

PARKING AUTHORITY OF THE CITY OF LANCASTER

Minutes for the Regularly Scheduled Board Meeting held

July 27, 2017

The Lancaster Parking Authority (LPA) held its monthly meeting on Thursday, July 27, 2017 at 8:00 AM in the LPA offices at 30 W. Orange Street, Lancaster, PA.

Members Present were: Mark Vergenes, Chairman; Brian Reynolds, Vice Chairman; Cindy Stewart, Treasurer; Marshall Snively, Asst. Secretary/Asst. Treasurer.

Absent: Mark Reinmiller, Secretary.

Also Present were: Larry Cohen, LPA Executive Director; Susan Graver, LPA Deputy Executive Director; M. Ibrahim Aman, LPA Director of Operations, David Weichert, LPA Director of Finance and Administration, Matt Crème, LPA Solicitor and Misty Bencak, LPA Human Resources Assistant.

Public in Attendance: Bernard Harris, City Clerk; Todd Helmer, Haahs & Associates; Randy Patterson, Director of Economic Development & Neighborhood Revitalization; Tim Stuhldreher, Lancaster Newspapers.

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

Minutes from the June 22, 2017 board meeting were reviewed. A motion was made by Ms. Stewart to approve the minutes as presented. Mr. Reynolds seconded the motion and it was approved by all members present.

Public Comment

None.

Financial

- June financial results were reviewed. Financials will be re-stated for the first half of 2017 and presented at the next board meeting to reflect a correction to the enforcement program expenses as they are included in the agreement with the city. The re-stated financials will be the basis for determining the first payment to the City for income in excess of the minimum payment.
- Ms. Stewart stated the board should review a six-month financial report with projections through the end of the year. She requested that one be prepared for presentation at the next board meeting.
- The Board-Restricted Cash Reserve Policy was reviewed and discussed. A motion was made by Ms. Stewart to adopt the policy as presented in the board packet. The motion was seconded by Mr. Snively and approved by all members present.
- Prince Street Garage helix repairs were discussed. Financial impact of the additional work required to repair the helix will be presented at the next board meeting once change orders have been received and the work schedule has been re-evaluated.

Operations

- June enforcement metrics were reviewed.
- The dispute process for tickets was discussed. Information about the dispute process is disclosed on the LPA website.

Economic Development

- The draft feasibility study for the potential for a Lancaster Square Garage was presented by Todd Helmer, Haahs & Associates. The study shows two options for a new garage on the site. Advantages and disadvantages of the two options were discussed.
- Randy Patterson, City of Lancaster, presented information about the approval process for the garage and financial support for the construction of the garage from the CRIZ. Approval by the City's Heritage Conservation District would be required to build the garage on the site. Approval by Lancaster City Council will also be required. Mr. Patterson stated that a one-time request for funds from the CRIZ to pay for engineering and design costs for the garage should be presented in the September/October time frame to obtain funds that become available in November 2017. A separate request would be presented to the CRIZ at a later date to request funds to pay for the financing of the garage construction costs. The board requested that Mr. Patterson begin the process of informing Lancaster City Council and other members of the City administration of the results of the study with the intention of construction beginning mid-year 2018.
- Mr. Crème presented the proposed easement agreement with Brooks Farm Development, LLC for the Prince Street Garage area near Binn's Park. Mr. Crème has worked with the other parties to the agreement to provide for appropriate access to the garage in this area. Ms. Stewart made a motion to approve the agreement as presented. Mr. Snively seconded the motion and it was approved by all members present.

Executive Director's Report

Mr. Cohen discussed key items in the Executive Director's report including:

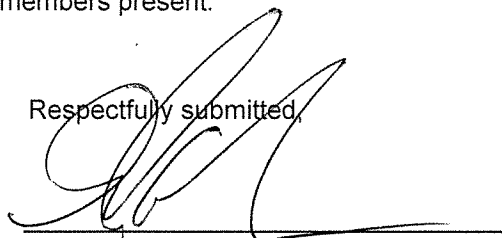
- Vertical Greenhouse financial feasibility study is to be presented to the board in August.
- Millersville University/Ware Center student parking three-year contract has been finalized.
- Negotiation of a new contract with LNP for management of the Central Garage are underway.

Miscellaneous

- Action on the Salary Administration Plan was tabled until August, 24th meeting.
- The next board meeting is scheduled for August 24th, 2017 at 8:00 am.

A motion was made by Mr. Reynolds to adjourn the public meeting at 10:00 AM. The motion was seconded by Ms. Stewart and approved by all members present.

Respectfully submitted,



Mark Reinmiller, Secretary