

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

For the Regular Board Meeting held

September 9th, 2010

The Parking Authority of the City of Lancaster held its regularly scheduled meeting on Thursday, September 9th, 2010 in the Authority Office at 111 North Prince Street, Lancaster, PA.

Members present were: Mark Vergenes, Chairman; Deno Mandros, Vice Chairman; Lisa Riggs, Treasurer; 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; Randall Carney, Citizen of Lancaster City.

Absent were: Cindy Stewart, Secretary.

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 7:31 A.M. by Mr. Vergenes, Chairman.

The minutes from August 12th, 2010, were approved with corrections. Motion by Mr. Mandros and seconded by Ms. Riggs.

Public Comments

- Concerned citizen, Mr. Randall Carney, voiced his opinion in favor of enforcing meters on Saturdays.

Reports of Committees

Personnel, Wage & Salary Committee

- Mr. Vergenes informed the board that the Executive Director job opening is in process as many resumes have been received. The resumes will be reviewed and qualified applications will be reviewed by the board. Phone interviews will then be made followed by one on one interviews.

Finance Committee

- Mr. Matthews has put together his projections for the 2011 budget. With validations being down and the hotel slowing down, it is projected that the 2010 budget will be under by \$130,000.00 in revenues. In response to the lull in revenue, Mr. Matthews has pulled some funds out of different LPA expenses. He has pulled \$138,000.00 out of the maintenance, \$145,000.00 out of major maintenance, \$10,000.00 out of maintenance equipment garage, \$19,000.00 out of consulting, \$2,000.00 in accounting fees and \$2,000.00 in legal fees. The board will discuss and decide the plans for the 2011 budget at the October board meeting.

Marketing Committee

- The newsletter has been delivered to the garages and surrounding businesses.

Facilities & Security Committee

- Mr. Matthews discussed with the board the major maintenance activity for 2011. Mr. Hummer has recommended that the LPA award it to Quinn Construction with the bid price of \$27,500.00 which includes mainly concrete repairs and joint repairs. This bid is \$12,500.00 under the actual budget for 2011.
- Mr. Matthews recapped on the elevator project. Overall the project has been going well with few exceptions. During the modernization of the first Duke Street garage elevator, metal slide guides have been installed instead of the rubber wheels that were intended. In order to keep at least one elevator in each garage operational, the project will continue as scheduled and the issue will be corrected after everything else is completed.
- A contractor will be fixing the leak that has been discovered in the smaller retail space at the East King Street Garage in order for the retail space to be rented.
- Mr. Matthews notified the board that two new multi-space meter station are being installed on Duke Street between Orange Street and King Street.

Other Business Items

Executive Director's Report

- Mr. Vergenes made the board aware that the LPA was not awarded the PEDDA grant for light replacing. With this information Mr. Matthews has been working on an alternate proposal for the garage lighting. A possibility is a lease agreement with the LED Company which would be paid by the savings LPA finds in using this highly efficient lighting. This option could possibly be bid out between different lighting companies that offer the same service.
- Department of Agriculture has given LPA the authority to analyze the parking meters to determine that the time is correct that is given to the general public. In prior years the Department of Agriculture has done it with our assistance, but now current employees will be trained in order to do it in house.
- Interest has been shown in renting the entire Queen Street lot as well as taking over maintenance for it, while LPA retains its current parkers utilizing the spaces during business hours. Though the proposition is being considered, the LPA has taken no action on the matter, and any alternative utilization of the Queen Street lot has yet to be discussed. The board has instructed Mr. Matthews to continue to lease the lot and not entertain any offers to sell the lot at this point in time.

Miscellaneous Business

- None.

Motions:

- A motion was made to approve the recommendation from ELA Engineer Grant Hummer along with Thomas Matthews to proceed the winning bid from Quinn Construction in the amount of \$27,500.00 by Mr. Mandros and seconded by Ms. Riggs. The motion was approved by all board members present.
- A motion was made at 8:43 A.M. to adjourn by Mr. Mandros and seconded by Ms. Riggs. The motion was approved by all board members present.

Respectfully submitted,


Cindy Stewart, Secretary