

PARKING AUTHORITY OF THE CITY OF LANCASTER, PENNSYLVANIA

Minutes for the Regularly Scheduled Board Meeting held

November 19, 2020

The Lancaster Parking Authority (LPA) held its regularly scheduled board meeting on Thursday, November 19, 2020 at 8:00 AM via conference call on the ZOOM platform due to restrictions on in-person meetings due to the COVID-19 pandemic.

Members present on conference call or ZOOM Meeting: Mark Reinmiller, Chairman; Kyle Sollenberger, Vice-Chairman; Phillip Cabassa, Secretary; Sheldon Weaver, Asst. Treasurer/Asst. Secretary.

Absent: Jodie Macariola, Treasurer

Also Present: Larry Cohen, LPA Executive Director; Susan Bleecher, LPA Deputy Executive Director; Ibrahim Aman, LPA Director of Operations; Matthew Crème, LPA Solicitor; Jay Wenger, Susquehanna Group Advisors; Tim Horstmann, McNees, Wallace & Nurick LLP (bond counsel).

Public in Attendance: Art Morris, Resident; Bernie Harris, City Clerk for the City of Lancaster; Suzy Hoover, Resident.

Approval of the Minutes

Minutes from the October 22, 2020 board meeting were reviewed. Mr. Reinmiller made a motion to approve the minutes as presented. Mr. Sollenberger seconded the motion. The motion was approved by all board members present.

Finance

Mr. Horstmann, Bond Counsel from McNees, Wallace & Nurick, presented Resolution 2020-3, Authorizing and Directing the Application and Use of Certain Funds to be Received by the Authority from the City of Lancaster Revitalization and Improvement Zone Authority. This resolution provides for a debt service reserve fund to be established with funds provided by the CRIZ Authority in 2020, the amount of which has not yet been established. A motion was made by Mr. Reinmiller to approve the resolution as presented. The motion was seconded by Mr. Cabassa. The motion was approved by all members present.

Mr. Wenger, Susquehanna Group Advisors, presented a summary of the October 27, 2020 bond refunding and sale that will be settled on December 1, 2020. He also presented an aggregate debt service analysis that included the 2020 transactions.

Ms. Bleecher presented the first draft of the 2021 LPA budget for review and discussion by the board prior to final review and approval in December. This draft budget was reviewed with finance committee members on November 12, 2020.

The financial reports for the month of October 2020 and the year to date through October 31, 2020 were presented by Ms. Bleecher.

Personnel

Ms. Bleecher presented the recommended 2021 merit pay increase matrix. The merit pay increase matrix was reviewed with personnel committee members on November 10, 2020. Mr. Sollenberger

made a motion to approve the merit pay increase matrix as presented. Mr. Cabassa seconded the motion. The motion was approved by all members present.

Ms. Bleacher reviewed the proposed 2021 staffing plan with the board. This staffing plan was used to establish the 2021 personnel expenses for the proposed budget. The 2021 plan includes ongoing staffing reductions due to reduced volume of parkers and the financial impact of the pandemic.

Economic Development

Christian Street Garage Project Update

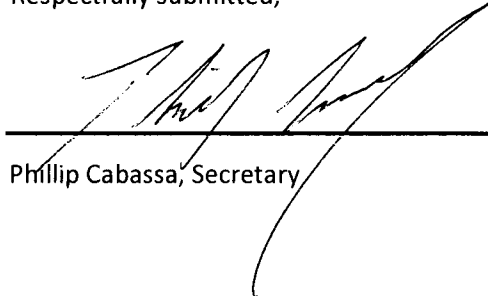
Mr. Cohen presented an update on activities relating to the Christian Street Garage project. The micropile foundation work has been completed and other foundation work is continuing and for building above grade. Final approval of land development plan is continuing but has been delayed due to delay in completion of easements and agreements required to meet the conditions for approval from the Lancaster City Planning Commission.

Public Comment

Arthur Morris commented on his interest in the ongoing status of the LPA's involvement in the evaluation of purchase of a property on the previously discussed UPMC Pinnacle Hospital site. He stated that he believed the minutes were not adequately descriptive of the discussion on the UPMC property at the September board meeting. Mr. Morris demanded an update on his prior requests for further board policies regarding public comment, board minutes and conflict of interest. Mr. Cohen stated that the future matters of purchase of real estate will be discussed in executive session. Mr. Reinmiller and Mr. Cohen stated that there are plans to develop board policies regarding public comment early in 2021. Mr. Crème discussed the requirements for conflict of interest on attorneys. Mr. Crème described the board's adherence to the Sunshine Law and how the board determines to move forward to accommodate the Mr. Morris's request for board policies.

Mr. Reinmiller made a motion to adjourn the meeting. Mr. Sollenberger seconded the motion. The motion was approved by all members present. The Board adjourned the meeting at 9:22 AM. The next board meeting is scheduled for Thursday, December 17, 2020 at 8:00 AM via conference call using the ZOOM platform.

Respectfully submitted,



Phillip Cabassa, Secretary