Lancaster Downtown Investment District Authority

Board Meeting Minutes

February 25, 2026 – 12 Noon
115 East King Street – Room 2E

Members Present: Alexandra Ebert, Jim Wagner, Joseph Donaldson, Marcie Natale, Mark Stoner, Megan Fessler-McCarthy, Pastor David Peck, Wes Keates

Members Not in Attendance: Kelsey Kman, Teddy Boucard, Katie Shifflett, Sara Tuscher

Staff Present: David Aichele - Executive Director, Marshall Snively, Jeremy Young, Fran Denlinger, Elspeth Moffatt, Lori Weiler, Mary Elizabeth Wagner, and Sean Frederick - Barley Snyder (Solicitor).

Guests: Ryan Lefever, Senior Commercial Portfolio Manager, Fulton Bank

Quorum
A quorum was met.

Welcome to Guests and Introduction
J. Wagner introduced Ryan Lefever from Fulton Bank and welcomed the Board and Staff to introduce themselves.

Approval of Minutes from November 19th 2025, Board Meeting
J. Wagner asked for approval of the minutes of the November 19th, 2025, Board Meeting. W. Keates motioned; A. Ebert seconded, and all were in favor. Minutes were approved.

Approval of Financial Reports: November 1, 2025 – January 31, 2026
Financial Statements for November 1, 2025, through January 31, 2026, were distributed prior to the meeting and reflect 3rd Quarter 2025.

F. Denlinger shared that next quarter there will be 2 additional accounts on the balance sheet, a money market account for reserves and checking account for Downtown Dollars. The existing checking account has been converted to an interest-bearing account.

M. Stoner asked how the new checking account will impact Downtown Dollars moving forward. D. Aichele noted nothing will change with the program itself, but checks will be written from and deposits will be made to the new account.

J. Wagner requested approval of the financial statements for November 1, 2025, through January 31, 2026, and approval for Fulton Bank checks 6257 through 6331. W. Keates motioned and J. Donaldson seconded, and all were in favor. Financial reports and checks were approved.

No other discussion was required.

Old Business - Updates
Appointment of Board Members to Executive Committee for FY 2026-27

1. Joe Donaldson – Chair

2. Marcie Natale – Vice Chair
3. Treasurer **- vacant**
4. Wes Keates – Secretary
5. Sara Tuscher – Assistant Secretary

A. Ebert motioned for approval of board members; C. Delfs seconded. No one was opposed. Motion passed.

Statement of Financial Interest Forms

D. Aichele provided the board members with Statement of Financial Interest forms along with a copy of their prior years form to assist in completing the form.

<u>New Business</u>
Proposed Resolution Amending of By-laws-Article 4.1 – Review for Approval

Proposed change to language increasing the authority of the Executive Director to sign checks from $1,500 to $5,000 as follows: Payments shall be made by checks, drafts, or other orders of the Authority, which shall be signed by the Executive Director or such person or persons as the Executive Committee may from time to time designate, but any checks over the amount of $5,000 must be signed by two authorized individuals.

D. Aichele noted that there are three primary checks that will continue to require double signatures going forward, but this change would allow for a streamlined payment process. J. Wagner noted that the LCA single sign limit is $10,000 to add some level of perspective.

J. Wagner requested adoption of resolution amending by laws-Article 4.1. D. Peck motioned, M. Stoner seconded. No objections. Motion was approved.

DID FY 2026-27 Budget – Review for Approval

D. Aichele presented the FY 2026–27 DID budget, noting increased tax base revenues, which will result in higher incoming funds. The budget is calculated using 96% of billed property assessments and does not yet factor in 118 N. Prince Street. Interest and penalty revenue relates to payments received when liens older than one year are resolved. In response to a question from S. Frederick regarding MMF interest, F. Denlinger confirmed related changes will be recorded under line 4004.

To balance the budget, funds will be drawn from reserves; however, D. Aichele emphasized that reserve funds have historically been replenished annually through additional revenue. The overall budget reflects a 3.5% increase, largely due to standard payroll adjustments. The plan includes hiring an additional downtown ambassador to enhance business engagement.

D. Aichele also reported that the Shadd Detective Agency contract will continue through July, with the expectation of discontinuation in August contingent on increased police staffing. Banking fees remain at zero, and F. Denlinger confirmed this will continue with new accounts.

Regarding downtown marketing, C. Delfs requested clarity on prior board discussions. D. Aichele noted that any initiative would be presented to the board before funds are committed. E. Moffat highlighted opportunities tied to the 250th anniversary, Capital Day, and FIFA-related events. Delfs emphasized prioritizing marketing efforts, and J. Young added that coordination with Visit Lancaster is possible. J. Young also noted that as planning progresses with Main Street America, there may be opportunities to further refine the marketing budget line.

J. Wagner asked for a motion to approve. W. Keates motioned to approve. C. Delfs seconded; all were in favor. None were opposed. Budget passed

LCA-DID FY 2026-27 Management Agreement – Review for Approval

D. Aichele noted that we DID is getting excellent administrative support from LCA and LCA is receiving funding from DID. He asked if anyone had any questions about the management agreement. Administration, Marketing, and Main Street designation are all part of the budget. F. Denlinger directed the board to the chart provided in the packet.

J. Wagner asked for a motion to approve. A. Ebert motioned to approve. W. Keates seconded; all were in favor. None were opposed. Motion passed.

Executive Directors Report
Central Market Streetscape Improvements

D. Aichele reported that landscape architects have been engaged to design options for permanently closing part of Market Street, including secure pedestrian and dining areas, defined access points for delivery vehicles, and lighting upgrades. He shared this update due to the board's connection to Market and will provide further updates as available. C. Delfs offered to serve as a liaison with Market and inquired about stakeholder input. Aichele noted that stakeholder calls are underway to address details of potential street closures. Delfs also recognized Tina and Stephen Campbell for their work advancing capital improvement projects.

DID and Lighting Initiatives

J. Young highlighted the DID's role as an economic driver and provided an update on the Light Up Lancaster initiative, managed by LCA and funded by grants from the High and Steinman foundations. Phase 1 lighting will begin in Penn Square and adjacent blocks (excluding South Queen Street), with lighting architects engaged and façade and street-level installations underway. LCA received an additional $250,000 to support Phase 2 of the project. Approximately 15 buildings—including the Hager Building and properties along East Queen Street—are close to illumination. Fulton Bank will fully fund its lighting upgrades, which are expected to be completed by summer. Phase 1 lighting is projected to be operational by spring.

Main Street Matters Planning Grant

J. Young, M. Snively, and D. Aichele met with Madra Clay and Julie Fitzpatrick regarding Downtown Lancaster's pursuit of the Main Street Matters Program Planning Grant, aimed at supporting leadership development, small business growth, and downtown investment. The application deadline is in July, and the grant is noted as highly competitive.

Upcoming DID Plan Renewal

D. Aichele reminded the board that the current 5-year DID plan ends next year. Over the coming year, significant work will occur to shape the next plan, including outreach to residents. After a required 45-day public interaction period, the proposal will be submitted to City Council for reading and vote. The board will determine the duration of the new plan and its millage rate. The committee must approve the proposal before submission to Council.

Support for First Reformed Church

J. Young reported that LCA provided letters of support for the church's grant applications related to maintenance and repair of its twin steeples.

Adjournment
There being no further discussion, J. Wagner requested a motion to adjourn the meeting. A motion was made by W. Keates, seconded by A. Ebert. The motion was unanimously approved. J. Wagner adjourned the meeting at 1:13 pm.

Next Meeting: Executive Committee, Wednesday, May 27, 2026, at 12 noon, 115 E King Street

Respectfully submitted,

David Aichele
Executive Director