

October 2, 2023

The East Lampeter Township Industrial and Commercial Development Authority met on Monday, October 2, 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. Roger Rutt and Mr. Glen Elberly. Mr. Corey Meyer, Vice Chairperson, joined the meeting via zoom. 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:

Mike Thornton

Public Comment on non-Agenda items

None

Consent Agenda

- a. Approval of the October 2, 2023 meeting agenda
- b. Approval of the regular July 17, 2023 meeting minutes
- c. Approval to pay invoices in the amount of \$0.00

Motion made by John Blowers to approve the Consent Agenda which was seconded by Roger Rutt and unanimously approved by roll call vote.

Old and Unfinished Business

- a. Branding, Gateway Features and Wayfinding Program

Mr. Hutchison reported that there is not much to update since the July meeting. The branding portion of the project is completed. The Township is getting used to calling the project “Lincoln Highway East Lancaster”.

Gateway Features – The feature on the west side of Lincoln Highway is part of the design process for the Western Gateway Project. The Township still needs to contact the owner of 2522 Meadowland Drive for the use of the property for the Eastern Gateway feature.

Wayfinding – The Township needs to get back to PADOT with their plans and get them finalized so the signs can go out to bid.

Mr. Blowers asked how the project will fit in with the Township’s workload over the next six months. Mr. Hutchison answered that the Township is in budget season now which takes up a lot of time. The

owner of the property for the Eastern Gateway feature is a farmer that is currently harvesting so the Township will contact him during the winter months. Mr. Blowers hopes that the installation of the “Lincoln Highway East Lancaster” feature will help inspire the owner to work with the Township.

b. Report on Business Improvement District Project

The Township put out a request for proposals before the last meeting and did not receive any responses. The proposals were due Friday, July 14th. The Township did reach out to Tom Bowen from Stevens & Lee who worked closely with the Township during the first attempt. They did make a proposal for the legal elements only. The non-legal elements of the RFP are important for the success of the project. Mr. Hutchison has recently become aware of the North Group Consultants and would like to reach out to them regarding the non-legal elements of the project and see if they are willing to assist. Mr. Elberly stated that he is familiar with the North Group but says they consult with expanding or selling a business. He is not sure if they have expanded their services to being able to assist the Township with this project. Mr. Hutchison believes they have expanded their services because they recently assisted LEMSA with a strategic plan. Mr. Demme stated that splitting the consulting by legal and non-legal elements may be the best route moving forward. He is familiar with the North Group as well and stated that they have significantly expanded their services over the past few years. He feels if the RFP is redrafted splitting the legal and non-legal services, there will be more interest. Mr. Blowers agreed. He stated that dividing the legal element from the non-legal element will help attract consulting firms that cannot do the legal aspect but would like to do the strategic visioning and coalition building outreach. Mr. Meyer agrees and added that the redrafted RFP should state that the two different consultants will have to work together.

New Business

None

Action Items

None

Adjournment

A motion was made by Corey Meyer and seconded by Glen Elberly to adjourn the meeting at 7:10pm and unanimously approved by roll call vote.

Respectfully submitted,

Ralph Hutchison
Secretary and Treasurer

The next meeting will be held on Tuesday, January 2, 2024 at 6:30 pm