

PARKING AUTHORITY OF THE CITY OF LANCASTER

Minutes for the Regularly Scheduled Board Meeting held

July 26, 2012

The Lancaster Parking Authority (LPA) held its regularly scheduled meeting on Thursday, July 26, 2012 at 8:00 AM in the Parking Authority Office's at 111 North Prince Street, Lancaster, PA.

Members present were: Dino Mandros, Vice-Chairman, Brian Reynolds, Asst. Secretary/Treasurer, Cindy Stewart, Secretary, and Lisa Riggs, Asst. Treasurer.

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

Absent were: Mark Vergenes, Chairman.

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

The minutes from June 28, 2012 were approved by Ms. Riggs, seconded by Ms. Stewart and approved by all members present.

Public Comments

- None

Executive Director's Report

- Recruiting for the Director of Operations position. By end of the month, we will have interviewed ten candidates. Candidates are incurring their own expense for the interviews. A question was asked how the salaries are being arrived at. Mr. Cohen stated that the positions are being kept within the guidelines of the previous salaries in those two positions and are also being validated by similar salaries in similar positions around the country. It was suggested to contact Mr. Johnson to review the job descriptions and salary ranges for the 2013 budget. A question was asked on the time line for the position replacements. The interviews will be completed by the end of July with the hope of having both hires in place by Labor Day.
- The summer newsletter will be sent out in July. The newsletter includes jury dates and information on how to arrange an event on the garage roofs.
- The Parking Advisory Council members were listed in the newsletter. Kyle is working with the Central Market Manager on a You Tube video.
- The small retail is awaiting completion. The delay is the custom front doors.
- There have been a few security incidents in the East King Street Garage. Also, there are reports of a large number of gate arms being broken at Prince Street.

The reason is the gates are not left open anymore after 3:00 am. Tapes should be reviewed to find the individuals who broke the gates to leave the garage.

- Major maintenance – ELA will do the project management for the rehab work.
- Traffic commission approved the signs for the multi-space meters. The signs need to be placed so they cannot be pulled off or damaged.
- N. Queen Street Garage – Demolition bids due Aug. 9th. Construction to start in October. Mr. Cohen will follow up with Mr. Patterson on the management agreement.
- Pension plan – Ms. Graver is working with Barley Snyder on the IRS filing. The form needs to be completed to give power of attorney to Barley Snyder to work on our behalf. The union has reviewed the pension plan and is asking if this is a negotiation item for part-time employee's participation in the plan –which it is not. Ms. Graver is working on getting the part-time employees enrolled. All full time and non-union employees are now enrolled. LPA cannot "buy back" pension contributions on behalf of the employees but employee can pay back into the program over an agreed upon period of time.

Financial:

- Revenue continues to be very strong to budget.
- LPA lost approximately 30 parkers to the new garage plus several to layoffs.
- A question was asked about the budgeted number for the meters and is the surplus expected through the rest of the year. The budget was very conservative and Mr. Cohen stated that it can be expected through the rest of the year.
- Mr. Cohen and Ms. Graver are working on new "average yearly transient" numbers for each garage.
- Electricity report is showing an 18% savings overall.
- Blue Star Energy is now AEP Energy. AEP is interested in buying our unused energy. LPA will do more research into the sale of the unused energy.

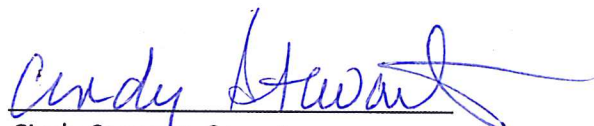
Miscellaneous Business

- The board offered guidance to assist in any transitional items for the new senior staff members.
- The next board meeting is scheduled for August 23rd at 8:00 am.

Motions

- The motion was made at 9:25am by Ms. Stewart and seconded by Ms. Riggs to adjourn. Motion approved by all present.

Respectfully submitted,


Cindy Stewart, Secretary