

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

For the Regular Board Meeting held

September 14, 2006

The Parking Authority of the City of Lancaster held its regularly scheduled meeting on September 14, 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.

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 4:30 P: M. by Mark Vergenes.

Motion to approve the minutes of the August 10, 2006 board meeting was made by Cindy Stewart and seconded by Chip Kirchner. 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)**

- Mark Vergenes reported that Ms. Cindy Stewart will now be on the Finance Committee.

## **Reports of Committees Con't.**

### **Marketing Committee – (Lisa Riggs, Chair, Cindy Stewart)**

- Cindy Stewart reported the draft of the consumer survey is still going forward. She and Chip Kirchner still have to meet to discuss the final draft. Ms. Lisa Riggs will be assigned to the Marketing Committee and Mr. Kirchner will be assigned to the Finance Committee.
- Tom Matthews informed the board that there will be construction delays on September 18<sup>th</sup> and 19<sup>th</sup> due to work on the Helix in the Prince Street garage. Signs were placed in the garage, and advance notice was sent out to the larger employers. For the Monthly Patrons who felt this was a problem, parking was offered in the Water Street Garage. Any transients experiencing delays will be offered 1 hour off their parking fees.

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

- Tom Matthews reported that that Caretti has been doing an excellent job. Work is expected to be completed the second week in October 2006.
- Surtreat will be performing their work on the week of October 16, 2006.
- Tom Matthews brought to the board that work is being performed at all garages. Walker is caulking joints and doing some concrete work while Caretti is performing structural concrete work. Caretti will also be installing additional drains on the Helix. Surtreat's corrosion inhibitor will help prevent major concrete work on the helix due to corrosion from salt products and other contaminants.

## **Other Business Items**

- **New 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)**

- Tom Matthews reported to the board that he has received complaints from business owners and professionals regarding the local churches and funeral homes taking up abundant spaces with use of their own meter hoods. We are going to set up a meeting with all the undertakers and the churches involved with this issue.
- Cindy offered to join Tom if he can meet with them the first week in October to help resolve the issue.
- Jack Kneff brought to the board's attention that in order to change the rates, we have to address the various documents that contain reference to the parking rates, i.e. the lease agreement and the Indenture. This will require a review of the change and approval by the trustee to modify the lease agreement with the City of Lancaster. The Mayor can then be presented a letter by the trustee agreeing that the change does not have a detrimental effect on the bond holders. The Mayor is then in position to recommend to City Council a resolution by the LPA to change the City ordinance regarding parking rates. Mr. Matthews will schedule a meeting with Mr. Juppenlatz to discuss the lease agreement and the change in the City Parking Ordinance.
- Mr. Kneff informed the board that the funds borrowed by the LPA from the Lancaster Newspaper and eventually paid to the LCCCA must cover the acquisition costs, mediation, and any other out of pocket expenses incurred by the LPA to a maximum of \$3 Million. The three year interest free term should start the day we receive a "pad ready" site.
- Mr. Vergenes spoke with Mayor Gray regarding Mr. Fitzgerald, PSP comments about a non-compete agreement with the Lancaster Newspaper. The Mayor informed Mark that such an agreement does not exist.

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

- Mr. Matthews informed the Board that Kone, Inc. is working to correct all the problems with the elevators. The Problems at the King Street garage that caused continuous intermittent problems is finally resolved.
- Mr. Tim Murphy of Kone, Inc. is working through the punch list provided him by the LPA with all the elevator problems.
- Mr. Matthews reported that at some point, all of the elevators must need to be replaced. He has requested Mr. Murphy to provide pricing to upgrade all elevators and provide pricing for new units. We have already included pricing in our business plan for the Mayor that provided pricing provided by Otis Elevator for upgrades and new units.



**Miscellaneous Business**

A motion by Mr. Vergenes to adjourn the Public Board meeting at 5:15 P.M., to go into Executive Session to discuss real estate matters.

The Board returned to the Public Session at 5:40PM.

**Motions:**

Mr. Kirchner made a motion to continue to working with the Trust that approached the Parking Authority regarding a construction Grant. Lisa Riggs seconded the motion. The motion passed with three voting to continue the discussions and one against.

At 5:50 PM, Mr. Kirchner made a motion to adjourn and Ms. Riggs seconded. The motion passed unanimously.

Respectfully submitted,

  
Cindy Stewart, Secretary