

**PARKING AUTHORITY OF THE CITY OF LANCASTER
MINUTES**

For the Regular Board Meeting held

January 13th, 2010

The Parking Authority of the City of Lancaster held its regularly scheduled meeting on Thursday, January 13th, 2010 in the Authority Office at 111 North Prince Street, Lancaster, PA.

Members present were: Mark Vergenes, Chairman; Deno Mandros, Vice Chairman; Lisa Riggs, Treasurer; Cindy Stewart, Secretary; Brian Reynolds, Assistant Secretary-Treasurer.

Also present were: Larry Cohen, Executive Director; Grant Hummer, ELA Group, Inc; Kathleen Gray, Barley Snyder, LLC; Mary Dougherty, Financial Manager; Kyle Ressler, Accounts Payables.

Absent were: None.

The Lancaster Parking Authority Board Meeting was called to order at 7:30 A.M. by Mr. Vergenes, Chairman.

The minutes from December 9th, 2010, were approved by Mr. Mandros and seconded by Ms. Stewart.

The minutes from December 14th, 2010, were approved with corrections. Motion by Mr. Mandros and seconded by Ms. Riggs.

Public Comments

- None.

Reports of Committees

Personnel, Wage & Salary Committee

- During the December 22nd meeting held with Union representatives in attempt to complete the Union negotiations, Ms. Stewart informed the board that the contract was voted on and passed unanimously with no changes from the original. A motion was made to approve the Union contract as presented.
- Mr. Cohen's six month initial goals will be reviewed at the February Board Meeting during Executive session.

Finance Committee

- None

Marketing Committee

- Mr. Cohen informed the board that he would like to make all of the programs and services of the Parking Authority more known and possibly advertised in order to enroll more businesses throughout the city. Ms. Dougherty followed by making a presentation to the board of the various programs offered.
- Mr. Cohen announced that an intern from F&M will be working with the Authority on the development of a comprehensive marketing plan.

Facilities & Security Committee

- Mr. Cohen and Mr. Vergenes have had discussions with Blue Star Energy to pay the capital cost to upgrade interior lighting of the garages in return for a percentage of electric utility savings. Mr. Cohen has proposed for an upgrade at no cost to the authority, with a percentage of the utility saving going to Blue Star for a certain number of years. Mr. Cohen is awaiting a response. Mr. Reynolds will be brought into the discussions.
- Mr. Cohen is scheduling a meeting with OTIS Elevator Company to review progress as well as discuss concerns with the near completed elevator project.

Other Business Items

Executive Director's Report

- Mr. Cohen reviewed with the board several "quick fixes" that have been implemented within his short time with LPA.
- All of the meters throughout the city have been changed for the new rate as well as their descriptive face plates.
- Mr. Cohen is working on a meter evaluation to discern new meter placement and operation.
- He also is holding a cashiers meeting to introduce himself and discuss his views and expectations with the garage attendants.
- Mr. Cohen informed the board that rates of services provided such as meter hood/pole rates as well as an increase on the monthly parker late fees will be implemented.
- The board discussed the possible change of the day and time that the monthly board meetings would be held. It was decided that starting in March, the 4th Thursday of every month at 8 A.M, the meetings will be held in order to issue the most updated financial information.

Miscellaneous Business

- None.

Motions:

- A motion was made to approve the Union contract as presented by Mr. Vergenes and seconded by Ms. Riggs. The motion was approved by all board members present.
- A motion was made at 9:10 A.M. to adjourn by Mr. Mandros and seconded by Mr. Reynolds. The motion was approved by all board members present.

Respectfully submitted,

Cindy Stewart, Secretary