

LANCASTER DOWNTOWN INVESTMENT DISTRICT AUTHORITY
July 22, 2009

Quorum

Meeting called to order at 12:00 noon by Vice-Chairperson, Michael Abel.

Members present: Patti Connell, Harold Miller, Scott Standish, Randy Patterson,
James Wagner

Staff: Lisa Riggs, Executive Director
Cheryl Kieffer, Administrative Assistant
Solicitor, Josh Cohen for Alex Henderson

Introduction of Public Guests

Leslie Fordham, Public Art Manager for the City of Lancaster, and Bernie Harris, reporter for Lancaster Newspapers were introduced.

Approval of Minutes of the May 27, 2009 Meeting

Motion by Patti Connell, second, James Wagner, to approve the Minutes of the May 27, 2009 meeting. Motion approved.

Financial Reports – May & June

Motion by Harold Miller, second, Randy Patterson, to approve Financial Statements for the months of May and June; Approval of checks #1998 through #2031 on the Fulton Account for the month of May; and approval of checks #2032 through #2056 on the Fulton Bank account for the month of June Motion approved.

2008 Audit Report – Carol Roland and Doug Diehm of Trout, Ebersole & Groff, LLP

Ms. Roland detailed the financial charts and reports. Ms. Roland drew the board's attention to the Management's Discussion & Analysis Report to be reviewed, and she commented that Ms. Riggs did a good job with all financial information. There was very little change from last year's figures. There was a slight decrease in assessments collected and an increase in the cleaning contract expense, due to the new contractor, Service Group Inc. The Management Letter notes the material weakness of the DID as not having a CPA or accountant on staff, however, Ms. Kieffer contacts Trout, Ebersole & Groff with non-routine questions. The Audit Committee Letter is new this year and although it is used for larger companies, it is a required communication. She concluded the audit review by telling the board that no difficulties were encountered this year.

Motion by James Wagner, second, Harold Miller, to approve the 2008 Audit as presented. Motion approved.

By-Laws – Review and Discussion

The draft of the newly revised By-Laws was sent 10 days in advance of the board meeting and discussion ensued on that subject. A question was asked in regard to the need to include a residency provision and Mr. Cohen stated the residency provision is not required. There is no need to clarify a "6-year term," and references to "Organizational Meetings" may be deleted. The address of the office and times of the meetings will be updated, also. Mr. Patterson questioned the references to the CEO and Executive Director in Section 3.7, noting that if the JSID should change its name in the future, the By-Laws would have to be revised again. Mr. Cohen stated that it can be removed, but the Management Agreement and the Board Meeting Minutes would need to reflect that information.

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Motion by Randy Patterson, second, James Wagner, to approve the revised by-laws as amended including the removal of the sentence in Section 3.7 that states “The Executive Director may serve simultaneously as the Chief Executive Officer of the James Street Improvement District.” Motion approved.

Executive Director’s Report

Ms. Riggs stated that the streetscape work is likely to continue through mid-October which is when the paving season ends. The next expected major project is the intersection work to install brick crosswalks.

Pedestrian and vehicle wayfinding signage is scheduled to begin toward the end of August or beginning of September. The Lancaster Newspapers parking garage will be open soon. PPL is finishing the vault work in the unit and 100 blocks of North Queen Street. This work was coordinated with the City as they didn’t want to close North Queen Street completely. Dwight Hess resigned as chair of the Retailer’s Committee and Marshall Snively is close to finalizing the choice of a new chairperson. There will be major events at the Convention Center and expected business opportunities in October for retailers. Mr. Patterson noted that he’s hopeful that as the Convention Center brings business downtown, retailers will respond to opportunities to expand hours.

Ms. Riggs stated that the new parking meters are in place and there are parking assistants in vests that are training parkers how to use the new meters. Positive feedback has been received in regard to the sidewalk cleaning crew being visible and very engaged.

Marshall Snively and Shelby Nauman are credited with working on the improvements at Mr. Kim’s dry-cleaning business at the corner of Orange and Prince Streets. Cross Keys Coffee will be doing improvements on the Market and Queen Street sides of that building. Interest in downtown Lancaster locations remains high. Lancaster Newspapers Newseum’s renovations are complete and now include an audio component. Television advertising spots are running in Baltimore, Philadelphia and Washington D.C. in cooperation with PA Dutch Convention and Visitors Bureau, LancasterArtsand MOOSE.

Adjourn

Meeting adjourned at 2:55 p.m.

Respectfully submitted,

Cheryl A. Kieffer
Assistant Secretary