

## PARKING AUTHORITY OF THE CITY OF LANCASTER

Minutes for the Regularly Scheduled Board Meeting held

**August 23, 2012**

The Lancaster Parking Authority (LPA) held its regularly scheduled meeting on Thursday, August 23, 2012 at 8:00 AM in the Parking Authority Office's at 111 North Prince Street, Lancaster, PA.

Members present were: Mark Vergenes, Chairman, Dino Mandros, Vice-Chairman, and Cindy Stewart, Secretary.

Also present were: Larry Cohen, LPA Executive Director, Susan Graver, LPA Finance Manager, and Donna Stoudt, LPA Staff.

Absent were: Brian Reynolds, Asst. Secretary/Treasurer and Lisa Riggs, Asst. Treasurer.

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

The minutes from July 26, 2012 were approved by Mr. Mandros, seconded by Ms. Stewart and approved by all members present.

### Public Comments

- None

### Financial:

- Revenue continues to be favorable to budget.
- Legal expenses in July were due to research and resolution of pension issues. We are currently requesting a reduced or flat fee proposal from Barley Snyder to continue with resolution of legal issues relating to the pension plan. Mr. Cohen has contacted our insurance company to determine coverage for the pension plan issues.
- Electricity savings are as expected with the exception of Penn Square Garage. Ms. Graver has been in contact with PPL to discuss possible causes of the higher than expected electricity use at Penn Square.
- Telephone expenses are higher than expected due to continuing use of an answering service that was expected to be discontinued with installation of a new phone system.
- A question was asked about bank and credit card fees that are above budget. Ms. Graver will research providers of credit card services to shop for lower fees. Credit card usage is growing, which is also contributing to the higher than expected expense.

## Executive Director's Report

- A question was asked about customer service/exiting issue on the security log. With large events, Penn Square fills and the overflow is sent to E. King St. Someone is now put in place to assist customers exiting. We are also exploring placing a 2<sup>nd</sup> pay station so that customers entering and exiting from Mifflin Street can pay without going to the existing pay station.
- Discussion on solicitor fees and if there is a need to explore a new solicitor.
- Summer painting, drain cleaning and trimming trees has been completed.
- Finalizing the repairs to the small retail space. On market late September.
- Still investigating the energy audit for Penn Square.
- ELA is preparing the bid specs for the rehab work for this year.
- New signs are being placed on top of each kiosk. These signs will be welded on the kiosk and will not be able to be removed.
- Gael Aime, the new Director of Operations, starts Monday August 27<sup>th</sup> and Donna Wartella, the new Operations Manager starts Tuesday Sept. 4<sup>th</sup>.
- Leadership Lancaster is holding an event on the roof of the E. King St garage on Sept. 13<sup>th</sup>. There also is a Don Blyler event that will be held on Sept. 30<sup>th</sup> on the roof of the Prince St garage. A question was asked if there is a limit on the certificate of insurance. The certificate must show one million dollars in liability.
- A question was asked on what the procedure is if anything unusual is seen in the garages. A call needs to be placed to LPA office. If after hours, the answering service forwards to Security and they will call the Police if needed.
- "Make a Wish" asked if an old meter could be placed in the city somewhere for donations. LPA would place an old meter possibly at Central Market and it could be painted for charity donations, with rotating charities benefitting.
- Validations were presented and will be reviewed at the Customer Advisory Panel as well.

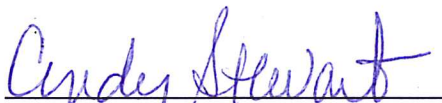
## Miscellaneous Business

- The draft budget will be reviewed at the November board meeting.
- The next board meeting is scheduled for September 27th at 8:00 am.

## Motions

- The motion was made at 9:00am by Ms. Stewart and seconded by Ms. Riggs to adjourn. Motion approved by all present.

Respectfully submitted,

  
Cindy Stewart, Secretary