



**York Business  
Improvement District  
Authority Board Meeting  
Minutes  
Wednesday, August 13,  
2025, 7:30am**

The meeting was held on Wednesday, August 13, 2025 for the York Business Improvement District Authority ("YBIDA"), commencing at 7:30 am. The meeting was conducted in person at Saxton & Stump, 221 W Philadelphia St, Suite 600, York, PA 17401. Notice of the meeting was provided to the public in advance by notice required by law.

Board members present in person were Lauren Days, Aneury Perez, Jason Sabol, John Klinedinst, Jason Phillips, Eric Menzer, Joanne Wilmore, Delia Pabon. A quorum was present.

Staff members from Downtown Inc and the York County Economic Alliance who attended in person included Katie Mahoney, Chief Marketing & Business Development Officer; Sarah O'Brien, Director; and Bronley Martin, Urban Revitalization Manager.

**1. Call to Order/Welcome**

Chair Lauren Days called the meeting to order at 7:34am.

**2. Public Comment**

There were no members of the public present.

**3. Approval of June 2025 Minutes**

Chair Lauren Days presented the June 2025 meeting minutes for approval. The minutes had been distributed to the board in advance for review. John Klinedinst made a motion to approve, Jason Sabol seconded. The minutes were approved without opposition.

**4. Report on May and June Financials**

In absence of treasurer Sarah Malinsky, Sarah O'Brien gave an overview of financials. There is a delay with the treasurer's collection process. A solution is in process with the City's treasurer's office. Jason Sabol made a motion to approve, John Klinedinst seconded. The financials were approved without opposition.

**5. New Business**

- a. Review & Approve By-Law Changes

Sarah O'Brien shared the presented changes including revised process for board nominations, moving five-year terms to three-year terms, clarifying board member removal process, adding in the strategic affiliation with YCEA, and greater flexibility to meet quorum. Eric Menzer questioned the ability to change the length of terms. Jason Sabol reviewed the City ordinance in real time and confirmed it will need to remain five years. That edit will be made. Eric also questioned the flexibility for quorum. Jason Sabol confirmed that remote attendance is permitted and those in person will be responsible for voting.

Motion was made to approve the bylaws with revision to the five-year term. Eric Menzer made a motion to approve, John Klinedinst seconded. The bylaws revisions, with edit, were approved without opposition.

#### b. Placemaking & DE Updates

Bronley Martin presented updates on placemaking including:

- Four crosswalk installations complete.
- A mural being installed with the York County History Center.
- Countywide public art plan with the Cultural Alliance to be finalized Spring 2026.
- Mason Avenue/Cherry Lane project advancing with an engineering study to update the 2020 study (funding for the study close to being secured).
- Trench drain replacements delayed but additional funding being sought to advance in partnership with Kinsley.
- DCNR grant tree inventory RFP released July 23 with proposals due August 22.
- Market Street tree replacement has begun led by City Parks & Rotary.
- Gateway Gardens advancing with work beginning in the Fall.
- Public Restrooms should arrive soon. Second location pending.
- Bronley has been collecting data on trash cans, parking lots, street lights, sidewalk conditions and bike infrastructure.
- ABM Clean & Green Team is nearly two years in with cleaning, graffiti removal, litter pick up, and more.
- Garden Club of York continues to be a strong partner.

#### c. STEPS Project Update

Sarah O'Brien shared updates on a district connectivity project currently being called STEPS. This initial idea is funded by local attorneys who came together, and being led by consultant Shawn Fink, in partnership with Downtown Inc. It will aid in walkability, connectivity and vibrancy of Downtown, and better connect the microdistricts. Additional fundraising will be needed in 2026 to complete the project, with a 2027 estimated implementation. Board discussed opportunities to show proof of concept and fundraising ideas including Better York, Explore York Tourism grant, and T-mobile grant.

#### d. Board Vacancy

Delia Pabon submitted her letter of resignation to the BID Board due to conflict of interest with her business ventures and ability to secure grant funding. She remains a strong ambassador, and a member of the Downtown Development Committee. Sarah O'Brien also shared that Jules Tolbert

is resigning from the board due to medical reasons. He will also remain on Downtown Development Committee. Replacements will be discussed with Executive Committee in September and will be brought to the October Board Meeting.

## **6. Adjournment**

Delia Pabon congratulated the team on the Main Street designation and the media attention.

With no further business to discuss, Chair Lauren Days adjourned the meeting at 8:22 am.