

## LANCASTER DOWNTOWN INVESTMENT DISTRICT AUTHORITY

May 23, 2018

Due to an unforeseen emergency at City Hall, the May 23, 2018 meeting of the DID Board was moved to 115 E. King Street. Notices were posted at City Hall to notify the public of the change in location for this meeting and all Board members and staff were notified by email or phone of the change in meeting location.

### Quorum

Meeting called to order at 12:03 pm by Board Vice-Chair, Crystal Weaver.

Members present: Crystal Weaver, Nancy Neff, Alicia Byler, Joe Donaldson, Tim Mentzer, Scott Standish and Mark Stoner. Members not in attendance: Jim Wagner, Randy Patterson and Christine Suarez Di Rienzo

Staff: Marshall Snively, Executive Director; Bill McCarty, Solicitor; David Aichele, LCA Director of Clean & Safe Services

### Quorum

A quorum was met.

### Minutes

Ms. Weaver asked for a motion to approve the February 28, 2018 Board Minutes. N. Neff motioned, J. Donaldson seconded, all were in favor. Minutes were approved.

### Approval of Financial Reports – February, March and April 2018

M. Snively stated that the financials were included in members Board Packet and asked if there were any questions on the 4<sup>th</sup> quarter financials or checks listed 4593 through 4647 and 4656 on the Fulton Bank Account for the same time period, February 2018 through April 2018. S. Standish motioned, T. Mentzer seconded, all were in favor, financial statements and checks were approved.

**Preliminary Year End** – Marshall reviewed year end summary fact sheet with the Board with no questions.

**DID – LCA FY 17-18 Management Agreement Reconciliation** - Marshall reviewed the summary financials related to this past years management agreement and the unspent funds mainly due to not pursuing a new DID logo.

### Old Business

- a. **Update on FY18-19 LCA-DID Management Agreement-** M. Snively advised that the LCA Board did review and unanimously approve the Management Agreement at their March 23, 2018 Board meeting. Crystal did mention that she would like to form a committee to re-address the DID logo to see if there is a desire to refresh it.
- b. **Tree Program Update-** Dave Aichele gave the Board an update on the 25<sup>th</sup> anniversary tree planting program. To date, we have planted 43 trees and are awaiting the inspection of a few properties to include the Rite Aid store at Queen and Orange St's. If all goes well, Rite Aid will be getting 6 trees.
- c. **DID Board Recruitment Update-** Marshall advised that we are still in need of two additional Board members to replace Board members Patti Connell and Christine Suarez DiRienzo. Marshall stated that we have three names that he will present to the Mayor for her consideration.
  - 1) Bernard Truang – Owner of Sprout, Rice & Noodles at 58 N. Prince St.
  - 2) Craig Johnson – Resident 41 W. Lemon St. #605 (Press Building Condo's)
  - 3) Liz Schwartz – Resident, multi-property owner in the DID

Another name that the Board mentioned as a possibility was Brad Wolf – resident on N. Water St.

### New Business

- a. **DID Board Slate of Officers-** Crystal Weaver presented the slate of officers as discussed at the April 25<sup>th</sup> DID Executive Committee meeting. This slate of officers for Fiscal Year 2018-19 are as follows:
  - i. Chair – Crystal Weaver
  - ii. Vice-Chair – Tim Mentzer
  - iii. Secretary – Nancy Neff
  - iv. Treasurer – Randy Patterson

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It was also noted that Jim Wagner will be staying on with us as a Board Member. S. Standish motioned, J. Donaldson seconded, all were in favor, the new slate of officers for the 2018-19 FY installed. List of officers and Board members attached.

- b. **Downtown Panhandling/Safety Concerns Discussion-** Marshall ask Dave to report on the events of the last Merchant Meeting where there was considerable concern of the merchants of the uptick in panhandling and visible overdoses in the downtown. Dave advised that he is pulling together a panel of professionals to present at the next merchant meeting on June 20<sup>th</sup> to discuss what is currently being done to address these concerns by the organizations.

The panel of professionals will consist of;

Chief Jarrad Berkihiser - Lancaster City Police  
Larry George – Lancaster County Behavioral Health & Developmental Services  
Jennifer Koppel – Lancaster County Coalition to End Homelessness  
Lt. Marc Shaffer – Lancaster County Sheriff’s Office  
Shawn McNichol & Deb Bard – Certified Addiction Councilors from TW Ponessa  
Jerry Schramm – LEMSA

The panel will present how these agencies are working together and what each is doing to address these issues and how they are working to reduce the problems.

Marshall added that the City has authorized the City Police to run extra police details within the downtown area which has deterred some of this activity. Additionally, as we had discussed in the past, the City is only putting out the chairs to the tables in the Heritage Quadrant on market days. The LOOP office is evaluating opportunities to have the chairs placed out during the lunch time hours on non-market days as there seems to be need for people to have a place to enjoy the outdoors during their lunch.

- c. **Lien List-** Crystal ask Dave to review the current Lien list and delinquent list from FY 2017-18. Dave advised that the current lien list has 33 separate properties that have multiple liens against them. However liens have been lifted from two of these properties as the owners have paid all back assessments during this past Fiscal Year. As for the 2017-18 delinquent payment list, there are 40 properties that have not paid as of April 30, 2018. These property owners will be sent a letter advising that they have failed to pay and we will allow a grace period to pay before a lien is filed.
- d. **Review of FY 18-19 Bill List-** Crystal asked Dave to review the current bill list. The billable properties list consist of 677 properties with the most recent properties being the Lancaster Press Building Condo’s at 41 W. Lemon Street. The assessment bills were sent out by the City Treasurers office earlier this month.
- e. **Audit Prep-** Marshall advised that Trout, Ebersole & Groff would be in the office next week to conduct the Fiscal Year Audit.

**Executive Director’s Report-** Marshall stated that he was originally going to ask for an executive session but advised that with the new slate of officers in place, there would be a passing of the torch of the Executive Director’s position to Dave Aichele. Marshall stated that Dave is well deserving of this promotion as he has been totally involved in the workings of the DID for several years and has a firm understanding of the property assessment process and was the primary point person in pulling our new 3 year plan together. Marshall stated that Dave’s promotion will be effective July 1, 2018.

With no further discussion, the meeting was adjourned at 1:05pm.

**Next Meeting:** August 22, 2018 at noon at City Hall (Audit Presentation by Carol Roland -Trout, Ebersole & Groff)

Respectfully submitted,

Marshall W. Snively  
Executive Director