

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

For the Regular Board Meeting held

March 11th, 2010

The Parking Authority of the City of Lancaster held its regularly scheduled meeting on Thursday, March 11th, 2010 in the Authority Office at 111 North Prince Street, Lancaster, PA.

Members present were: Mark Vergenes, Chairman; Lisa Riggs, Treasurer; Cindy Stewart, Secretary-Security; 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: Deno Mandros, Vice Chairman.

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 7:45 A.M. by Mr. Vergenes, Chairman.

The minutes from February 12th, 2010, were approved with corrections. Motion by Mr. Reynolds and seconded by Ms. Riggs.

Public Comments

- None.

Reports of Committees

Personnel, Wage & Salary Committee

- None.

Finance Committee

- None.

Marketing Committee

- The updated Parking News bulletin is finished and is being printed.
- Ms. Riggs discussed with the board, the rollout strategy for the pay on foot stations at Penn Square as well as the new 5 after 5 rate plan. Letters will be sent out to customers as well as new signage and bulletins will be used to inform patrons of the changes. The pay on foot stations are scheduled to be operational by the end of march while the 5 after 5 program is set to begin on the first weekend of April.
- The elevator repair schedule has also been finalized. Letters will be released as well as notifications and signage will be posted to make people aware of this major undertaking.

Facilities & Security Committee

- The board discussed signage and notification abilities inside of the garages mainly regarding placement of contact information when the elevators are off and/or there is no booth attendant scheduled. Options are being reviewed such as operational schedule information and contact phone numbers for the answering service posted by the elevators.

Other Business Items

Executive Director's Report

- Mr. Matthews informed the board of a refurbished credit card only machine that became available that would be added to the pay on foot program at Penn Square with a \$10,000.00 price tag. The machine would alleviate some of the wear and tare of only having 2 machines as well as decrease waiting times for paying customers. A motion was made to approve the purchase up to \$10,000.00.

- Mr. Matthews wanted to inform the board that interest has been taken in the smaller retail space at the East King Street garage. The individual is looking at putting a small pizza and sub shop into the space. Mr. Mathews will continue to work with the applicant and begin to construct a lease.

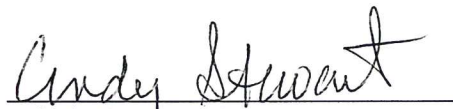
Miscellaneous Business

- None.

Motions:

- A motion was made to approve the purchasing of a credit card only machine for the amount not exceeding \$10,000.00. Motion by Ms. Riggs and seconded by Mr. Reynolds. The motion was approved by all board members present.
- A motion was made at 8:45 A.M. to adjourn by Mr. Reynolds and seconded by Ms. Riggs. The motion was approved by all board members present.

Respectfully submitted,


Cindy Stewart, Secretary