



MT. LEBANON
PENNSYLVANIA

**Parking Facility Advisory Board Meeting Minutes
Thursday, April 26th 2018 - 6:00 p.m.
Municipal Building Room C**

I. Call to Order

Mr. Egler called the meeting to order at 6:02 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, and Paul DiGirolamo.

Shawn Levine was absent.

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

III. Citizens Comments

No Citizen Comments to Report

IV. Approval of January, 2018 Meeting Minutes

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

V. Financial Statement Review:

The group reviewed the financial packets provided at the meeting.

Mr. Sukal reminded the group to reach out to himself or Mr. McCreery regarding any questions.

Commissioner Grella inquired if current operations allow staff to differentiate between violations, or if it was grouped into a single category.

Mr. Quealy responded that they are now able to separate these further using Open Gov platform. He also noted that they are now currently tracking all information related to passport, ticketing, and permits.

Mr. Egler asked for clarification on the Full-Time Wages variance.

Mr. Sukal reported that this was associated with the filling of a Laborer position that is now currently filled.

VI. Long-Term Planning of South Garage:

Mr. Sukal reminded the group that one of the Board's goals is to discuss the Long-Term Planning of the South Garage. He noted that Gateway had presented a few options for long-term maintenance that was presented to the group in prior meetings.

The group discussed the importance of getting this topic in front of the Commission, as the big picture for the garage's future is a question larger than just the Parking Facilities Board.

Mr. Egler expressed that in the meantime, he feels that it is the Board's duty to keep making sure this garage is maintained and functional until a new option is presented.

Mr. Flynn noted that this issue crosses into economic development, and this issue needs to be placed in front of that group as well. He noted that he feels this is not a parking question, but it is a parking asset.

Mr. Egler asked how they might get this issue in front of economic development.

Commissioner Grella responded that he would present it to the economic development board.

VII. Garage Repair Updates:

Mr. Avolio updated the group on the on-going maintenance and current projects pertaining to the parking facilities. He noted that he is finalizing the installation date with the North Garage LED Signage. He also updated them on the elevator equipment in the South Garage, and the anticipated repairs that would be associated with that equipment. He also reported that Gateway has completed their garage maintenance plan for the Public Works Crews to use to identify problem areas as well as the correct repair.

VIII. Extended Commission Discussion:

Mr. Sukal noted that the next Extended Commission Discussion will be this coming Monday. The Commission asked that a representative from each Board be present to present their goals for the year, as well as answer any questions regarding their operations.

Mr. Egler noted that he would be available to attend.

Mr. Flynn noted that he would also attend.

IX. Old Business:

No Old Business Reported

X. New Business:

Mr. Egler asked if there were any thoughts on eliminating the banners hanging from the North Garage with an electronic sign board?

Mr. Avolio noted that the current signage being installed will not be used to replace the banners initially. He replied that he could look into the actual requirements that are needed for electronic signs

XI. 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 7:05 PM.