Industrial and Commercial Development Authority

The East Lampeter Township Industrial and Commercial Development Authority met on Monday, October 7, 2024 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. Chairperson Ethan Demme called the meeting to order at 6:30pm followed by the Pledge of Allegiance. Members present in the meeting room were Mr. Tim Lapp, Mr. Roger Rutt and Mr. Glen Eberly. Mr. John Blowers was absent. Also present in the meeting room was Mr. Ralph Hutchison, Township Manager; Ms. Tara Hitchens, Assistant Township Manager; and Ms. Leigh Obetz, Administrative Assistant.

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:
Mike Thornton - resident
Ben Kafferlin - Kafferlin Strategies, LLC via Zoom

Public Comment:
None

Consent Agenda:

a. Approval of the October 7, 2024 meeting agenda
b. Approval of the July 15, 2024 regular meeting minutes

Mr. Eberly moved to approve the consent agenda, seconded by Mr. Lapp. The motion carried with unanimous voice vote.

Old and Unfinished Business:

a. Branding, Gateway Features, and Wayfinding

Mr. Hutchison, Ms. Hitchens, and Mr. Demme went to the proposed property for the Gateway sign to discuss placing the sign with the owner. They spoke with the tenant who provided the owner's phone number. Mr. Hutchison reports attempting to reach the owner via the provided phone number several times but has not been able to reach them. The plan is to try to meet with the owner at their residence.

b. Business Improvement District Report: Mr. Ben Kafferlin, Kafferlin Strategies, LLC.

Mr. Kafferlin reported work so far has included revising the preliminary plan, creating and updating a dynamic map, drafting and approving the authorization resolution, creating a parcel database, generating a mailing list, creating a timeline, and building a website. All documents created will be available on the website and accessible to the public. A discussion ensued between Mr. Kafferlin, Mr. Demme, and Mr. Hutchison about website domain names. Mr. Kafferlin noted several domains were purchased linking to the same site. Next steps in the process are attorney review of the preliminary plan and staff approval. Once approved, the plan can be mailed to all residents. Staff will then schedule a

public hearing. Mr. Kafferlin noted, while not required, he would like to offer an informational video call prior to the public hearing for non-local property owners. If there are no significant revisions, the final plan can be mailed out immediately following the hearing. Recipients will have 45 days to respond to the mailing after which Board members can be identified and appointed. The Township will also need to pass the ordinance. Mr. Hutchison and Mr. Kafferlin discussed who will be responsible for the hearing, resolution, and ordinance. Mr. Kafferlin clarified that while the Authority is steering the project, the Township and Board of Supervisors has legal jurisdiction. Mr. Kafferlin proposed a timeline. Authority members and Township staff discussed remaining 2024 Board of Supervisor meetings and whether time would permit including project steps at or prior to the meetings. Mr. Kafferlin noted hearings are not generally heavily attended or time consuming given the information made available prior to the hearing. Mr. Demme asked staff to discuss timeline with Board members and coordinate with Mr. Kafferlin.

New Business:
None

Action Items:
None

Adjournment:
A motion to adjourn was made by Mr. Rutt, seconded by Mr. Lapp. The motion passed by unanimous voice vote and the meeting adjourned at 6:46pm.

The next meeting of the East Lampeter Industrial and Commercial Development Authority will be Monday, January 6, 2025 at 6:30pm at the East Lampeter Township office.