

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

For the Regular Board Meeting held

October 8th, 2009

The Parking Authority of the City of Lancaster held its regularly scheduled meeting on Thursday, October 8th, 2009 in the Authority Office at 111 North Prince Street, Lancaster, PA.

Members present were: Mark Vergenes, Chairman; Lisa Riggs, Treasurer; 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; Leslie Fordham, Lancaster Public Art Manager.

Absent were: Deno Mandros, Vice Chairman; Cindy Stewart, Secretary-Security.

Note: The LPA solicitor, Kathleen Gray, Barley Snyder, LLC, Is 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 4:32 P.M. by Mr. Vergenes, Chairman.

The minutes from September 10th, 2009, were approved with corrections. Motion by Mr. Reynolds and seconded by Ms. Riggs.

**Public Comments**

- Leslie Fordham, the Lancaster Public Art Manager met with the board to discuss the utilization of the unused area in front of the Prince Street Garage. It was suggested that a possible art showpiece would be placed in this area. Leslie Fordham agreed to work with LPA with sending the request to potential artists as well as other areas to assist LPA with this project. A motion was made to explore this option for the Prince Street property further.

## **Reports of Committees**

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

- Mr. Matthews shared with the board that he has had Peter Johnson & Co. begin the review for the grid for rate increases for 2010. The grid will be reviewed and once finalized, will be the base for adjustments of the coming year.

### **Finance Committee**

- Ms. Riggs brought to the board's attention the significance of the construction that Central Market will begin in February 2010 and how the Parking Authority can assist in maintaining patrons of Central Market during implementation. Though further discussion will follow, the parking news bulletin as well as the Authority's website is looking for ways to inform the public and promote Central Market through these times.

### **Marketing Committee**

- None.

### **Facilities & Security Committee**

- Mr. Reynolds informed the board that Carpeny and Associates has completed the security audit and is compiling the collected information to be presented at a later meeting.

## **Other Business Items**

### **Executive Director's Report**

- Mr. Matthews pointed out that the LPA and the Marriott have been working together and have had much success with positive results. Through meetings with the Marriott, the quality of lighting within the Penn Square Garage was discussed. LPA is making the lighting within all of the garages a priority. Lighting will be discussed as part of the strategic plan meetings. We will be looking for grants and other opportunities for replacing dated light fixtures with new more energy efficient lighting. Also, Parking Validations for the Marriot Hotel and Convention Center's special events have been established and are being carried out smoothly. The process is consistently developing and becoming more refined as various occurrences arise.
- With the utility caps coming off in 2010, Mr. Matthews has been looking at alternate electric companies to decrease the expenditures. Mr. Matthews has signed a three year agreement with Constellation Energy that will hold rates at \$8.89 per KWH for three years.
- Mr. Matthews spoke about LPA's involvement with the upcoming Queen Street garage with Mr. Kilmer who stated that the RRTA board is still studying the situation and is waiting for the contractor to start.
- The bids for the completion of the retail spaces are in and the cost for completion will be close to \$165,000.00 which was the estimated amount before bids were placed. The build out of these retail spaces should be completed some time in November.
- The board discussed and agreed to raise the event flat fee parking rate from \$3.00 to \$5.00 implemented on both the 4<sup>th</sup> of July and New Years Eve celebrations each year.

### **Miscellaneous Business**

- Mr. Vergenes informed the board that the LPA is looking into a lobbying effort, not to engage but in order to bring that to the strategic plan meetings for discussion.
- Mr. Vergenes suggested that a sandwich board sign be placed by the entrance of the Prince Street Garage to inform patrons the it is a proximate parking facility for those headed to Central Market

### **Motions:**

- A motion was made to have Leslie Fordham along with the Lancaster Parking Authority, explore the outdoor artist display on Prince Street or Orange Street that would accent the Prince Street Garage with April 2<sup>nd</sup> as the deadline. Motion by Ms. Riggs and seconded by Mr. Reynolds. The motion was approved by all board members present.
- A motion was made at 5:34 pm to adjourn by Ms. Riggs and seconded by Mr. Reynolds. The motion was approved by all board members present.

Respectfully submitted,

  
Cindy Stewart, Secretary