

July 17, 2023

The East Lampeter Township Industrial and Commercial Development Authority met on Monday, July 17, 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, Chairperson, followed by the Pledge of Allegiance. In addition to Mr. Demme, members present were Mr. Ralph Hutchison, Secretary and Treasurer, Mr. John Blowers, Mr. Corey Meyer, Vice Chairperson, Mr. Roger Rutt and Mr. Glen Elberly. Also present in the meeting room was Ms. Tara Hitchens, Assistant Township Manager and Ms. Stephanie Leakway, Administrative Assistant.

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

Public Present in Public Meeting Room:

Sue Orth – 3 Spring Dell Road – CVSEEDS, CVHOH
Jim Martin

Public Comment on non-Agenda items

None

Consent Agenda

- a. Approval of the July 17, 2023 meeting agenda
- b. Approval of the April 3, 2023 regular meeting minutes
- c. Approval to pay invoices in the amount of \$0.00

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

Old and Unfinished Business

- a. Branding, Gateway Features and Wayfinding Program

Mr. Hutchison reported that the branding portion of the project is complete. “Lincoln Highway East Lancaster” has been selected and the related logo.

Gateway Features – The initial property owner that the Township spoke to has declined the Township’s offer for use of the property for a gateway feature. The next location is 2522 Meadowland Drive. The Township has not spoken to the property owner yet but hopes to before harvest season begins.

Wayfinding – PADOT has rejected the Township’s preferred approach to establishing a system of wayfinding signage. The Township will have to use PADOT model signing district agreement. Once all of

the Township's questions have been addressed by PADOT, the Township will bring the agreement to the Board at their meeting in October for action.

b. Report on Business Improvement District Project

The Township put out a request for proposals and did not receive any responses. The proposals were due last Friday, July 14th. The Township will now reach out to specific firms directly and inquire if there were any issues with the RFP the Township sent out and adjust it. Mr. Demme asked if it was something the Township can do as professional services without having to put it out for bid again. Mr. Hutchison answered that it does not need formal bidding. Mr. Hutchison would like to get proposals in so the Township could select the best consultant to help the Township with the project that is not just based on price. There is a budget of \$10,000.00 for professional services for the project. Mr. Hutchison hopes to have an agreement by the ICDA meeting in October or they will have to discuss Plan C.

New Business

None

Action Items

None

Adjournment

A motion was made by Corey Meyer and seconded by Roger Rutt to adjourn the meeting and unanimously approved by voice vote.

Respectfully submitted,

Ralph Hutchison
Secretary and Treasurer

The next meeting will be held on Monday, October 2, 2023 at 7:00 pm