

PARKING AUTHORITY OF THE CITY OF LANCASTER

Minutes for the Regularly Scheduled Board Meeting held

June 23, 2016

The Lancaster Parking Authority (LPA) held its regularly scheduled meeting on Thursday, June 23, 2016 at 8:00 AM in the LPA offices at 111 N. Prince Street, Lancaster, PA.

Members present were: Mark Vergenes, Chairman; Brian Reynolds, Vice Chairman; Mark Reinmiller (left the meeting at 9:40 AM), Secretary; Cindy Stewart, Treasurer; Constantine Mandros, Asst. Secretary/Asst. Treasurer.

Absent: None

Also present were: Larry Cohen, LPA Executive Director; Susan Graver, LPA Director of Finance and Administration; Gael Aime, Director of Operations; Matt Creme, LPA Solicitor; John Mott, ARRO Consulting; Stephen Flaherty, RBC Capital Markets; Bill McCauley, Barley Snyder LLP.

Public in attendance: None

The Lancaster Parking Authority Board Meeting was called to order at 8:00 AM by Mr. Vergenes.

Minutes from the May 26, 2016 board meeting were reviewed. Ms. Mandros made a motion to approve the minutes as presented. Mr. Reynolds seconded the motion and it was approved by all members present.

Public Comments:

None.

Financial:

- May 2016 financials were reviewed.
- Central Garage financial performance and the associated management fees were discussed. Currently, management fees are recorded at the end of the year instead of monthly. The Board discussed the confidentiality of information related to the agreement with the LNP for management of the Central garage.
- Resolution 2016-4 was presented for approval to ratify the appointment of ARRO Consulting, Inc. as the Lancaster Parking Authority's Parking Consultant in accordance with the requirements of the September 15, 2007 Trust Indenture. A motion was made by Mr. Mandros and was seconded by Mr. Reynolds to approve ARRO Consulting, Inc. as the Parking Consultant as presented in the resolution. All members voted for approval of the resolution as presented.

- The Parking Consultant's certificates regarding the recommended repairs to the garage facilities and adequacy of revenue to cover the cost of those repairs. The certificates are required to comply with various sections of the September 15, 2007 Trust Indenture. The Board discussed the certificates with Mr. Mott and the adequacy of the recommended repairs.
- Resolution 2016-5 was presented to approve the Enforcement Management Agreement with the City of Lancaster. The details of the agreement and the assumption of responsibility for enforcement of parking regulations of the City of Lancaster and the administration of the residential parking permits for the City of Lancaster. A motion was made by Mr. Mandros to approve the Enforcement Management Agreement as presented. The motion was seconded by Mr. Reynolds. Details of the agreement were discussed. The board requested that a letter accompany the returned signed agreement that states the estimated revenue amounts in Exhibit A are an example only and are not guaranteed in any way that were prepared by Lancaster City Administration. The board discussed the details of Exhibit B and characterization of direct and indirect expenses in the agreement. All board members voted to approve the motion as presented.
- The budget for implementation of the enforcement program in 2016 was presented. A motion was made by Ms. Stewart to approve the 2016 enforcement implementation budget as a separate budget item to be added to the 2016 operating and capital budgets. Mr. Reynolds seconded the motion. The method of presentation of the separate budget item to the board was discussed. The motion was approved by all board members.
- Resolution 2016-3 was presented to approve the withdrawal of \$1,082,000 from the Bond Redemption and Improvement Fund under the September 15, 2007 Trust Indenture to pay for the purchase of an administrative office building and make necessary repairs, replacement and alterations to the building once it is purchased. Mr. Flaherty discussed the use of the BRIF funds as an alternative to borrowing. A motion was made by Ms. Stewart to withdrawal \$1,082,000 from the BRI Fund. The motion was seconded by Mr. Reynolds. The board discussed the proposed improvements to the building as outlined in the disbursement requisition for the funds and requested the involvement of the facilities committee in the process of making improvements to the property. The motion was approved by all members present. Mr. Reinmiller left the meeting prior to the vote.

Executive Director's Report:

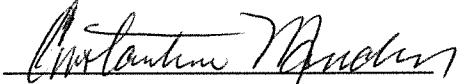
- Meter installations are still in process based on the approval of traffic commission and are awaiting study and approval by PENNDOT.
- Mr. Cohen presented information about the BRAKES program and his involvement with promoting this defensive driving program to train drivers aged 15 through 19.

Miscellaneous Business

- The August 2016 board meeting date will be changed to August 18, 2016.

A motion was made by Mr. Mandros to adjourn the public meeting at 10:00 AM. The motion was seconded by Mr. Reynolds and approved by all members present.

Respectfully submitted,


~~Mark Reinmiller, Secretary~~
Constantine Mandros, Asst. Secretary