

January 03, 2023

The East Lampeter Township Industrial and Commercial Development Authority met on Tuesday, January 3, 2023 at 7:00 pm. at the East Lampeter Township Office: 2250 Old Philadelphia Pike, Lancaster, PA 17602. The meeting was called to order by Mr. Ethan Demme, Chairman. In addition to Mr. Demme, members present were Mr. John Blowers, Mr. Corey Meyer and Mr. Roger Rutt. Mr. Glenn Eberly was absent. Also present was Mr. Ralph Hutchison, Township Manager, Ms. Tara Hitchens, Assistant Township Manager and Ms. Stephanie Leakway, Administrative Assistant.

The meeting was held using Zoom, an internet web conference tool. A recording was played regarding the use of Zoom for this public meeting including instructions for the public to use in order to participate in the meeting.

The following persons signed in as being present in the audience:  
Mike Thornton

Mr. Ethan Demme appointed Mr. John Blowers as temporary Chairman.

Mr. Corey Meyer nominated Ethan Demme as Chairman. This nomination was seconded by Roger Rutt and unanimously passed by voice vote.

John Blowers nominated Corey Meyer for Vice Chairman which was seconded by Roger Rutt. This appointment was unanimously approved by voice vote.

John Blowers nominated Ralph Hutchison to continue in his role as the Secretary and Treasurer. The nomination was seconded by Roger Rutt and approved by unanimous voice vote.

John Blowers nominated Roger Rutt as Assistant Secretary and Treasurer. The nomination was seconded by Corey Meyer and approved by unanimous voice vote.

#### Approval of the Minutes of the Monday, October 26, 2022 Authority Budget Meeting

A motion was made by Mr. Blowers to approve the minutes. Mr. Meyer seconded the motion and it was passed by unanimous voice vote.

.

#### Public Comment (Non-Agenda Items)

None

#### Old Business

##### a. Report on Branding, Gateway Signage & Wayfinding Program

Ralph Hutchison said the Branding was completed with Lincoln Highway East Lancaster. With regard to the Gateway, focus needs to be on the East end working with property owners to acquire easements. The consultant that worked on the wayfinding signage that had been seen by the Board before has been submitted to PENNDOT along with a proposed agreement which was somewhat different than what PENNDOT had originally shared with the Township. He is waiting for a response from PENNDOT.

b. Report on Business Improvement District Project

Mr. Hutchison stated once the budget gets adopted the process for the consultant selection will move forward.

New Business

a. Approval to pay invoices totaling \$18,997.25

Roger Rutt made the motion to pay these invoices which was seconded by Corey Meyer. Unanimous approval made by voice vote.

b. 2023 Budget Adoption - ICDA

John Blowers made a motion to adopt the 2023 Budget as presented to the Board. The motion was seconded by Corey Meyer and approved by unanimous voice vote.

c. Amendments to the East Lampeter Township ICDA By-Laws

Mr. Demme indicated the main items they are looking at amending are as follows:

**Article 3** – 2<sup>nd</sup> sentence - Add an amendment stating the notice to the members of the organization advising them of the time and place of the annual meeting can be mailed “or electronically transmitted” allowing for the use of email.

**Article 4** – Voting – Remove viva voce. At all meetings, all votes shall be “voice vote or roll call at the discretion of the Chairman”. This will allow the Board, when there is a remote member, to categorize that person’s vote by roll call vote.

**Article 5** - Add a sentence at the end stating “May be altered or updated by resolution by the Industrial Commercial Development Authority.

A motion was made by Corey Meyer and seconded by John Blowers to approve the amendments to the By- Laws noted by Mr. Demme.

d. Auditing Firm Appointment of Herbein & Company for the 2022 Audit

A motion was made by John Blowers to approve the auditing firm for the 2022 Audit. The motion was seconded by Roger Rutt and approved by unanimous voice vote.

Adjournment

A motion was made by Mr. Meyer and seconded by Mr. Blowers to adjourn the meeting at 7:14 pm. The motion was passed by unanimous voice vote.

Respectfully submitted,

Ralph Hutchison