

Lancaster County Convention Center Authority
Meeting of October 26, 2023 @ 5:30 p.m.
Constitution Boardroom,
Lancaster County Convention Center
Lancaster, Pennsylvania

Agenda

- 1) **Purpose of Meeting:** Board review and vote on all LCCC / LCCCA 2024 Budgets
Ratify September & Approve October accounts payable
1ST Reading of Nomination Committee Board recommendations
- 2) Pledge of Allegiance
- 3) Roll Call
- 4) Announcements
- 5) Board Chair Report
- 6) Public Comment - This Authority provides a reasonable opportunity at each of our meetings for residents and taxpayers of Lancaster County to comment on matters of concern, official action, or deliberation that are or may be before this Authority. People who wish to comment should state their name and address for the public.
- 7) LCCCA Board Comment Period
- 8) LCCCA Staff Comment Period
- 9) LancasterHistory; Request to stabilize Thaddeus Stevens' Property.
 - a. Presentation by Thomas Ryan PhD, Robin Sarratt & Ken Huber of LancasterHistory
 - b. Motion to conditionally approve Lancaster History's Stabilization Work Nov 2023-Jan 2024 work at Thaddeus Stevens & Lydia Hamilton Smith Center for History & Democracy (leased premises) property, provided Lancaster City approves and issues a permit for the work.
- 10) Executive Director's Report
 - a. Illustrative Interest earned for 2024 from the following Investment accounts:

i. Bond Reserves	\$14,074,194.29 at 5.0% = 703,709.41
ii. Unrestricted Funds	\$ 1,280,984.35 at 5.0% = 64,049.22
iii. Capital Replacement Funds	\$ 3,602,599.86 at 5.0% = 180,129.99
iv. Marketing Consortium Funds	\$ 1,100,895.96 at 5.0% = 55,044.80
v. <u>CRIZ Reserves Funds</u>	<u>\$ 2,118,805.61 at 5.0% = 105,940.28</u>
Total	1,108,873.70
 - b. 106 South Christian Street
 - i. Structural Engineer
 - ii. Drawing by structural
 - iii. Empire Services pricing
 - c. Thaddeus Stevens' Property
 - i. Two invoices paid to David Miller/Associates, Inc. in the June 2023 and September 2023 Capital Expenditures, respectively, were originally labeled as Building Improvements – Non-CRIZ.
 - ii. These 2 invoices have been correctly relabeled as Building Improvements – CRIZ as of October, 2023.
 - iii. The latest invoice for David Miller/Associates, Inc. and the invoice from LancasterHistory requesting reimbursement for their contractor to move the sewer line (both of which are part of the October 2023 Capital Expenditures), have also been labeled as Building Improvements – CRIZ.
- 11) Consent Agenda – Motion to approve Board & Committee Meeting Summary Minutes, ratify/approve expenditures, and ratify quotes & proposals as previously circulated to the board:
 - a. LCCCA Board Meeting of August 24, 2023
 - b. Personnel Committee Meeting of September 14,2023
 - c. Nominating Committee Meeting of October 5, 2023
 - d. Operations Committee Meeting of October 5, 2023
 - e. Finance Committee Meeting of October 19, 2023

- f. September 2023 Operational Expenditures for Ratification (Wells Fargo) totaling \$11,649.36 as recommended by the Finance Committee.
- g. September 2023 Operational Expenditures for Ratification (Fulton Bank) totaling \$114,719.80 as recommended by the Finance Committee.
- h. September 2023 Capital Expenditures for Ratification totaling \$2,411.25 as recommended by the Finance Committee.
- i. October 2023 Operational Expenditures (Wells Fargo) for Approval totaling \$ 5,837.67
- j. October 2023 Operational Expenditures (Fulton Bank) for Approval totaling \$ 628,578.20
- k. October 2023 Capital Expenditures for Approval totaling \$ 239,677.59
- l. The ratification of the execution of Robert J. Illo Engineering Quote 106 S Christian St
- m. Approval of Rettew Engagement Letter for Vine St 10.06.2023.
[Rettew to scan/radar Vine St entry. Expenses allocated – LCCCA 58.9% & Lancaster History 41.1]

12) Committee Recommendations to the full board:

a. Nominating Committee

- i. A motion to accept the Nominating Committee slate of officers for 2024 as presented and to be voted on at the November 16, 2023 Board Meeting:

Chair – Sharron Nelson
 Vice Chair – Thomas Showers
 Treasurer - Darcy Pollock
 Secretary – Patrick Snyder
 Asst. Secretary – Zach Peirson

b. Finance Committee

- i. A motion to approve the LCCC Proposed 2024 Capital Budget, as recommended by the Finance & Audit Committee and previously circulated to the board.**
- ii. A motion to approve the LCCC Proposed 2024 Operational Budget with a gross operating loss of -\$461,209 and a net profit (loss) of -\$811,294, as recommended by the Finance & Audit Committee and previously circulated to the board.
- iii. A motion to approve the LCCCA Proposed 2024 Administrative Budget, as recommended by the Finance & Audit Committee and previously circulated to the board.
- iv. A motion to approve of the LCCCA Proposed 2024 Comprehensive Budget, as recommended by the Finance & Audit Committee and previously circulated to the board.

13) Old Business

14) New Business

- a. A motion to approve the Hammel Associates Architects Quote for the Lydia Hamilton-Smith House Renovation. Scope: Full construction drawings, including permitting.
 - i. Hammel & Associates, a local firm, LCCCA's architect for Lydia Hamilton Smith project 3.8.2020, when Operations Committee recommended the project to the full Board. (Recommendation was rescinded by the Operations Committee October 8, 2020.
 - ii. Scope & pricing are appropriate for the timely development of the Lydia Hamilton Smith House.
- b. 10 East Vine St: Urban Forest Reset Tree Replacement
 - i. Tree Selection
 - ii. LCCCA Responsible to maintain tree (water, prune, remove when tree when it dies)
 - iii. A motion to approve 10 East Vine St Urban Forest Reset Tree Replacement agreement with City.

15) Other Matter

16) Adjournment

*** Upcoming Board and Committee Meetings:

- Board Meeting, Thursday November 16, 2023, 5:30 p.m. Commonwealth Ballroom (2nd Floor) Salon 4