

**PARKING AUTHORITY OF THE CITY OF LANCASTER**

**MINUTES**

For the Regular Board Meeting held

December 9th, 2010

The Parking Authority of the City of Lancaster held its regularly scheduled meeting on Thursday, December 9th, 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;

Also present were: Thomas Matthews, Executive Director; Grant Hummer, ELA Group, Inc; Larry Cohen; Bernie Harris, Lancaster Newspapers; Randy Patterson, Lancaster County Housing & Redevelopment Authorities; Kyle Ressler, Accounts Payables; Lisa Tubay, Accounts Receivables.

Absent were: Brian Reynolds, Assistant Secretary-Treasurer; Mary Dougherty, Financial Manager.

Note: The LPA solicitor, Kathleen Gray, Barley Snyder, LLC, will be requested to attend the board meeting when board business may require the solicitor's opinion on guidance.

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

The minutes from November 18th, 2010, were approved with corrections. Motion by Ms. Riggs and seconded by Mr. Mandros.

**Public Comments**

- None.

## Reports of Committees

### Personnel, Wage & Salary Committee

- Ms. Stewart informed the board that the Union voted to reject the offer that was presented. A subsequent meeting will be held on December 22<sup>nd</sup>, with Mr. Matthews and Dave Keller in attendance. It is desired to have the Union contract resolved by the end of 2010, without additional financial commitment being put forward.
- Ms. Stewart proudly introduced Mr. Larry Cohen as the new Executive Director of the Lancaster Parking Authority. The process in which the Authority had constructed to fill the position was deliberate and thorough and is very confident that Mr. Cohen is the desired person for this position. The cost for this process came under the projected \$10,000.00 budget. Ms. Stewart also wanted to acknowledge Ms. Lisa Tubay for all of her help with this recruitment process.
- A motion was made to Approve Larry Cohen to be employed as the new Executive Director of the Lancaster Parking Authority
- The board commemorated Mr. Matthews for all of his time, commitment, service, and accomplishments during his time as the Executive Director of the Parking Authority.

### Finance Committee

- Mr. Matthews discussed the budget which continues to show a lower than average revenue. The monthly parker numbers are in good shape though the daily patrons in the garages as well as meter patrons are lower than projected.
- A used 2003 Jeep Wrangler has been purchased within the proposed budget amount approved by the board..

### Marketing Committee

- Ms. Riggs Brought to the boards attention that the next Parking News will be held off to include the transition of Executive Directors as well as finalization of the elevator project.
- Ms. Riggs will draft the press release for Mr. Matthews' retirement as well as Mr. Cohen's introduction.

## Facilities & Security Committee

- Mr. Matthews informed the board that the elevator project is on schedule and is to be completed by the end of February.
- The recently installed multi-space meters on Duke street are awaiting proper signage. Parking representatives will be out to assist parkers unfamiliar with the kiosks.

## Other Business Items

### Executive Director's Report

- After inspecting the Going & Plank Attorneys building concerning a leak they have discovered, it has been found that their building has many outlets where water could be coming through. A letter has been sent saying that the LPA is not responsible for the leak. Mr. Matthews is awaiting for a full response to the letter.

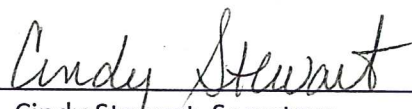
### Miscellaneous Business

- Mr. Patterson discussed with the board the construction of a new parking facility located on the corner of Lemon and Market Street by the Redevelopment Authority. The garage, ranging from 307 to 380 spaces, will be owned by the Redevelopment Authority, with the Lancaster Parking Authority managing it. LPA would take over the garage completely at a later date. Construction will not begin until Spring of 2011 and will most likely not be completed until mid 2012. No action is being taken at the moment, but as the project moves on, the Parking Authority will be choosing the best direction regarding this undertaking.
- A special board meeting will be held on December 14<sup>th</sup> to discuss structuring on street parking meters whether it be an adjustment to time or cost.

### Motions:

- A motion was made to Approve Larry Cohen to be employed as the new Executive Director of the Lancaster Parking Authority Starting January 4<sup>th</sup>, 2011 by Ms. Stewart and seconded by Mr. Mandros. The motion was approved by all board members present.
- A motion was made at 8:45 P.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