

**Lancaster County Convention Center Authority**  
**Meeting of January 25, 2024**  
**Commons on Vine Lobby**  
**Lancaster County Convention Center**  
**Lancaster, Pennsylvania 5:30 p.m.**

Agenda

1) **Purpose of Meeting:**

- a. Resolutions to:
  - Accept building plan & drawings, and publicly bid the interior build out of 21 – 23 E. Vine St
  - Sell the Swan Hotel
  - Provide authority to Executive Director to Bid Award Paver Projected.
- b. Approve Engagement Letters with Accountants and Solicitors
- c. Renewal of the following policies:
  - Directors & Officers Insurance
  - Excess Directors & Officers Insurance.

2) Pledge of Allegiance

3) Roll Call

4) Announcements

- a. The meeting agenda was posted on LCCCA.com and on the LCCCA's Public Notices bulletin board by 5:30p.m. 1/24/2024.
- b. A physical copy of the meeting agenda was made available to the public.
- c. Update from Julie Miller about Sunshine Act Requirements

5) LCCCA Board Chair Report

- a. Participated in Penn Sq. Condominium Association Meeting
- b. Marketing Consortium Meeting
- c. Announcement of 2024 Committee Assignments

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

- a. 2023 SFIF Forms
  - Please return on or before the next Board Meeting - March 28, 2024.

9) Executive Director's Report

- a. Discover Lancaster received their 20% of the 2023 HRRT.
- b. Major Capital Projects Timeline (as of 1/25/2024)
  - Porte-cochère Paver Project (2024)
  - 101 S. Queen Street (Sell Swan) (2024)
  - 21 – 23 East Vine St (Lydia Hamilton Smith Properties) (2024)
  - Mechanical (Boilers / HVAC) (2024)
  - Elevator Optimization ('24 '25)
  - Main Lobby (Carpet /Furniture & Equipment) (2025)\*
  - Commons on Vine (3 East Vine Street) (2025)

- Internet Upgrade (2025)
- Commons on Vine Restrooms (2026)
- LCCC Interior Carpeting (LCCC Responsible area) (2027)
- Millwork / Wallpapering (2027)
- LCCC Roof (LCCCA responsible areas) (2028)
- Banquet Chairs (2028)
- 106 South Christian Street (Vacant Lot) (2029)
- Digital Signage (2029)

c. Capital Spend by year	2020	\$ 565,769.98
-	2021	\$ 673,036.47
-	2022	\$ 191,173.81
-	<u>2023</u>	<u>\$ 512,498.32</u>
-	<u>4 Year Total</u>	<u>\$ 1,942,478.58</u>
-	4 Year Funding	\$ 4,000,000.00
-	2024 Capital Budget	\$ 1,176,000.00 (not including LHS)

- d. Key Performance Indicators.
- Utilization of South end of LCCC
  - Utilization plan of South End of LCCC
  - Analyzation of South End of LCCC Utilization

10) Building plan and Drawings - Lydia Hamilton Smith Properties

- a. Theodore L. Veddock, AIA, Architect & Principal at Hammel Associates Architects, LLC
- b. Resolution to:
  - Accept building plan & drawings as presented
  - Seek building permitting from City of Lancaster.
  - Seek approval from Marriott International.
  - Publicly bid the interior build out in accordance with drawings.
  - Including, fees, advertising and promotional costs.
  - Engage Shindler Elevator to certify and license 21 – 23 East Vine St Elevator.

11) Old Business

12) New Business

- a. Resolution to provide authority to LCCCA Board Chair, Penn Sq Condominium Association Board member to Award Bids for Paver Projected.
- b. Resolution to provide authority to Executive Director to promote the Public Sale of the Swan Hotel (only)
- c. Annual Review of Legal Services, as previously circulated to the board.

13) Consent Agenda – Motion to approve Board Meeting Summary Minutes, Operational & Capital Expenditures, and 2024 engagement letters & insurance. Project as previously circulated to the board:

- a. LCCCA Board Meeting Summary Minutes of November 16, 2023
- b. LCCCA December 2023 Operational Expenditures for Ratification totaling \$ 41,138.38
- c. LCCCA December 2023 Capital Expenditures for Ratification totaling \$ 12,390.50
- d. LCCCA January 2024 Operational Expenditures for Ratification totaling \$ 58,219.14
- e. LCCCA January 2024 Capital Expenditures for Ratification totaling \$ 6,190.25
- f. Approval of the Engagement Letter for Legal Counsel with RKG Law for the year 2024, as previously circulated to the board.
- g. Approval of the Engagement Letter for Bond Counsel with Stevens & Lee for the year 2024, as previously circulated to the board.
- h. Approval of the Engagement Letter with Walz Group, CPA's for Advisory Services in 2024, as previously circulated to the board.
- i. Approval of the renewal of D&O insurance, as previously circulated to the board.
- j. Approval of the renewal of excess D&O insurance, as previously circulated to the board.

14) Adjournment

Upcoming Board and Committee Meetings:

\*\*\* Upcoming Board and Committee Meetings:

- Thursday, February 15, 2024 - 5:30 p.m. Operations Committee Meeting
- Thursday, March 14, 2024 - 5:30 p.m. Finance Committee Meeting – Audit Review
- Thursday, March 28, 2024 - 4:00 p.m. Operations Committee Meeting
- Thursday, March 28, 2024 - 5:30 p.m. Board Meeting – Audit Approval

LCCCA.COM 1/24/2024