

January 2, 2024

The East Lampeter Township Industrial and Commercial Development Authority met on Tuesday, January 2, 2023 at 6:30 pm at the East Lampeter Township Office: 2250 Old Philadelphia Pike, Lancaster, PA 17602. The statement of recorded meetings was played for all in attendance. Chair Ethan Demme joined the meeting via Zoom. Chair Demme called the meeting to order at 6:30pm followed by the Pledge of Allegiance. Members present in the meeting room were Vice Chair Corey Meyer, Mr. John Blowers and Mr. Roger Rutt. Mr. Glen Elberly was absent from the meeting. Also present in the meeting room was Township staff Mr. Ralph Hutchison, Ms. Tara Hitchens, and Ms. Stephanie Leakway.

The meeting was also held using Zoom, an internet web conferencing tool. A recorded statement was played regarding the use of Zoom for this public meeting which included instructions for the public to use in order to participate in the meeting via zoom.

Public Present in Public Meeting Room:

None

Reorganization

Mr. Corey Meyer acted as temporary Chair and took nominations to elect a new chair for 2024. Mr. Blowers nominated Ethan Demme, this was seconded by Mr. Meyer. The nomination was unanimously approved by voice vote. Mr. Demme resumed the position of Chair and took nominations for Vice-Chair. John Blowers nominated Roger Rutt. The nomination was seconded by Corey Meyer and unanimously approved by roll call vote. Chair Demme took nominations for Secretary and Treasurer. Corey Meyer nominated Ralph Hutchison for Secretary and Treasurer. The nomination was seconded by Roger Rutt and unanimously approved by roll call vote. Roger Rutt nominated Tara Hitchens for Assistant Secretary and Treasurer. The nomination was seconded by Corey Meyer and unanimously approved by roll call vote.

Public Comment on non-Agenda items

None

Consent Agenda

- a. Approval of the January 2, 2024 meeting agenda
- b. Approval of the regular October 2, 2023 meeting minutes
- c. Approval to pay invoices in the amount of \$2,775.73.

Motion made by Roger Rutt to approve the Consent Agenda which was seconded by Corey Meyer and unanimously approved by roll call vote.

Old and Unfinished Business

- a. Branding, Gateway Features and Wayfinding Program

Mr. Hutchison reported that due to staffing challenges and other priorities there has not been much activity in these areas since the last meeting.

Branding - Mr. Hutchison reported that branding is basically finished with the name of the project being "Lincoln Highway East Lancaster".

Gateway Features – Gateway features are being worked on. An appropriate location is being sought for the east end Gateway feature.

Wayfinding – The Township is continuing to work on PennDOT requirements for Wayfinding in order to get their approval and move forward.

Mr. Blowers asked Mr. Hutchison when the Township is planning to meet with the owner of 2522 Lincoln Highway about possibly putting the east end Gateway feature on the property. Mr. Hutchison answered that he would like to do it before planting starts. Mr. Demme asked if the Township knows the amount of compensation that can be offered to the landowner. Mr. Hutchison answered not precisely. The east end Gateway feature has a total budget of \$100,000.00 which it is hoped will cover all costs and compensation.

b. Report on Business Improvement District Project

In the last meeting, there was discussion about splitting the consulting by legal and non-legal elements. No proposals were submitted for the project that required both legal and non-legal elements. Dividing the legal element from the non-legal element will help attract consulting firms that cannot do the legal aspect but would like to do the strategic visioning and coalition building outreach. Mr. Hutchison would like to reach out to firms in early 2024 when people in the corridor are not as busy.

New Business

None

Action Item

a. 2024 Budget Adoption

The 2024 Budget for the Tax Increment Financing Fund has been prepared and advertised. Each member of the Authority has reviewed the budget. There were no comments or discussions made known so the budget is ready for adoption.

Motion made by John Blowers to approve the 2024 Budget for the Tax Increment Financing Fund which was seconded by Roger Rutt and unanimously approved by roll call vote.

b. Appointment of Auditing Firm – Herbein & Company

Herbein & Company has been the Township's Auditing Firm for the past three years. 2023 is the last year of the three-year engagement.

Motion made by Roger Rutt to appoint Herbein & Company as the Authority's auditing firm for the year 2023 which was seconded by John Blowers and unanimously approved by roll call vote.

Adjournment

A motion was made by Corey Meyer and seconded by Roger Rutt to adjourn the meeting at 6:41pm which was unanimously approved by roll call vote.

Respectfully submitted,
Ralph Hutchison

The next meeting will be held on Monday, April 15, 2024 at 6:30 pm