

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

For the Regular Board Meeting held

November 12th, 2009

The Parking Authority of the City of Lancaster held its regularly scheduled meeting on Thursday, November 12th, 2009 in the Authority Office at 111 North Prince Street, Lancaster, PA.

Members present were: Mark Vergenes, Chairman; Deno Mandros, Vice 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; Kyle Ressler, Accounts Payables; Valerie Moul, President, Central Market Trust; Jim Zinc, Executive Committee Member, Stand Holder Association; John Knoll, Vice Chair, Central Market Trust.

Absent were: Mary Dougherty, Financial Manager.

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 4:33 P.M. by Mr. Vergenes, Chairman.

The minutes from October 8th, 2009, were approved without objections. Motion by Mr. Mandros and seconded by Ms. Riggs.

### **Public Comments**

- Representatives of Central Market came to discuss in detail their upcoming construction project starting in January through November of 2010. They have requested a fifty cent discount per \$2.00 off ticket to promote the Central Market during the construction process. Though a final decision hasn't been made, the board will discuss and continue communication with Central Market with this matter.

### **Reports of Committees**

#### **Personnel, Wage & Salary Committee**

- None.

#### **Finance Committee**

- Mr. Matthews requested the Board's approval of the \$2,027,626.00 bid that Otis presented for the modernization and replacement of the elevators. Mr Matthews is proposing to take \$400,000.00 from the Retail Space build out excess, \$127,000.00 from operations, and borrow \$1,500,000.00 from Fulton Bank. Motions were made to accept the spending of \$2,027,626.00 to replace the elevators and to approve the solicitation of a loan from Fulton Bank for \$1,500,000.00.

#### **Marketing Committee**

- None.

#### **Facilities & Security Committee**

- Mr. Reynolds informed the board that after reviewing the first draft of the security audit that Carpency and Associates has put together. The board will continue to review and will report back to Carpency with comments formed at a later meeting.
- Mr. Vergenes brought to the board's attention that the implementation of pay-on-foot stations in the Penn Square Garage. Advantages being the ability to use cash, coin, and credit card, along with alleviating stress and strain on the Marriott as well as other patrons. The total cost of two re-conditioned units and exit station is \$68,300.00. The savings in man hours would pay for the cost of this system.

## Other Business Items

### Executive Director's Report

- Mr. Matthews discussed the bid details for the modifications of the elevators at each garage. Otis was the low bid for modification. Otis was also the only vendor to submit a bid for the installation of machine room-less elevators. The proposals are being reviewed to determine the breakdown between modernization or replacement machines.

### Miscellaneous Business

- Ms. Riggs informed the board about the Maximus review of transferring the City Enforcement Program to LPA. The findings showed that the cost of the transfer would be much greater than the increased revenue LPA would receive. The next step will entail working with the city to refine the enforcement with the technologies and the city personnel in order to get a firmer parking structure for the city throughout.

### Motions:

- A motion was made to authorize the spending up to \$2,027,626.00 to replace the elevators. Motion by Ms. Riggs and seconded by Mr. Mandros. The motion was approved by all board members present.
- A motion was made to approve the borrowing from Fulton bank up to \$1,500,000.00. Motion by Mr. Mandros and seconded by Ms. Riggs. The motion was approved by all board members present.
- A motion was made at 6:00 pm to adjourn by Ms. Stewart and seconded by Mr. Reynolds. The motion was approved by all board members present.

Respectfully submitted,

  
Cindy Stewart, Secretary