



MT. LEBANON
PENNSYLVANIA

**Parking Facility Advisory Board Meeting Minutes
Thursday, January 25th 2018 - 6:00 p.m.
Municipal Building Room C**

I. Call to Order

Mr. Egler called the meeting to order at 6:00 PM, and asked Mr. Sukal to call the roll.

II. Roll Call

The meeting was attended by board members, David Egler, Andrew Flynn, Mose McNeese, Shawn Levine, and Paul DiGirolamo.

The meeting was also attended by Commissioner Craig Grella, Rudy Sukal, the Director of Public Works, Andrew McCreery, the Director of Finance, Mark Quealy, Parking Enforcement Supervisor, and Phillip Avolio, Facilities & Parks Coordinator

III. Citizens Comments

No Citizen Comments to Report

IV. Approval of October, 2017 Meeting Minutes

A motion was made by Mr. DiGirolamo and a second by Mr. Flynn to accept the minutes as presented in hard copy. The motion was passed and the minutes were accepted.

V. Financial Statement Review:

Mr. McCreery reported on the year end financials. He reported that overall it was a positive year for the parking operations.

Mr. McCreery noted that a trend in decreasing 24-Hour permits for the South Garage was something new that was noted. Other variances that were explained included decreased expenditures in staff funds that was due to position turn-over in the labor operations. He also noted that an increase in the contractual line was due to the North Garage Dry Suppression System Valve Replacement. In 44104 ticket books are no longer being purchased as the new system will not need to be supported through this paper system.

On the revenue side, he mentioned that an increase in cash flow will soon present itself in 2020, when the debt service falls off

VI. Parking Enforcement Software Update:

Mr. McCreery reviewed the newly selected vendor, Passport. He explained the new system and the changes that will be coming, including rate testing, and beta testing of software. This will be followed with online payment and appeal process. The magazine will be promoting the mobile app in the middle of February. Shortly after, the group expects to be using the system live.

VII. Garage Repairs / Upgrades:

Mr. Avolio updated the group on recent maintenance and operational tasks at the North & South Garages. He noted that Image 360 has been selected to replace the entrance signage at the North Garage; he reviewed the scope of the project and updated the group on the process.

He also updated the group on the repairs being made at the South Garage under Nathan Contracting's maintenance bond. The contractor would be installing 4,250 square feet of epoxy overlay in areas where the recent cement coating has started deteriorating

Mr. Avolio spoke about the North Garage Lobby and Elevator Cab Flooring Replacement; this project will be done in conjunction with a large carpet replacement at the PSB that was approved for this year's CIP.

VIII. Old Business:

Mr. Flynn noted that he would like to see the group discuss the future of the South Garage going forward. He noted that the large-scale replacement may be a ways off, but now would be the time to start initial discussions.

IX. New Business:

Mr. Sukal introduced the new Commission liaison, Craig Grella to the group, as he would be replacing Commissioner Bendel.

Mr. Sukal asked the group for their ideas on 3-4 ideas on the groups priorities for the year. The group collaborated and formed the listing below

Long-Range Planning of South Garage
Beverly Road corridor parking study and implementation
Change or improve the South Garage Entrance
Review of Parking Rates

X. Adjournment:

A motion was made by Mr. Flynn and a second by Mr. McNeese to adjourn the meeting. The motion passed and the meeting was adjourned at 7:02 PM.