

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

For the Regular Board Meeting held

October 14th, 2010

The Parking Authority of the City of Lancaster held its regularly scheduled meeting on Thursday, October 14th, 2010 in the Authority Office at 111 North Prince Street, Lancaster, PA.

Members present were: Mark Vergenes, Chairman (joined at noon for executive session); Deno Mandros, Vice Chairman; Lisa Riggs, Treasurer (joined at noon for executive session); Cindy Stewart, Secretary; Brian Reynolds, Assistant Secretary-Treasurer.

Also present were: Thomas Matthews, Executive Director; Grant Hummer, ELA Group, Inc; Kyle Ressler, Accounts Payables; Mary Dougherty, Financial Manager.

Absent were: None.

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 7:40 A.M. by Mr. Mandros, Vice Chairman.

The minutes from September 9th, 2010, were approved with corrections. Motion by Mr. Reynolds and seconded by Ms. Stewart.

The minutes for the special meeting on September 27th, 2010, were approved with corrections. Motion by Ms. Stewart and seconded by Mr. Reynolds.

**Public Comments**

- None.

## **Reports of Committees**

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

- A meeting is scheduled for November 1<sup>st</sup>, to begin Union negotiations, with Mr. Matthews, Ms. Stewart, and Mr. Keller to be in attendance.
- In executive session, the community members will be selected to move forward with the open Executive Director position. The community members on the committee will have no voting authority on who is chosen. The members will be in attendance for advisory purposes only.

### **Finance Committee**

- Mr. Matthews has sent out preliminary budgets, which continue to show lower than expected revenue through transient activities. In response to this, multiple rate increases have been discussed for 2011. This will be discussed further at a special meeting on October 27<sup>th</sup>, which will be held to discuss the 2011 budget.

### **Marketing Committee**

- None.

### **Facilities & Security Committee**

- Roof lights are currently being replaced at the Prince, Duke, And Penn Square garages. A staircase at Penn Square garage has also been replaced

## Other Business Items

### Executive Director's Report

- Mr. Matthews gave an update on the progression of the elevator project. The second Duke Street elevator has been finished and is up and running. The first completed elevator will be taken out of service in order to remove the slider guides and place in smoother roller guides that were originally part of the project plan. The first Penn Square elevator is completed. The first set of Prince Street elevators will be up and operational before the end of October.
- Going & Plank Attorneys have reported a leak in their building. The LPA and ELA are investigating if it is due to the construction of the East King Street garage.

### Miscellaneous Business

- None.

### Motions:

- A motion was made by Mr. Vergenes to adjourn the Public Board meeting at 8:25 A.M. in order to go into Executive Session to discuss the filling of the Executive Director position. 2:55 P.M. the Board returned to Public Session.
- A motion was made at 3:00 P.M. to adjourn by Ms. Riggs and seconded by Ms. Stewart. The motion was approved by all board members present.

Respectfully submitted,

  
Cindy Stewart, Secretary