

Meeting Minutes

May 23, 2012

7:00 PM

Conference Room C

Mt. Lebanon Municipal Building

Parking Facility Ad-Hoc Committee

Attendees:

David Egler
William Lewis
Kristen Linfante, Commission Liaison
Tom Kelley, Staff Liaison

Absent:

Alan Kraemer
Steve Silverman

Others in Attendance:

Blaise Larotonda, District Magistrate
Lt. Michael McMurtrie, Mt. Lebanon Police
Mark Quealy, Mt. Lebanon Police

Call to order: The meeting was called to order at 7:00 p.m. by Chairman Lewis.

Roll Call: Messrs. Lewis and Egler were present; Messrs. Kraemer and Mr. Silverman were absent. Ms. Winkler has resigned her position on the committee and the Commission will be naming a replacement in June.

Public Comments: No members of the public were present at this meeting.

Approval of April 25, 2012 Minutes: Members reviewed minutes and made corrections. Dave Egler made a motion to approve the corrected minutes which was seconded by Bill Lewis. The corrected minutes will be placed on the municipal website.

Discussion of Parking Ticket Enforcement: Mr. Egler introduced District Magistrate Larotonda and Lt. McMurtrie who had been invited to the meeting to discuss their roles in parking enforcement. Lt. McMurtrie indicated that the municipality is developing software that will be used for parking enforcement and the IT Department is also developing an application that will provide a scofflaw list. In the past, the police did not have real-time information on scofflaws making it very difficult to proceed with booting and towing. When the new system is developed scofflaws will be towed and booted in a timely manner. Lt. McMurtrie will provide a list of the salvers and/or towers who are being used by the municipality. Mr. Egler suggested that a salver be used instead of a tow company. It was noted that scofflaws often have so many unpaid tickets that they don't want their vehicles and authorize them to be sold or salvaged. Lt.

McMurtrie indicated that he would check on the list to determine if salvers are being used and will get the information back to the committee. The discussion then focused on parking tickets and towing/booting costs. Mark Quealy indicated that he would review the fee resolution and get back to the committee on the fee and fine costs. Booting procedures were then discussed. Lt. McMurtrie indicated that he would review Chapter 10 – Motor Vehicle in Traffic Section, of the Municipal Code, and get back to the committee with a list of revisions to Part 2 – Miscellaneous Provisions. Magistrate Larotonda commented on Section 1102.5 and indicated that the language should be changed to indicate that the manager will appoint a booting hearing officer. Hearing appeals on parking tickets is an accommodation not a function of the district magistrate. The magistrate provides this as a courtesy. The magistrate will continue to hear ticket complaints. Violators can't appeal local parking tickets beyond the district magistrate. There is no next step. Police may issue the parking citations however a substantial portion of the fine then goes to the State of Pennsylvania. The district magistrate indicated that he hears approximately ten ticket appeals per week.

Other Items Discussed:

- Enforcement of two hour parking along the Washington Road business district, as recommended by the Traffic Board
- Tickets voided for meter failure
- Parking in handicap areas
- Enforcement power of the school district and hospital
- Parking enforcement in loading zones.
- Use of Fines and Fees-Seventy-five percent of the revenue collected through parking tickets is given to support the police department.
- Parking Ticket Appeals-Mark will provide the District Magistrates office with a form that can be used for parking and ticket appeals.
- Automated Parking Meters-Mark provided information on the status of the new automated parking meters and indicated that the new meters have increased revenue significantly. At a later date he will provide additional information on the new metering system.
- Booting- the Magistrate indicated that he had nothing to do with the removal of the boot placed on vehicles, and this should be settled either by the police or the tax office.
- Parking Fee Collections-The magistrate only deals with citations and is not a collection agency for parking violations, only for state citations. Mike and Mark were asked to provide language to amend Section 1102.4 to remove the district magistrate from non-citation issues.

Parking Financial/Performance:

Availability of Financial Statements: The committee reviewed and discussed the revenue and expenditure report provided by the finance department. Mr. Egler will provide suggestions on how the reports can be formatted to provide

July- December 2011 Maher Duessel audit-members of the committee commented that there is not sufficient detail in the CAFR on the operations of the Parking Authority for the period July 1st and December 31, 2011.

Updates/Announcements:

- **EDC Appointment**-Chairman Lewis met with Eric Milliron and will attend the EDC meeting on Thursday, May 24th. Members of the EDC will be invited to a future meeting to discuss parking.
- **Meeting with Property and Business Owner:** A meeting will be arranged through Eric Milliron.
- **770 thru 794 Washington Road Rezoning:** This will be further discussed with Keith McGill.
- **Zamigas Property Purchase:** Chairperson Lewis indicated that recently Zamigas has purchased additional property abutting the Bower Hill site.
- **Hazel Lot:** Currently the municipality provides parking at the end of Hazel and Ashland Avenue; these spaces were developed over twenty years ago and provide little revenue to the municipality. The committee inquired as to whether the municipality would continue to maintain these spots.
- **Parking for Commissioners:** Previous commissioners or any board members who attended night meeting were provided with parking at the south garage, the status of this past practice will be discussed with the manager.

New Business: None at this time.

Adjournment: At 9:30 p.m., Chairman Lewis made a motion to adjourn the meeting which was seconded by Dave Egler. The next meeting is will be on June 27, 2012 at 7:30 p.m.