

**PARKING AUTHORITY OF THE CITY OF LANCASTER**

Minutes for the Regularly Scheduled Board Meeting held

**May 22, 2014**

The Lancaster Parking Authority (LPA) held its regularly scheduled meeting on Thursday, May 22, 2014 at 8:00 AM in the LPA Office's at 111 N. Prince Street, Lancaster, PA.

Members present were: Mark Vergenes, Chairman; Lisa Riggs, Treasurer; Dino Mandros, Asst. Secretary/Treasurer; and Cindy Stewart, Secretary.

Also present were: Larry Cohen, LPA Executive Director, Susan Graver, LPA Director of Finance and Administration, Gael Aime, LPA Director of Operations, and Tara Czeluscinski, LPA Staff.

Absent: Brian Reynolds, Vice Chairman.

Invited Guests: Tracy Rash, CPA, CGFM, Vice President, Maher Duessel  
Jennifer Cruverkibi, BPA, Manager, Maher Duessel

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

A motion to approve the minutes from April 24, 2014 was made by Mr. Mandros, seconded by Ms. Riggs, and approved by all members present.

**Public Comments:**

None

**Guest Presentations:**

Tracy Rash and Jennifer Cruverkibi of Maher Duessel Certified Public Accountants presented the draft audited Financial Statements and Required Supplementary Information for the year ended December 31, 2013. They also presented a report to the Board of Directors on the audit findings including results of their review of internal controls. An unqualified opinion was given on the financial statements. No material weaknesses in internal controls were reported.

A motion to approve the audited financial statements as presented was made by Mr. Mandros and seconded by Ms. Riggs, and approved by all members present.

**Financials:**

Financial results for April 2014 and fiscal year-to-date were reviewed by the board. Forecasted financial results for the 2014 were also reviewed by the board.

**Executive Director's Report:**

- The personnel manual was reviewed and updated. Changes were made to the drug policy to enhance reasonable suspicion, short term disability for all employees and the number of accrued sick time reduced to the same as the union contract. Appendices have been updated to the new union agreement and employee benefits for 2014.
- Newspaper Garage proposal has been drafted with input from board. Once discussed, it will be forwarded to them.
- Memo of understanding and meter layout plan presented to Manheim Township for kiosk/meters on McGovern and surrounding streets. Pending their review within the next 30 days.


**Miscellaneous Business**

- The next board meeting is scheduled for June 26<sup>th</sup> at 8:00 am.

**Motions**

- The motion was made at 9:21 am to adjourn by Mr. Reynolds and seconded by Mr. Mandros Motion approved by all present.

Respectfully submitted,

  
Cindy Stewart, Secretary