

PARKING AUTHORITY OF THE CITY OF LANCASTER

MINUTES

For the Regular Board Meeting held

June 23, 2011

The Lancaster Parking Authority (LPA) held its regularly scheduled meeting on Thursday, June 23, 2011 at 8:00 AM in the Authority Office's at 111 North Prince Street, Lancaster, PA.

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

Also present were: Larry Cohen, LPA Executive Director; Charles Hess, ELA Group, Inc; Donna Stoudt, LPA Staff and Tony Bozzuto, LPA Staff.

Absent were: Cindy Stewart, Secretary.

The Lancaster Parking Authority Board Meeting was called to order at 8:00 A.M. by Mr. Vergenes, Chairman.

The minutes from May 19, 2011, were approved by Mr. Mandros and seconded by Mr. Reynolds with no corrections.

Public Comments

- None

General Comments

- Tony Bozzuto was introduced to the board. Tony will be job sharing with Roger Sliger starting July 5th.
- Mr. Vergenes presented board terms and proposed positions for next year. The board appointments have been updated to show each members current term and reappointment status. Ms. Riggs asked if there were term limits. There are no time limits for any board member. Ms. Riggs stated that board addresses need to be updated for internal use but only their name and position be listed on the web site; which is how it is listed.

Reports of Committees

Personnel, Wage & Salary Committee

- Ms. Stewart & Mr. Vergenes met with Mr. Cohen for his 6-month review. Mr. Vergenes stated the 6-month review was based on the criteria that was developed in discussions after 30 days. The board felt that he exceeded his goals. Mr. Cohen presented to the board his 12 and 24 month goals. Ms. Stewart suggested that Mr. Cohen put together a 3-4 year plan for initiatives that can't be completed within a year. All items will follow the guidelines of the strategic plan. Motion to approve the increase outlined in the original offer letter dated Nov. 24, 2010. Approved by Mr. Mandros, 2nd by Ms. Riggs.

Finance Committee

- Mr. Mandros stated that we are positive on the meter/garage revenue and under budget on the expenses. Mr. Vergenes asked about the payroll taxes under expenses. Mr. Cohen stated the difference is due to payment schedule. Mr. Vergenes also asked about the interest payment on the elevator loan. Ms. Dougherty is checking with Fulton Bank on the status of the loan.
- Mr. Cohen will be adding another line on the financial statement to show debt payment for the year.
- Ms. Riggs asked Mr. Cohen if he had any financial challenges for the next year. Mr. Cohen stated on the negative side there will be the opening of the RRTA garage. On the positive side, there was a bid entered for the Millersville University-Lancaster parking and potential impact from the meter expansion plan.
- Mr. Cohen is working to show the flow of the transient and permit parking in each garage on a monthly basis.

Marketing Committee

- Mr. Cohen stated that North Star made a presentation at the last meeting to review the plans for the remainder of this year. The focus on the plans for July will be the online survey and newsletter. The website changes are being done in house at this time. Any additional support is being evaluated. Ms. Riggs is concerned that regular communication needs to be kept with our clients until the information goes on line. Mr. Cohen stated that if there are any major changes, our key stakeholders will be notified.

- Mr. Vergenes asked about communication for “Celebrate Lancaster”. The patrons will pay as they enter and the gates will be lifted at 10:00pm for exiting. Ms. Riggs will check to see if JSID will help with traffic flow out of the garages.

Facilities & Security Committee

- Mr. Reynolds & Mr. Hess discussed the lighting. Mr. Reynolds has counted all the lights in the garages which total 1, 925. Mr. Reynolds finished the plan and was emailed to Brent at ELA with suggestions of what should be used. Mr. Reynolds met with ELA to review the RFP with some minor adjustments. The RFP should be out by mid-July. Mr. Vergenes asked if part of the RFP will include an energy generation component or will it be a separate bid, Mr. Hess stated that it will be part of the RFP. Prince St. will have the most electrical components to the bid. Ms. Riggs asked how the RPP will be distributed. It will be advertised in the paper and a direct solicitation to the electric companies. Ms. Riggs asked if Ms. Gray will be brought in to advice on this project. Mr. Cohen stated that she will be asked to review the final documents. This project is to be completed by end of 2011.
- Mr. Hess discussed their annual report. ELA worked with Mr. Cohen to reformat the report to show short and long term repair estimates. Photos are included in the report to show deterioration in the garages. Most of damage is caused by water. ELA also presented an overall 5 year plan based on Mr. Cohen’s outline. The board agreed to have the engineer move ahead with preparing the bid documents for this year’s repairs. Ms. Riggs asked if the 2011 budget includes anything required to be done immediately. Mr. Cohen feels that the budget covers expenses needed for repairs this year. The report shows by garage what is needed for repairs.

Other Business Items

Executive Director’s Report

Meters

- A memo was sent out to all business and residents that will be impacted by any meter expansion plans. The packet for the traffic commission meeting will include the memo, list of contacts, map, street by street detail and footage per block. Mr. Cohen received several calls requesting clarification of the plan. LGH has requested more meters for their area. Glen Vasey, Joe Rager and Larry Cohen will attend the traffic commission meeting for the parking authority.

- Security cameras have been placed in the office and garage covering any area handling money. The system that was in Prince was moved over to Penn Square. Mr. Reynolds asked if cameras will be placed at all entrance, exits and elevator lobbies. There will be cameras placed at the elevator lobbies in the future.
- A meeting was held with funeral home directors to discuss the use of meter hoods for services. A fee of \$7.50 per bag for a 5 hour period will be charged to the funeral home. A limit of 5 bags for each funeral but if more is needed LPA will supply extra bags for a fee. Most directors agreed that the fee should be the same for all funerals. Mr. Cohen is to meet with Pastor Riggs to discuss the church usage.

Action Items:

- Change to the Kiosk to show loading zones, fire hydrant, etc.
- September meeting changed to Sept. 29th.

Miscellaneous Business

Motions

- A motion was made at 9:20 A.M. to adjourn by Mr. Mandros and seconded by Ms. Riggs. The motion was approved by all board members present.

Respectfully submitted,

Cindy Stewart, Secretary