

Lancaster Downtown Investment District Authority

Board Meeting Minutes

May 27, 2026 – 12 Noon

115 East King Street – Room 2E

Members Present: Joseph Donaldson, Alexandra Ebert, Kelsey Kman, Marcie Natale, Katie Shifflett, Mark Stoner, Gabi Toews, and Sara Tuscher

Members Not in Attendance: Teddy Boucard, Megan Fessler-McCarthy, Wes Keates, Ryan Lefever, Pastor David Peck, Jim Wagner

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

Guests: None

Quorum

A quorum was met.

Welcome to our Newest Board Member – Gabriella “Gabi” Toews

J. Donaldson introduced Gabby Toews (pronounced “Tays”) and invited her to share information about herself. She is the new Director of Development for the Boys and Girls Club of Lancaster. J. Donaldson invited the board to introduce themselves to G. Toews

Slate of Officers & Board of Directors for Fiscal Year 2026-27

J. Donaldson shared that there is a listing of current officers in the packet provided to the Board. He asked D. Aichele to share any additional information and D. Aichele shared that they are looking for additional members, specifically residents of the DID and asked the Board to reach out to anyone that is a resident of the DID to increase resident involvement.

S. Frederick stated that there is also still a treasurer position currently open. J. Donaldson noted Victoria Abidir’s resume. A. Ebert and K. Shifflet stated that she is an ideal fit for the Board and asked for a motion to accept.

A. Ebert motioned, M. Natale seconded. All were in favor, the motion passed unanimously.

Approval of Minutes from February 25, 2026, Board Meeting

J. Donaldson asked for approval of the minutes of the February 25, 2026, Board Meeting.

K. Kman motioned, K. Shifflet seconded, and all were in favor. Minutes were approved.

Approval of Financial Reports: February, March & April, 2026

Financial Statements for February 1, 2026, through April 30, 2026, were distributed prior to the meeting and reflect **4th Quarter 2026**.

D. Aichele brought to the Boards attention that there are now separate checking accounts for Downtown Dollars and the DID. He noted a void check not received by a vendor.

J. Donaldson requested approval of the financial reports for February 1, 2026, through April 30, 2026.

A. Ebert motioned and M. Natale seconded, and all were in favor. Financial reports were approved.

No other discussion was required.

D. Aichele reviewed the deposit account information provided to the Board in their Board packet. J. Donaldson asked if staff felt comfortable with the balances in the accounts and D. Aichele stated that he does. There was a fee issue that was corrected by Fulton Bank when brought to their attention. We continue to earn interest on Downtown Dollar funds.

J. Donaldson requested a motion to approve. S. Tuscher motioned, M. Stoner seconded the motion, all were in favor, motion carried.

Old Business

FY 2026-27 LCA-DID Management Agreement Approved by LCA

FY 2025-26 End of Year Summary

D. Aichele reported that the DID budget remains under budget overall, supported in part by higher-than-anticipated donation levels and City contracts that are on track to meet projected year-end revenue. The bike ambassador program is slightly over budget due to staff shortages that required overtime, while the contract with Schaad Detective Agency, which provides safety support from Wednesday through Sunday, remains under budget and is in place through the end of July. He also noted that LCA holds the Outreach contract, with DID reimbursing half of the cost. After reviewing several additional line items, no questions were raised by the Board. In response to a question from J. Donaldson regarding any budget concerns, D. Aichele indicated that next year may present challenges due to the countywide property reassessment, including anticipated appeals and the additional effort required to calculate budget impacts.

2025-2026 Delinquent List

D. Aichele reported that he is continuing outreach to property owners, noting that one individual has recently paid and will be removed from the list. He will maintain ongoing communication with other property owners, particularly those highlighted, which have historically had liens and will continue to be monitored. He also noted that the property on the report located on King Street is scheduled to go to sheriff sale, at which time the outstanding liens are expected to be satisfied.

Multi-Year Lien List

D. Aichele stated the items highlighted in green were satisfied during the fiscal year. He wanted the board to see what was paid before they were removed from the list. K. Shifflet asked if the number of liens were reflected in the number of liens. D. Aichele confirmed that yes, that is the case. There are 51 outstanding liens, 15 have been satisfied in the last fiscal year. The current outstanding amount is \$36,000.

J. Donaldson asked if the same violators are not paying city taxes. D. Aichele stated that there is some crossover, but he doesn't follow it closely.

Statement of Financial Interest Forms

New Business

Board Member Committee Assignments

J. Donaldson asked D. Aichele to review and encourage participation in committee assignments. D. Aichele outlined the committees that support the DID Board, prompting J. Young to ask whether Ad Hoc committees could be created as needed, citing Main Street Beautification as an example. While J. Donaldson questioned whether such an effort would fall under an existing committee, J. Young expressed that it would be best structured as its own committee.

D. Aichele clarified that the intent is for a member of the Leadership Committee to take charge of each committee and confirmed that volunteers are being sought. S. Frederick inquired about meeting frequency, and D. Aichele responded that committees would meet as needed, coordinating scheduling through J. Donaldson and M. Natale.

Several members volunteered for committee roles: M. Stoner, A. Ebert, and K. Shifflet expressed interest in the Beautification Committee; J. Donaldson volunteered for the Audit and Risk Committee; K. Kman indicated a preference for programming but offered to serve on Nominating and Governance if needed; and G. Towes and S. Tuscher also volunteered for Nominating and Governance. J. Donaldson and D. Aichele thanked the Board members for their willingness to serve.

Executive Directors Report

Welcoming Spaces Update

D. Aichele reported that Welcoming Spaces meets monthly and noted a decrease in police activity at Binns and Ewell parks, while calls at Musser Park have increased. He expressed appreciation to the City for ongoing daily and weekly programming in Binns and Ewell and shared plans to install white chairs and tables in the park for public use, which will be set out each morning and secured each evening by staff.

M. Snively inquired about tracking attendance, and S. Tuscher asked where that information could be accessed; E. Moffat explained that event details are available on the Visit Lancaster City website and are also shared through Lancaster City Alliance communications, providing a link for inclusion in the minutes.

<https://visitlancastercity.com/events/ewell-plaza-binns-park/>

J. Young commended the team's efforts in event promotion. K. Shifflet discussed plans for a monument sign with an interactive screen to display daily events, with City assistance expected. S. Tuscher suggested additional marketing opportunities such as newspaper coverage and advertising panels, while J. Young encouraged Board members to share ideas with the City or through LCA. It was noted that the Visit Lancaster City Instagram page is active, and discussion followed about appropriate contacts, with M. Snively confirming Chris Delfs as a point of contact and D. Aichele offering to direct inquiries as needed. J. Young proposed adding a Visit Lancaster City representative to the Board, and M. Snively suggested alternatively inviting Kristen Simon to quarterly Board meetings.

Audit Preparation

D. Aichele stated that F. Denlinger is getting ready for Audit next week. F. Denlinger stated that we are prepared for audit.

Board members tour of the DID

D. Aichele invited members of the Board to do a walk through the DID. The tour starts around 2:30, it takes approximately an hour to an hour and a half, and then we will convene for refreshments.

J. Young asked how he would determine the tour date(s). D. Aichele stated he will use a Doodle Poll

Additional Business

J. Young provided an economic development update on the Light Up Lancaster Initiative, noting that staff are working closely with an electrical contractor to complete Phase I, which is expected to be finished in July. LCA staff are also coordinating a lighting event, potentially involving the Governor, with DID Board members to be invited. M. Snively expressed appreciation to the Steinman Foundation for its funding support.

E. Moffat reported that a Downtown Business & Experience survey is currently underway and encouraged broad participation, emphasizing that while the survey is anonymous, respondents may optionally provide an email for a gift; the survey will close on June 12 and has already seen solid engagement, though additional feedback is sought. J. Young explained how the collected data will be used and shared to address concerns identified through the survey.

J. Donaldson requested that D. Aichele distribute a broad email to committee volunteers, and D. Aichele asked to be notified at least two weeks in advance of any committee updates for Board meetings. M. Stoner suggested that each committee hold an initial meeting.

Adjournment

There being no further discussion, J. Donaldson adjourned the meeting at 12:58 pm.

Next Meeting: Executive Committee, Wednesday, August 26, 2026, at 12 noon, 115 E King Street

Respectfully submitted,

David Aichele
Executive Director