

# Lancaster Downtown Investment District Authority

## Board Meeting Minutes

August 27, 2025 – 12 Noon

115 East King Street – Room 2F

**Members Present:** Jim Wagner, Joe Donaldson, Wes Keates, Sara Tuscher, Marci Natale, Alex Ebert, Katie Shifflett, Chris Delfs, and Kelsey Kman.

**Members Not in Attendance:** Mark Stoner, Megan Fessler-McCarthy, and Pastor David Peck.

**Staff Present:** David Aichele, Executive Director, Jeremy Young, Lancaster City Alliance, Elspeth Moffatt, Lancaster City Alliance; Fran Denlinger, Lancaster City Alliance, and Sean Frederick, Barley Snyder (Solicitor)

**Guest:** Lauren Fenner, Outside Auditor, Brown Plus

### **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 Thursday, December 21, 2023 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 26, 2024.

### **Call to Order**

Jim Wagner, Chair, welcomed everyone and called the meeting to order at 12:09 pm. J. Wagner introduced new board member, Katie Shifflett, from Zamagias Properties. K. Shifflett gave a brief introduction. All present gave introductions.

### **Minutes**

J. Wagner asked for approval of the minutes from the May 28, 2025 board meeting. W. Keates motioned, C. Delfs seconded, and all were in favor. Minutes were approved.

### **Approval of Financial Reports – May 2025 – July 2025**

Financial Statements for May 1, 2025 through July 31, 2025 were distributed prior to the meeting and reflect 1st Quarter 2025. D. Aichele noted that check #5834 was issued to Mt. Royal Printing on 2/1/24 for \$682.64 for the purchase of DID pocket folders. The vendor has recorded this invoice as paid; however, the check has never cleared the bank. The check was voided and the bill from Mt. Royal has been changed to \$0 due but will remain on the books with notes outlining the situation. Brown Plus provided support for the resolution of this issue.

J. Wagner requested approval of the financial reports for May 1, 2025 through July 31, 2025. A. Ebert motioned, W. Keates seconded, and all were in favor. Financial reports were approved.

J. Wagner requested approval for Fulton Bank checks 6151 through 6201. K. Kman motioned, W. Keates seconded, and all were in favor. Checks were approved.

No other discussion was required.

### **FY 24-25 Audit Report**

Lauren Fenner, Brown Plus, provided highlights from the FY 24-25 audit report. Overall, the DID received a clean opinion. Responsibilities of Management are noted in the report as well as an Evaluation of Concerns.

The auditors attained reasonable assurance that financial statements are correct. No issues arose concerning internal controls. The reserve calculation is based upon a \$578,000 net position and \$73,000 per month operating expense, which results in 7.9 months of reserves. Some exposure to FDIC risk was noted. Overall income for FY 24-25 was \$37,000. Significant risks include management override and cut-off of receivables after year-end. However, these are standard risks and no actions are recommended. Refer to audit document for detailed financial information.

J. Wagner requested approval for the 2024-2025 Audit as presented. C. Delfs motioned, J. Donaldson seconded, and all were in favor. The FY 24-25 Audit Report was approved.

### **Old Business - Updates**

D. Aichele provided an update on the FY 24-25 Delinquent Properties/Liens Filed. Out of 25 delinquent properties, 9 were paid after letters were sent. 16 liens have been filed. Liens were quickly placed on 2 properties that were scheduled for sheriff's sale, 100 N Queen Street and 244 W King Street. Letters will be sent to the remaining property owners stating that liens have been filed. Payment of some liens is expected but some will remain until properties are sold. The number of liens and the outstanding revenue is similar to years' past.

D. Aichele provided an update on the FY 25-26 Assessment Payments to Date. The DID is in receipt of May, June, July, and some of August 2025 assessment payments. There are 643 total properties in the DID amounting to a total of \$634,000 billed. To date, 504 properties (78%) of properties have paid, this is 81% of the FY 25-26 budget. Letters to the 89 exempt properties will be drafted. The assessment value of these properties is \$304,000,000 and if billed, a revenue of \$655,000. J. Young inquired about talking points for requesting contributions from tax-exempt properties. M. Natale offered to assist D. Aichele in the drafting of the letters.

D. Aichele provided an update on four properties that will make a significant positive impact on the amount of DID assessment in the future.

- Two new apartment buildings at 202 N Queen Street and 347 N Queen Street. The property assessment office confirmed that these two properties will be evaluated in September and will hopefully be reassessed for next year's revenue.
- The Swan Hotel was exempt and now will be assessed.
- The former Lancaster County library has not been assessed since its purchase by private investors in 2023 due to an oversight of the assessment office. It will now be assessed at its value of 3.3 million, amounting to a revenue of \$7600 to the DID.

A. Ebert inquired if the building at 118 N Prince would be reassessed. D. Aichele confirmed, "Yes".

M. Natale inquired if Mosaic will be exempt from the DID assessment – C. Delfs confirmed, "No".

J. Young commented that it would be beneficial if the reassessment process could be sped up as many entities are not receiving funds in a timely manner. J. Donaldson commented that the County assessment is not based on occupancy.

*Lancaster Downtown Investment District Authority  
Board Meeting Minutes – August 27, 2025 – Page 2*

### **New Business**

- Nominating & Governance Committee – J. Wagner asked for a motion to approve M. Natale's appointment to the position of Treasurer on the Executive Committee. W. Keates motioned, C. Delfs seconded, and all were in favor. M. Natale was approved as Treasurer.

- Discussion: Investment Opportunities for Financial Reserve Funds – F. Denlinger provided information regarding investment opportunities at Fulton Bank. At this time the DID checking account is not interest-bearing. Fulton Bank is offering an interest rate of 2.75% on the checking account as well as 3-month CD at 3.75% and a 6-month CD at 3.60%. Further information will be supplied by Fulton for a Money Market account. F. Denlinger will provide specific information for the Executive Committee to review.
- Board Participation in Tax Exempt Properties Payment Requests – D. Aichele circulated a list of 23 tax-exempt properties and requested Board members to volunteer to sign letters based on exiting relationships, etc.
- Lancaster County Commissioners’ PILOA Request – D. Aichele is in the process of preparing this year’s presentation to the Lancaster County Commissioners for next year’s contribution to the DID. Last year, the DID received \$65,900. This year, all requests were reduced by 17% to \$54,000.

### **Executive Director’s Report**

- Update on Big Belly Trash Receptacles – The City continues it’s pilot program to determine the viability of Big Belly trash receptacles. Pilot locations include Binns Park, Ewell Plaza, and the Visitor’s Center. Sensors on the trashcans transmit a signal indicating how many days until full. So far, the pilot has been successful and the City is looking for a grant to expand the program. D. Aichele asked the Board if some portion of reserve funds could be used to purchase a trashcan. Currently, the Clean Team is taking pics of overflowing trashcans and sending them to the City’s Fix-It app.
- Cleanup Project – Binns Park / Ewell Plaza – On September from 9-12, approx. 20 employees from McKonly & Asbury will be participating in a cleanup activity. D. Aichele will meet the team and kick-off the morning event.
- Construction Update Meeting for 118 N Prince Street – An update meeting is scheduled for 9/10/25 at 5:30pm. To advertise for the meeting, D. Aichele and E. Moffatt will be emailing City residents and DID Ambassadors will distribute flyers.
- Board Members Tour of the DID – D. Aichele passed around a sign-up sheet for a tour of the DID.
- IDA Annual Conference – D. Aichele and J. Young will be attending the conference in Washington D.C. from September 24<sup>th</sup> to 27<sup>th</sup>.
- VeloCity 2025 – General Admission tickets are still available. Proceeds benefit Lancaster City Alliance, a portion of which is utilized for DID marketing.

### **Adjournment**

There being no further discussion, a motion was made by A. Ebert, seconded by K Shifflett to adjourn the meeting. The motion was unanimously approved. J. Wagner adjourned the meeting at 1:22 pm.

**Next Board Meeting:** November 13, 2025 at Noon, 115 E King Street

Respectfully submitted,

David Aichele  
Executive Director

*Lancaster Downtown Investment District Authority  
Board Meeting Minutes – August 27, 2025 – Page 3*