

## January 5, 2026

The East Lampeter Township Industrial and Commercial Development Authority met on Monday, January 5, 2026, 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. 2025 Chairman Roger Rutt called the meeting to order at 6:30pm followed by the Pledge of Allegiance. Other members present in the meeting room were Mr. Tim Lapp, Mr. John Blowers, and Mr. Nick Wagner. Mr. Glen Eberly was absent. Also present in the meeting room were Ms. Tara Hitchens, Township Manager; Ms. Kimberly Piestrak, Assistant Township Manager; and Ms. Rhiannon Eckinger-Seda, Administrative Assistant.

**Public Present:** None

**Public Comment on non-agenda items:** None

**Introduce new member Nick Wagner**

**Reorganization:**

- a. Appoint Temporary Chair

Mr. Blowers nominated Mr. Lapp as temporary chair, seconded by Mr. Wagner. Hearing no other nominations, Mr. Rutt closed the nominations. The nomination of Mr. Lapp to temporary chair carried.

- b. Elect Chairman

Mr. Lapp opened nominations for Chair. Mr. Blowers nominated Mr. Lapp as chair, seconded by Mr. Wagner. Hearing no other nominations, Mr. Lapp closed the nominations. The nomination of Mr. Lapp to Chair carried.

Mr. Lapp then took over the meeting as Chair of the ICDA.

- c. Elect Vice Chairman

Mr. Lapp opened nominations for Vice Chair. Mr. Rutt nominated Mr. Blowers to Vice Chair, seconded by Mr. Wagner. With no other names put forth, Mr. Lapp closed the nominations for Vice Chair. The nomination of Mr. Blowers to Vice Chair carried.

- d. Appoint Secretary/Treasurer and Assistant Secretary/Treasurer

Mr. Lapp opened nominations for Treasurer/Secretary and Assistant Treasurer/Secretary. Mr. Rutt recommended the appointment of Tara Hitchens, Township Manager, and Kim

Piestrak, Assistant Township Manager. Mr. Lapp appointed Ms. Hitchens to Treasurer/Secretary and Ms. Piestrak to Assistant Treasurer/Secretary.

**Public Comment on non-Agenda items:** None

**Consent Agenda:**

- a. Approval of the January 5, 2026, meeting agenda
- b. Approval of the July 14, 2025, regular meeting minutes, there was no quorum in October 2025, thus no minutes
- c. Payment of bills Total: \$10,095.18

Mr. Blowers moved to approve the consent agenda, seconded by Mr. Rutt. The motion carried.

**Old and Unfinished Business:**

- a. Branding, Gateway Features, and Wayfinding

Branding has been finalized. Wayfinding has no updates as Township staff is attempting to deal with the PennDOT requirements. Staff have made several attempts at contacting the owner of 2522 Lincoln Highway East but have yet to make contact. Staff are conversation with PennDOT about co-location of an easement as PennDOT moves forward with an electronic display in that general area. Staff and Authority members discussed other possible locations for gateway signage.

- b. Report on Business Improvement District

The Business Improvement District Authority was established in December 2025, having secured the necessary number of members. The articles of incorporation will be filed with the state on January 16, 2026, and has been advertised with the newspaper and Lancaster Law Review. Staff and Authority members discussed responses from the community. There have been none.

**New Business:** None

**Action Items:**

- a. 2026 Budget Adoption

Mr. Rutt moved to approve the 2026 budget as presented, seconded by Mr. Wagner. The motion carried.

- b. Appointment of Auditing Firm – Herbein & Co.

Mr. Wagner moved to appoint Herbein & Co. as the auditing firm, seconded by Mr. Blowers. The motion carried.

**Adjournment:**

Mr. Rutt moved to adjourn, seconded by Mr. Wagner. The motion carried and meeting adjourned at 6:51pm.

The next meeting of the Industrial and Commercial Development Authority is scheduled for Monday, April 6, 2026, at 6:30pm at the Township building.