

PARKING AUTHORITY OF THE CITY OF LANCASTER, PENNSYLVANIA

Minutes for the Regularly Scheduled Board Meeting held

November 21, 2019

The Lancaster Parking Authority (LPA) held its regularly scheduled board meeting on Thursday, November 21, 2019 at 8:00 AM in the LPA offices at 30 W. Orange Street, Lancaster, PA.

Members Present: Mark Reinmiller, Chairman; Kyle Sollenberger, Vice-Chairman; Phillip Cabassa, Secretary, Jodie Macariola, Treasurer, and Sheldon Weaver, Assistant Treasurer/Assistant Secretary.

Also Present: Larry Cohen, LPA Executive Director; Susan Bleecher, LPA Deputy Executive Director; Ibrahim Aman, LPA Director of Operations; Matthew Crème, LPA Solicitor; Carol Gifford, LPA Communications Manager; Natasha Jones, LPA Finance Manager; Kerry Bartens, LPA Staff Accountant.

Public in Attendance: Tim Stuhldreher, LNP; Susan Hoover, Resident; Arthur Morris, Resident; Bernie Harris, City Clerk.

Approval of the Minutes

Minutes from the October 24, 2019 board meeting were reviewed. Mr. Sollenberger made a motion to approve the minutes as presented. Mr. Cabassa seconded the motion. The motion was approved by all members present.

Economic Development

Mr. Cohen provided an update on customer service initiatives including Customer Appreciation week in November and Twelve Days of free on-street parking in the Central Business District.

Lancaster Square Mixed-Use Garage Project Update

Mr. Cohen discussed the Lancaster City Council vote to approve a certificate of appropriateness for the LPA building construction at 151 North Queen Street on November 12, 2019. There were conditions of approval of the certificate of appropriateness regarding a community engagement plan for the public art on the building. A meeting to discuss planning for the community engagement plan with City Administration is scheduled for December 10, 2019. The board discussed the next steps in the process to comply with the requirements for the land development plan and building permit.

Mr. Cohen presented a project cost update report. Receipt of funds from the CRIZ Authority will be completed upon completion of billing for the reimbursable expense for preconstruction and hazardous material abatement.

Finance

- Ms Bleecher presented the October financial reports.
- Ms. Bleecher presented the draft of the 2020 Budget for board discussion. The Personnel Committee and Finance Committee previously met to review and discuss the budget.
- Ms. Bleecher presented a proposal from Maher Duessel, Certified Public Accountants, to perform the Lancaster Parking Authority's financial audit for the fiscal years ended December 31, 2019, 2020 and 2021. Jodie Macariola made a motion to approve an agreement with Maher Duessel to conduct the financial audit of the Lancaster Parking Authority for the next three years

in accordance with the terms of the proposal presented. The motion was seconded by Mr. Reinmiller and was approved by all members present.

Personnel

- Ms. Bleecher discussed the Salary Administration Plan and the recommended merit pay increase matrix for 2020. Personnel Committee previously met to review and discuss the merit pay increase recommendations. Mr. Sollenberger made a motion to approve the merit pay increase matrix. Mr. Weaver seconded the motion and it was approved by all members present.
- Ms. Bleecher discussed changes to the staffing plan for 2020.
- Ms. Bleecher presented changes to the Lancaster Parking Authority Non-Uniform Pension Plan to provide compliance with current IRS Regulations. Resolution 2019-4 provides for the board's approval of the new plan documents. Mr. Reinmiller made a motion to approve Resolution 2019-4 as presented. Mr. Cabassa seconded the motion and it was approved by all members present.
- Ms. Bleecher presented an updated Bargaining-Unit Agreement with the American Federation of State, County, and Municipal Employees (AFSCME) to make changes to add representation for parking enforcement officers. The agreement will continue for its remaining term that expires on December 31, 2021. Mr. Reinmiller made a motion to approve the amended Bargaining-Unit Agreement as presented. Mr. Sollenberger seconded the motion and it was approved by all members present.

Operations

- Mr. Cohen presented an approval to extend the current agreement to administer the parking enforcement program for the City of Lancaster for another three years. Mr. Reinmiller made a motion to ratify the approval by the Executive Director of the extension of the enforcement agreement. Ms. Macariola seconded the agreement and it was approved by all members present.
- Ms. Bleecher presented on the certification of a safety committee for the Lancaster Parking Authority which was established since March 2019.

Public Comment

Ms. Hoover asked about the specifics of the contract with R&R Studios. Mr. Cohen stated that will be determined in December. Mr. Stuhldreher asked for more clarification on the contract terms.

Mr. Morris asked for clarification on the project total cost.

Mr. Reinmiller made a motion to adjourn the meeting. Mr. Weaver seconded the motion and it was approved by all members present. The Board adjourned the meeting at 9:07 AM. The next board meeting is scheduled for Thursday, December 19, 2019 at 8:00 AM.

Respectfully submitted,



Phillip Cabassa, Secretary