

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

For the Regular Board Meeting held

November 9, 2006

The Parking Authority of the City of Lancaster held its regularly scheduled meeting on November 9, 2006 in the Authority Office at 111 North Prince Street, Lancaster, PA.

Members present were: Mark Vergenes, Chairman; Chip Kirchner, Vice Chairman; Cindy Stewart, Secretary; Lisa Riggs, Assistant Secretary/Treasurer and Deno Mandros, Treasurer.

Also present were: Thomas Matthews, Executive Director; Grant Hummer, ELA Group; Inc.; John Kenneff, Goodman & Kenneff; Mary Dougherty, Financial Manager.

The Lancaster Parking Authority Board Meeting was called to order at 4:29 P: M. by Mark Vergenes.

Motion to approve the minutes of the October 12, 2006 board meeting was made by Deno Mandros and seconded by Lisa Riggs. Minutes were approved without objection.

Public Comments

- There were no public comments.

Reports of Committees

Personnel, Wage & Salary Committee - (Regis Kirchner, Chair, Deno Mandros)

- The committee had no report.

Finance Committee – (Cindy Stewart, Chair, Chip Kirchner)

- The committee had no report.

- **Reports of Committees Continued:**

- **Marketing Committee-** (Lisa Riggs, Chair, Cindy Stewart)

- **Promotion and Survey**

- Lisa Riggs reported to the board that she ,Tom Matthews and Cindy Stewart met to discuss the consumer survey and what would be the next step on moving forward. The next step would be to get together with Godfrey Advertising for suggestions on building and promoting the LPA's positive involvement within the community.

- A number of distributions channels for promotion: include the LPA website, electronic mail piece for those who sign up, and a quarterly news letter for our monthly cardholders.

- On going communication with the customers is necessary to have a more positive feedback .

- Lisa would like to have pieces or communication elements to bring to the board by the next board meeting in November on promoting LPA and gaining a positive feedback from our customers.

- **Clergy/Undertakers-Meterhoods**

- Cindy Stewart informed the board, that she and Tom Matthews met with the clergy of area churches and local funeral directors to find middle ground and seek an agreement on the use of their own meter hoods. The meeting was very positive and an agreement was reached. They will continue to use their own meterhoods, with the understanding that the bags will be removed immediately following the service. Also bags are to be used for immediate family members only and those who are connected with the funeral home.

- They have requested a letter to be sent to all "houses of worship" so all clergy could be proactive from the pulpit. The information they requested has been sent to the local churches.

- **Facilities & Security Committee** – (Deno Mandros, Chair, Lisa Riggs)

- Work activity is continuing and improving in the garages with a few minor delays. A new concrete pad has been placed in the King Street garage. Drainage issues are being addressed and the Helix concrete and drain work will be completed before winter. Upon completion Surtreat will be in to apply the corrosive inhibitors.

- Mr. Hummer reported on the tremendous cooperation from Carl Walker on performing such a difficult job of repairing the Helix ramps. Praise is to be given for their diligence and professionalism.

- LPA has been working with Tom Smithgall regarding the removal of the Vine Street ramp. Grant Hummer and Tom Matthews will be meeting with the contractors.

- Mr. Matthews reported no negative feedback from the "neighbors" while work was in progress in the Prince Street garage.

- PSP made a request to place supplies and store materials on top of the garage which is not feasible for a facility designed for parking. The board agreed that supplies or trailers would not be allowed on the roof of the King Street garage.

Other Business Items

- **Committee Appointments:**

Personnel: Chairman: Chip Kirchner; second, Deno Mandros

Finance: Chairman: Cindy Stewart, second Chip Kirchner

Marketing: Chairman: Lisa Riggs; second Cindy Stewart

Facilities: Chairman: Deno Mandros; second Lisa Riggs

Nominating Committee: Chairman: Chip Kirchner; second Deno Mandros

Real Estate Committee: Tom Matthews, Chip Kirchner and Mark Vergenes

The Labor Negotiating team remains the same.

Other Business Items (Continued)

- Ms. Riggs suggested making a short presentation to City Council to inform them of all the re-construction and renovations within the King street and Prince Street Garages.
- Mr. Matthews informed the board,he received notice of losing about 58 employees from the Educators building. He understands there is a possibility of other occupants moving into the building, but nothing is definite.
- Mr. Matthews reported to the board that it may be necessary to call a special meeting, prior to the next board meeting (November 9th) to vote on contracts and agreements with Penn Square and LCCA partners.

Executive Director's Report

- Mr. Matthews and Mr. Hummer met with Armstrong's engineer regarding the gates and overhead doors to be installed. They will conform with the wishes of LPA.
- Mr. Matthews reported that no official documents have been received from Penn Square Partners/LCCA for review. Five business days are needed for board comments and review. Contracts should be : Lease spaces to Penn Square Partners, an agreement for the loan from Lancaster Newspaper, sale of the Laundry site, and the ramp removal at the King Street garage.

- Tom Matthews stated that Penn Square Partners/LCCA contract required 300 spaces combined. LCCA now is asking for an additional 100 spaces.. The final details will be addressed through the agreements.

Miscellaneous Business

A motion by Mr. Vergenes to adjourn the Public Board meeting at 5: 25P.M., and go into Executive Session to discuss the possibility of purchasing real estate. The Board returned to the Public Session at 6:00 P.M.

Motions:

At 6:00 P.M., Ms. Riggs made a motion to adjourn and Ms. Stewart seconded. The motion passed unanimously.

Respectfully submitted,

Cindy Stewart, Secretary