

PARKING AUTHORITY OF THE CITY OF LANCASTER

Minutes for the Regularly Scheduled Board Meeting held

September 26, 2013

The Lancaster Parking Authority (LPA) held its regularly scheduled meeting on Thursday, September 26, 2013 at 8:00 AM in the Parking Authority Office's at 111 North Prince Street, Lancaster, PA.

Members present were: Mark Vergenes, Chairman, Cindy Stewart, Vice Chairman, Brian Reynolds, Secretary, Lisa Riggs, Treasurer.

Also present were: Larry Cohen, LPA Executive Director, Susan Graver, LPA Finance Manager, Gael Aime, LPA Director of Operations, and Donna Stoudt, LPA Staff.

Absent: Dino Mandros, Asst. Secretary/Treasurer

The Lancaster Parking Authority Board Meeting was called to order at 8:00 A.M. by Mr. Vergenes.

The minutes from August 22, 2013 were approved by Ms. Stewart, seconded by Mr. Reynolds and approved by all members present.

Public Comments

- None

Financial:

- Total revenue and expense are favorable to budget
- The Board of Directors is requesting proposals for its annual financial audit.
- A motion was made to approve the LPA pension plan minimum municipal obligation (MMO) for 2014. Approved by Ms. Riggs and 2nd by Ms. Stewart and approved by all present.
- Evaluation of credit card merchant service providers is underway. We have requested proposals from National Penn Bank (First Data), Fulton Bank and Nationwide Payment Solutions (out current service provider).

Executive Director's Report

- Health benefits were renewed early for 2014 at a 3% increase.
- Union negotiating meeting is scheduled for Oct. 28th at 6:00pm
- The portable toilet at Prince St. garage will be removed on Nov. 4th. Staff will be placed at Binn's Park entrance for a period of time. Non-parkers will be directed out of the garage. Relocating the portable toilet to the Orange St side was discussed.

- Redesign of the Duke St garage was completed. The redesign will add 40 parking spaces.
- Allegheny Restoration is conducting 2013 repairs to the garages. The repairs are to be completed by November 2013.
- Traffic commission approved removal a total of 31 meters from N. Lime St. Also, two meters were eliminated from Grant St for an access driveway for the leased city lot to J. Meeder on Christian Lot.
- Christian St Lot will be changed from permit to metered parking. The meters are to be clearly marked that they are not LPA meters but they will be enforced by the city. A suggestion was made to discuss loss revenue with the developer and to also send a letter to the city explaining the impact and concerns for this privately owned lot.
- Metric will be upgrading 26 Kiosks to 3G by the end of 2013 at a total cost of \$13,500.
- Amtrak bid was reviewed. The contract was awarded to Standard Parking which handles other Amtrak facilities. Mr. Cohen is trying to schedule a meeting with the owner of the lots surrounding Amtrak.
- The repairs to the sink hole at the Cherry St lot have been completed.
- N. Queen St garage to be completed the 1st quarter of 2014. An article was placed in the LPA fall newsletter about the garage and permit sign ups.
- New red meter rental hoods have been ordered. They will replace the old ones.
- The city is asking to have a green roof on a garage. Water St & Prince St roofs are being reviewed.
- LPA is in the process of adding more security cameras in each of the garages.
- Phase 1 of the office reconfiguration is underway. The new front door, painting of the front of the building and a new sign visible from Prince St. to be completed within next 60 days.
- Customer survey to take place the second week in October. A link to the survey is in the fall newsletter and on our web page.

Miscellaneous Business

- The next board meeting is scheduled for October 24th at 8:00 am.

Motions

- A motion was made at 8:40am to move into executive session by Ms. Riggs and seconded by Ms. Stewart. Motion approved by all present.
- The motion was made at 9:00 am by Mr. Reynolds and seconded by Ms. Stewart to adjourn. Motion approved by all present.

Respectfully submitted,


 Brian Reynolds, Secretary