



MT. LEBANON
PENNSYLVANIA

**Parking Facility Advisory Board Meeting Minutes
Thursday, July 25th 2019 - 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. Avolio to call the roll.

II. Roll Call

The meeting was attended by board members, David Egler, Andrew Flynn, and Melinda Koujales.

Shawn Levine, Paul DiGirolamo, and Commissioner Craig Grella were absent.

The meeting was also attended by Keith McGill, Municipal Manager, Phillip Avolio, Facilities & Parks Coordinator, the Director of Finance, Andrew McCreery, and Michael Haberman of Gateway Engineers.

III. Citizens Comments

No Citizen Comments to Report

IV. Approval of April, 2019 Meeting Minutes

Mr. Egler asked the group to review the April Meeting Minutes.

A motion was made by Mr. Flynn and a second by Ms. Koujales to accept the minutes as presented. The motion was passed and the minutes were accepted.

V. Overlook Lot Pay Stations / Paving:

Mr. McGill noted that the Beverly Road Parking Study and associated improvements were discussed at the recent Commissioners Retreat, where they agreed upon their top five priorities. He also noted that based upon the direction of the Commission, Municipal staff and Gateway Engineers have reviewed the completed study, and put together a suggested work plan.

Mr. Haberman reviewed a provided hand out on the suggested improvements to the Overlook Parking Lot as well as the costs associated with the changes. He noted that if no changes were made to the existing lot, it would remain a 48 space lot with the only changes being the addition of pay stations/ Kiosks and associated equipment for \$89,000 in 2020. The proposed changes to the lot would add 8 spaces (56 total) and

two pay station kiosks for \$157,000. Option 2 adds a 4' Landscape Island in the middle of the lot while providing the same 8 space gain for \$168,000. Mr. Haberman noted that if anyone has recently parked in the Academy Lot, this plan has the same drive isle width as the Academy Lot for reference.

Mr. Egler noted that he is in favor of the design featuring the center island, as he feels that this physical barrier will help to keep order in the lot, as well as reduce accidents and claims. He also noted that if the middle island is selected, he would advise that the curbs provide a low enough profile for the newer style of car that is closer to the ground.

Mr. Flynn noted that he is comfortable with the added cost of the second option that adds the middle parking island.

Ms. Koujales noted that she was leaning towards the first option which did not include a center island.

VI. Overnight Parking Ordinance Review:

Mr. McGill provided a brief history on this topic up to the creation of the Ordinance in 2001. He then noted that after 2011, residents were required to call in for on-street parking. Starting in 2012, residents are able to submit for over-night parking online.

Manager McGill reviewed section 4 of the draft ordinance which states that the Parking Facilities Board is suggested to be the body for review of special permit spaces. He also noted that the Parking Facilities Board would review potential additions for on-street parking zones, while the Commission reserves the ability to rescind a zone.

Mr. McGill noted that the Commission would like input from this group before they go any further in the process.

Mr. Flynn suggested creating zones that match each area. He explained that certain mechanisms may not be the answer for each zone, and each area needs to be addressed individually based on the demand in that area, and a blanket solution would not help the community.

VII. Financial Statement Review:

Mr. McCreery reviewed all financial statements for the quarter with the group. He noted that in the interest of time, to email him any specific questions regarding the provided documents.

VIII. Academy Lot ay By Plate/ Pay Station:

Mr. McCreery reviewed locations around the community that do not warrant the need for a pay-station. He discussed how space and use limitations are the driving factors in

deciding if a pay-station is needed. He noted that the License Plate Recognition is currently enforceable only in the Academy Lot. He is hoping to switch to the new Pay By Plate enforcement this September. He also noted that they are planning to add equipment to the South Lot as a trial to utilize Pay By Plate enforcement. \$39,200 would be the initial cost for LPR software, as well as additional up-front capital for a vehicle dedicated to this operation. There is also consideration for staffing as well. He noted that there may be a need to have a new full-time staff person that is dedicated to LPR operations.

IX. Street Scape Pay Stations:

Mr. McCreery updated the group on the grant and bond funding that will be used to update the business district street scape along Washington Road. He discussed changing from single space meter heads to pay stations. He noted how this change has shown an ROI from 25%-50% based on the operations that are being replaced. Current operations include 94-meter heads that are maintained and collected each day by staff.

Mr. McCreery reviewed the potential layout of pay stations along Washington Road with the group. He noted that right now, it appears that roughly 23 pay stations will be needed to outfit Washington Road. He also discussed future expansions that may be needed after the program is up and running.

Ms. Koujales commented that she believed that this may create an inconvenience for pedestrians, and noted that we need to remember the human element during this process.

Mr. McCreery replied that accessibility and distance considerations were some of their main focuses while reviewing locations for pay stations. He also explained that the current meter heads are 9 years old and are starting to fail. He discussed that the payback on a 30% ROI would be close to 3.5 years to pay for the equipment.

Mr. Flynn agreed that he would rather see a larger quantity of pay-stations to help with travel distances and accessibility to maintain a consistent look and feel.

X. Old Business:

No Old Business was Reported

XI. New Business:

No New Business was Reported

XII. Adjournment:

A motion was made by Mr. Flynn and a second by Ms. Koujales to adjourn the meeting. The motion passed and the meeting was adjourned at 8:09 PM.