

Lancaster County Convention Center Authority
Meeting of January 23, 2025
Commons on Vine, Lancaster County Convention Center
Lancaster, Pennsylvania 5:30 p.m.

Agenda

- 1) Pledge of Allegiance
- 2) **Purpose of Meeting:**
 - a. Resolution to:
 - Award Construction Contract to A/V Contractor for Commons on Vine Redevelopment Project.
 - b. Approve Engagement Letters with Accountants and Solicitors
 - c. Renewal of the following policies:
 - Directors & Officers Insurance
 - Excess Directors & Officers Insurance.
- 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. 1/22/2025.
 - b. A physical copy of the meeting agenda has been made available to the public. (Posted on bulletin board outside LCCCA Office)
- 5) LCCCA 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
 - a. 2024 SFIF Forms
 - a. Please return on or before the next Board Meeting - March 27, 2025.
 - b. Shred-It
- 9) LancasterHistory CEO Annual Report
 - a. Robin Sarratt, President & CEO, LancasterHistory
- 10) Executive Director's Report
 - a. Discover Lancaster received their 20% of the 2024 HRRT (\$10,196,934.86)
 - b. Major Capital Projects Schedule Update (as of 1/23/2025)
 - i. Mechanical (Boilers / HVAC) (2024)
 - ii. Porto-Cochère Paver Project (2024)
 - iii. 21 – 23 East Vine St (Lydia Hamilton Smith Properties) (2025)
 - iv. Commons on Vine Redevelopment (2025)
 - v. 101 S. Queen Street (Sell Swan) (2026)
 - vi. 106 S. Christian St. (2026)
 - vii. Banquet Chairs Tentatively (2027)
 - viii. Recarpeting of public and event spaces (2028)
 - ix. Roof (TBD)

- c. Key Performance Indicators.
 - i. January 1, 2025 Evaluation
 - ii. Investments
 - iii. Updates on:
 - a. Paver
 - b. Boilers

11) New Business

- a. LCCCA Strategic Priorities 2025 – 2028
 - Motion to approve LCCCA Strategic Priorities 2025 – 2028, as previously distributed to the board.
- b. Annual Review of Legal Services, as previously circulated to the board.
- c. Motion to approve Commons on Vine Redevelopment Project A/V Bid Award Resolution
- d. Project Updates:
 - 21-23 East Vine St. (Lydia Hamilton Smith Properties)
 - Commons on Vine Redevelopment
 - 106 S. Christian St.
- e. Motion to approve Resolution Approving Developer’s Revisions to Intended Use for 101 South Queen Street
- f. Motion to Ratify 21-23 E. Vine St Interior Buildout Change Orders, as previously circulated to the board

▪ Replacing Front Porch Glass Block Floor	14,712.50
▪ Grating Material on Steel Dunnage & Unistrut platform over roof top duct	21,827.08
Total	\$36,539.58

12) Consent Agenda – Motion to approve Board Meeting Summary Minutes, Operational & Capital Expenditures, and 2025 engagement letters & insurance. Project as previously circulated to the board:

- a. LCCCA Board Meeting Summary Minutes of November 14, 2024
- b. LCCCA November 2024 Operational Expenditures for Ratification totaling \$ 9,269.25
- c. LCCCA November 2024 Capital Expenditures for Ratification totaling \$ 1,326,983.58
- d. LCCCA December 2024 Operational Expenditures for Ratification totaling \$ 5,035.49
- e. LCCCA December 2024 Capital Expenditures for Ratification totaling \$ 118,299.07
- f. LCCCA January 2025 Operational Expenditures for Approval totaling \$ 52,338.70
- g. LCCCA January 2025 Capital Expenditures for Approval totaling \$ 126,172.78
- h. Approval of the Engagement Letter for Legal Counsel with RKG Law for the year 2025, as previously circulated to the board.
- i. Approval of the Engagement Letter for Bond Counsel with Stevens & Lee for the year 2025, as previously circulated to the board.
- j. Approval of the Engagement Letter with Walz Group, CPA’s for Advisory Services in 2025, as previously circulated to the board.
- k. Approval of the renewal of D&O insurance, as previously circulated to the board.
- l. Approval of the renewal of excess D&O insurance, as previously circulated to the board.

13) Adjournment

Upcoming Board and Committee Meetings:

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- Thursday, February 20, 2025 - 5:30 p.m. Operations Committee Meeting
- Thursday, March 13, 2025 - 5:30 p.m. Finance Committee Meeting – Audit Review
- Thursday, March 27, 2025 - 5:30 p.m. Board Meeting – Audit Approval