

PARKING AUTHORITY OF THE CITY OF LANCASTER

Minutes for the Regularly Scheduled Board Meeting held

October 27, 2016

The Lancaster Parking Authority (LPA) held its regularly scheduled meeting on Thursday, October 27, 2016 at 8:00 AM in the LPA offices at 30 West Orange Street, Lancaster, PA.

Members present were: Mark Vergenes, Chairman; Brian Reynolds, Vice-Chairman; Mark Reinmiller, Secretary; Cindy Stewart, Treasurer; Constantine Mandros, Assistant Secretary/Treasurer

Absent: None

Also present were: Larry Cohen, LPA Executive Director; Susan Graver, LPA Deputy Executive Director; Ibrahim Aman, LPA Director of Operations; David Rohrbach, LPA Director of Finance and Administration; Kelly Murphy, Executive Assistant; Matt Crème, LPA Solicitor; Stephen Flaherty, Director, Municipal Finance, RBC Capital Markets; Donna Kreiser and Timothy Horstmann, McNees Wallace & Nurick.

Public in attendance: Bernie Harris, Lancaster City Clerk.

The Lancaster Parking Authority Board Meeting was called to order at 8:00 AM by Chairman Mark Vergenes.

Minutes from the September 22, 2016 board meeting were reviewed. Mr. Mandros made a motion to approve the minutes as presented. Ms. Stewart seconded the motion and it was approved by all members present.

Public Comments:

None.

Financial:

- Resolution No. 2016-8 was discussed. Steven Flaherty explained the bond sales process which will be closed by December 15, 2016. Board members requested information about their role in the process. Mr. Vergenes made a motion to approve the resolution. Mr. Mandros seconded the motion and it was approved by all members present.
- An update was given on a 3-year contract proposal from Maher Duessel. Ms. Stewart made a motion to approve the appointment of Maher Duessel as the LPA auditors for another three years. Mr. Reynolds seconded the motion and it was approved by all members present.
- The Enforcement Budget, 2016 Monthly Financials, and Annual Budget were reviewed.
- Capital expenditures were discussed and will be below the \$605,000 budget due to deferred repairs and maintenance until next year in the Prince Street Garage.

Executive Director's Report:

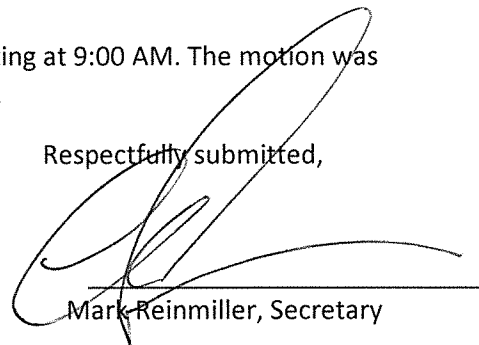
- Details regarding work on the Community 1st Fund building were shared. Modifications include flooring, IT systems, modifications to first floor customer service area, and exterior building design branding.
- An update was given on enforcement, pay by license plate, and Residential Permit Parking implementation including:
 - The on-street parking brochure was introduced as the main educational material for 2017 parking changes.
 - The pay by plate infographic was introduced and is set to be distributed in November 2016.
 - Pay by plate key tags will be distributed at various stakeholders meetings and on the kiosks.
 - A residential street captains meeting is scheduled for the first week in November.
- Distribution and layout of promotional materials was discussed by the board.
- The ordinance for enforcement and fine increases (second reading) at city council was pushed back to November 6, 2016.

Miscellaneous Business:

- House Bill 1838 amending Title 75 regarding vehicles was not voted on due to flawed language on October 26, 2016.
- A meeting with the District Justices is being scheduled by the deputy court administrator for November.
- The November 2016 board meeting is scheduled for November 17, 2016. The board meeting will take place in the second-floor conference room of the Community First Fund building at 30 West Orange Street, Lancaster, PA.

A motion was made by Mr. Vergenes to adjourn the public meeting at 9:00 AM. The motion was seconded by Ms. Stewart and approved by all members present.

Respectfully submitted,



Mark Reinmiller, Secretary