an initiative by City to make improvements to Ewell Plaza with new plantings and mulching of all the flower beds by the end of June.
- b. Audit Preparation will occur Monday / Tuesday of next week.
- c. Board Member Tour of DID –a walkaround of the DID is planned to get a different perspective. Several dates will be selected everyone has an opportunity to participate. The tour will begin around 3PM and will end with refreshments.

Jim Wagner asked if anyone knows when Rite Aid at Queen & Orange will closing?

Adjourn

With no further discussions, the meeting was adjourned at 1:04 PM

Next Board Meeting: August 27, 2025

Respectfully submitted,

David Aichele
Executive Director