

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

For the Regular Board Meeting held

July 8th, 2010

The Parking Authority of the City of Lancaster held its regularly scheduled meeting on Thursday, July 8th, 2010 in the Authority Office at 111 North Prince Street, Lancaster, PA.

Members present were: Mark Vergenes, Chairman; Deno Mandros, Vice Chairman; Brian Reynolds, Assistant Secretary-Treasurer-Security.

Also present were: Thomas Matthews, Executive Director; Grant Hummer, ELA Group, Inc; Mary Dougherty, Financial Manager; Kyle Ressler, Accounts Payables.

Absent were: Lisa Riggs, Treasurer; Cindy Stewart, Secretary-Security.

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 7:29 A.M. by Mr. Vergenes, Chairman.

The minutes from June 10th, 2010, were approved with corrections. Motion by Mr. Mandros and seconded by Mr. Reynolds.

Public Comments

- None.

Reports of Committees

Personnel, Wage & Salary Committee

- Mr. Vergenes went over the legal process of filling the executive director position as given by Barley Snyder using the report Ms. Stewart had made regarding the meeting held for Mr. Matthews' replacement. Approval of employment advertisement, job description, selecting of four community members to the interview committee, compensation of benefits package, and the appointment of the new executive director, all must be held in public sessions and voted by the board. A meeting will be held to discuss these points to move the decision making process along smoothly.

Finance Committee

- Mr. Vergenes brought to the board's attention that LPA's net operating income is noticeably below budget. Some of the reasoning behind the decline are mainly due to the economy through businesses cutting validation costs as well as the events at the Convention Center have been less than expected. Mr. Matthews informed the board of the changes that will be made in order to cut budget costs. Overtime will be eliminated entirely other than emergencies. Security overtime will be cut by hiring a part time employee to fill in for vacations and sick time. Saturday maintenance will be cut as well as event staffing for Convention Center events. Service options are also being looked into in order to attain cheaper options for answering services, credit card processing and others.

Marketing Committee

- The Strategic Plan brochures have been received and will be delivered to businesses though out the city.
- The newsletter has been completed and will be printed momentarily.

Facilities & Security Committee

- The elevator project is progressing well and is ahead of schedule.

Other Business Items

Executive Director's Report

- Mr. Matthews indicated that all the details regarding the East King retail spaces and the elevator project are continued in the Executive Director's Report.

Miscellaneous Business

- None.

Motions:

- A motion was made to accept Ms. Stewart's executive directors recruitment process with changes by Barley Snyder. Motion By Mr. Mandros and seconded by Mr. Reynolds. The motion was approved by all board members present.
- A motion was made at 8:15 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