

PARKING AUTHORITY OF THE CITY OF LANCASTER

Minutes for the Regularly Scheduled Board Meeting held

May 16, 2013

The Lancaster Parking Authority (LPA) held its regularly scheduled meeting on Thursday, May 16, 2013 at 8:00 AM in the Parking Authority Office's at 111 North Prince Street, Lancaster, PA.

Members present were: Mark Vergenes, Chairman, Cindy Stewart, Vice Chairman (by phone), Brian Reynolds, Secretary.

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

Absent: Dino Mandros, Asst. Secretary/Treasurer and Lisa Riggs, Treasurer.

The Lancaster Parking Authority Board Meeting was called to order at 9:00 A.M. by Mr. Vergenes.

The minutes from April 25, 2013 were approved by Mr. Reynolds, seconded by Ms. Stewart and approved by all members present.

Public Comments

- None

Financial:

- Overall financial results are favorable to budget.
- We are attempting to finalize payment back to Metric and/or Chatham, NJ for overpayment to LPA for early 2013.

Executive Director's Report

- Approval of the personnel policy manual.
 - The personnel manual has been reviewed and approved by Ms. Stewart, Barley Snyder attorneys and Peter Johnson, LPA Consultant.
 - The new manual now provides structure and captures all non-union employee's personnel policies with some components that could be added into the new union agreement that will be negotiated.
 - A suggestion was made to set a time frame to review policies in the future. This manual will be reviewed on an ongoing basis with any changes impacting personnel brought to the board for approval.

- A motion was made to adopt the Personal Policy Manual as presented by Mr. Vergenes and 2nd by Mr. Reynolds and approved by all board members.
- An estimated 10-year projected rehab repairs for all garages from Walker Parking Consultants was presented. The outcome of the report shows no major structural issues within the garages. \$200k - \$400k in rehab work should be scheduled for each year to maintain a “state of good repair”. A question was asked of what might be some examples that would change the plan. Any act of g-d would be one example. A 10% contingency and 10% engineering fee is built into the dollar amounts. Walker will present the 10-year summary in more detail at the June board meeting.
- Senior staff went to the pre-bid walk through at the Amtrak station. We have started the process of evaluating the project and will present potential proposal for discussion at the next board meeting.
- Our auditors will present their findings at the June board meeting.
- POM software is being installed in the single head meters for tracking as well as upgraded batteries.
- Moving forward with changing the remaining 50 old Duncan to POM meters around the hospital to have our entire program POM meters. Also exploring credit card and pay by phone single meter payment options. At this time the course of action is to purchase used POM meters from Pittsburgh Parking Authority.
- Green roof – Garage plans for Water St & Prince St garages were provided to the city to review green roof options for our discussion/approval without impacting existing parking spaces.
- A question was asked if the repairs on the roof of Penn Square Garage are contingent on the weather. The work time frame will be dependent on the weather but was scheduled in July which is slow in the Convention Center. The work on the helix of the Prince St Garage will have extra personnel to direct the parkers on which way to navigate through the garage. Extra communication will be provided to all parkers letting them know the impact. The helix work will commence once the Penn Square roof is done.

Miscellaneous Business

- The next board meeting is scheduled for June 27th at 8:00 am.

Motions

- The motion was made at 8:35 am by Mr. Vergenes and seconded by Mr. Reynolds to adjourn. Motion approved by all present.

Respectfully submitted,



Brian Reynolds, Secretary