

## **Industrial and Commercial Development Authority**

The East Lampeter Township Industrial and Commercial Development Authority met on Monday, January 6, 2025 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, Mr. John Blowers, and Mr. Glen Eberly. Also present in the meeting room was Mr. Ralph Hutchison, Township Manager; Ms. Tara Hitchens, Assistant Township Manager; and Ms. Rhiannon Eckinger-Seda, 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:**

Gavin Scalyer – resident

Mike Thornton - resident

### **Reorganization:**

Mr. Demme appointed Mr. Blowers as temporary chair for the purpose of reorganization. Mr. Demme moved to nominate Mr. Rutt as Chairman, seconded by Mr. Lapp. The motion passed by unanimous voice vote. Chairman Rutt continued the reorganization process. Mr. Demme moved to appoint Mr. Lapp as Vice Chair, seconded by Mr. Blowers. The motion passed by unanimous voice vote. Mr. Demme moved to appoint Mr. Hutchison as Secretary/Treasurer, seconded by Mr. Lapp. The motion passed by unanimous voice vote. Mr. Demme moved to appoint Ms. Hitchens as Assistant Secretary/Treasurer, seconded by Mr. Lapp. The motion passed by unanimous voice vote.

### **Public Comment on Non-Agenda Items:**

None

### **Consent Agenda:**

- a. Approval of the January 6, 2025 meeting agenda
- b. Approval of the October 7, 2024 regular meeting minutes

Mr. Demme moved to approve the Consent Agenda, seconded by Mr. Blowers. The motion passed by unanimous voice vote.

### **Old and Unfinished Business:**

- a. Branding, Gateway Features & Wayfinding

Mr. Hutchison updated that the property owner at the East end of the corridor sought for Gateway Features has not yet successfully been contacted. PennDOT has not yet responded regarding Wayfinding. Mr. Blowers asked if the East end property owner is not responding. Mr. Hutchison

informed that staff and Mr. Demme met with the tenant at the property in late summer 2024. The tenant provided information for the owner, but a connection has not yet been made. Mr. Blowers would like to see the project move along. Mr. Hutchison informed noticeable changes will happen soon. Staff and Authority members discussed previous properties for the project and alternatives if the current property falls through.

b. Report on Business Improvement District project

Mr. Demme informed he has not been able to reach Mr. Kafferlin for an update. Paperwork has been reviewed by the attorney. Once staff reviews, the letters will be ready to be mailed to businesses.

**New Business:**

None

**Action Items:**

a. 2025 Budget Adoption

Mr. Hutchison noted Business Improvement District, Wayfinding, and Gateway Features are in the budget. Tax Increment Financing funds for 2023 and 2024 need to be collected this year.

Mr. Blowers moved to approve the 2025 Budget, seconded by Mr. Eberly. The motion passed by unanimous voice vote.

b. Appointment of Auditing firm – Herbein & Co.

Mr. Eberly moved to approve the appointment of Herbein & Company as the 2025 auditor, seconded by Mr. Blowers. The motion passed by unanimous voice vote.

**Adjournment:**

Mr. Blowers moved to adjourn the meeting, seconded by Mr. Lapp. The motion passed by unanimous voice vote and the meeting adjourned at 6:45pm.

Next regular meeting – Monday, April 7, 2025 at 6:30pm at the East Lampeter Township Office