



MT. LEBANON
PENNSYLVANIA

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

I. Call to Order

Mr. Egler called the meeting to order at 5:58 PM, and asked Mr. Sukal to call the roll.

II. Roll Call

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

Melinda Koujales, Craig Grella, and Andrew McCreery were absent.

The meeting was also attended by Municipal Manager, Keith McGill, 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 April, 2018 Meeting Minutes

A motion was made by Mr. Levine 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.

Mr. Egler inquired about the credit cards fees under "Other Contractual"

Mr. Quealy explained the fees, and which ones were passed to the user, or taken on by the Municipality.

Mr. McGill noted that the overall credit card processing is a single contract and vendor that the Municipality uses for various functions and departments.

Mr. Flynn noted that because this is one large contract, it may not make sense to try and negotiate credit card fees for the parking function alone.

Mr. Egler noted that it would be helpful to see these costs from year to year in terms of the transaction fees.

VI. Parking Ticket Appeals Process

Mr. Egler noted that the Municipality recently reviewed a change to an ordinance that included a second appeal process that would go in front of the traffic board. He noted that he feels that this second appeal is better suited to be reviewed by the Parking Facilities Board

Mr. McGill noted that this appeal process was a request from the magistrate's office, as the parking ticket appeals tend to slow down their office and are not legally needed to be heard unless they are issued as a state citation. He noted that Mark Quealy would handle the regular administrative appeals, such as; broken meters, missing hang tag, over-night parking lists, but the Municipality would need to decide on how they are going to handle an appeal that is not easily verifiable. Manager McGill explained how the Commission was presented with options of: utilizing current staff, acting as the appeals board themselves, or utilizing an existing board and the Commission decided the appeals were more suited for the traffic board. He noted that the two major factors in this decision were the fact that the traffic board meets monthly, and the staff liaison for the board is the Traffic Lieutenant who is very familiar with the courtesy ticket process.

Mr. Flynn replied that while he would have liked to have that conversation with the board, he feels that the parking facilities board has other issues it should be focused on, but would be happy to jump in and help at any time if called upon.

Mr. Egler noted that he would be in favor of changing back to monthly meetings if that is needed. He feels that this process is a parking function and should reside with the Parking Facilities Board.

Mr. Levine noted that if this has already been decided by the Commission, it may not be worth reviewing any further.

VII. Long-Term Planning of South Garage:

Mr. McGill noted that this project will require a great deal of planning and suggested reaching out to Ian McMeans, the Municipal Planner to start those conversations.

Mr. Flynn also agreed that this needs to be on the Commission's radar, as this will leave a large hole when the time comes to take action.

VIII. Garage Repairs / Upgrades:

Mr. Avolio updated the group on the on-going maintenance and current projects pertaining to the parking facilities. He noted that the Commission would be approving the replacement of the door operating hardware on the elevator closest to Washington Road in the South Garage. Mr. Quealy mentioned that the other car in the South Garage was recently upgraded for the same issue.

Mr. Avolio updated the group on the status of the vacant retail space, noting that the new tenant currently has submitted plans for their build out that are under review. He explained that the Municipality completed a full interior gutting of partition walls, electrical service, HVAC runs, and plumbing lines. He noted that these changes were needed to bring the space back into compliance. This work also includes the installation of a new inspected electrical service, hot water tank, and entrance doors.

Mr. Avolio also noted that the North Garage Lobby and Elevator Flooring replacement has been completed. The elevator cab flooring had to be changing to carpet as the condition of the sub-floor was in poor condition, and would not accept any other flooring without replacement. He will be working with Otis to price sub-floor replacement options.

Lighting Upgrades: Mr. Avolio notified the group that there would be a complete overhaul of the lighting in both the North & South Garages, and is hoping to have this project wrapped up before 2019.

Pigeon Efforts: PW Crews have been installing over 1000' of pigeon spikes to prevent roosting on utility lines, fixtures, and structural ledges primarily in the permit parking along Parse Way, a lift will be rented to access sprinkler branch lines that are over 25' in height

IX. Old Business:

Manager McGill noted that there would be a meeting with Commissioner Bendel in the near future to review suggestions from Gateway Engineers in response to the Beverly Road Parking Study. He noted that he would also like to see this board review the draft concepts, and he will make sure that gets in front of the group.

X. New Business:

No new business to report

XI. Adjournment:

A motion was made by Mr. DiGirolamo and a second by Mr. Levine to adjourn the meeting. The motion passed and the meeting was adjourned at 7:09 PM.