

## Meeting Minutes

June 27, 2012

7:30 PM

Conference Room C

Mt. Lebanon Municipal Building

### Parking Facility Ad-Hoc Committee

#### Attendees:

David Egler  
William Lewis  
Steve Silverman  
Kristen Linfante, Commission Liaison  
Mark Quealy, Mt. Lebanon Police  
Tom Kelley, Staff Liaison

#### Absent:

Alan Kraemer  
Kirstan Fudeman

**Call to order:** The meeting was called to order at 7:30 p.m. by Chairman Lewis.

**Roll Call:** Messrs. Lewis, Egler and Silverman were present; Mr. Kraemer and Ms. Fudeman were absent. Ms. Fudeman received a late notice of the meeting and could not attend. Ms. Fudeman is replacing Ms. Winkler.

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

**Approval of May 23, 2012 Minutes:** Mr. Egler made a motion to approve the meeting minutes as amended which was seconded by Mr. Lewis and unanimously approved. The corrected minutes will be posted on the municipal website along with the meeting agenda.

#### Discussion of May 23, 2012 Meeting Minutes:

**Parking for the Commission and Board Member-**Mr. Lewis discussed the previous policy of extending free parking to commissioners and board & authority members while they are attending meeting in the municipal building. Mr. Quealy indicated that this has always been an acceptable practice and to his knowledge the practice is still in effect. Commissioner Linfante will check and get back to the committee on this item.

**Parking Fees-**Mr. Lewis inquired about the fee schedule for parking. Messrs. Quealy and Kelley reported that the fee schedule is approved annually by the commission and posted on the website.

**Scofflaw List-**Mr. Quealy reported that the IT staff is still working on the Scofflaw List.  
**Amnesty Program-**Ms. Linfante reported on the ticket amnesty program. Over 150 letters were mailed and as of 06/20/12 \$4,840 had been collected. The total amnesty value of the tickets is \$31,990. This is the first step on ticket amnesty. Mr. Quealy reported that the City of Pittsburgh Parking Authority has an 88% closure rate on tickets

and that Mt. Lebanon has been posting 90%. Industries standards indicate that anything above 70% is in the good range. A value of over \$800,000 was placed on the 32,000 delinquent tickets. The auditors reported that they did not book a receivable in the above because of the unlikelihood of collection, and this was noted in the annual audit.

**Booting and Towing-Mailings** to notify violators that they are in violation must be mailed before vehicles can be booted or towed. It was reported that 20% of outstanding tickets are vehicles with out-of-state plates. After the last meeting, Lt. McMurtrie sent a list of the four salvers that are currently being used by the municipality. Mr. Quealy indicated that he will check with Lt. McMurtrie, the Chief of Police and the solicitor about Section 1102.4 of the Motor Vehicle and Traffic Section of the Municipal Code. He believes that three officers will serve as booting officers. Mr. Lewis indicated that the police and the district magistrate need to talk to clarify booting. Mr. Quealy indicated that he will discuss this and appropriate people and, if needed, language changes will be made to the code.

Parking tickets vs. state citations and the role of the district magistrate was briefly

**770-794 Washington Road:** The planning board will be considering changes which will allow an office/boutique overlay. This would be one step above home based business use and allow for museums or small art galleries. Appraisals will be needed before the property is sold. The Historic Society has expressed an interest in using the old parking authority building. The revenues from the sale from either of the two old parking authority properties would go to the enterprise fund.

**Hazel Lot:** The Hazel lot was discussed and the municipality will continue to provide parking. Minimum maintenance is required at this small lot.

**Rockwood Parking Lot:** There is a 22 space parking lot off of Rockwood Avenue above the park. At one time permits were sold for off-street parking in this area. Mr. Quealy will check to see if permits are still being issues and find out if any arrests were made in the lot area. One of the abutting property owners told Mr. Lewis that they are have been problems in this area.

**Zamigas Properties:** Under the previous amended agreement of sale. Zamigas was paying \$500 a month to the Parking Authority for maintenance. In October of 2011 the Commission extended the agreement through 2013 but the \$500 per month maintenance requirement was dropped.

**Posting Minutes on the Website:** Minutes for the previous two meetings will be posted on the website.

**Financial Performance:** Mr. Egler wanted to see a percent column to show percentage of budget spent. He also inquired why meter receipts are behind estimates. He also requested detailed information on expenses for the period from January 1<sup>st</sup> – June. He would like to have this information at the next meeting. He would also like to see the printed report copies in landscape mode. He pointed out that the subtotal for other revenues is not correct. He would also like to have a more detailed accounting of professional services cost over the first six months of 2012. Mr. Lewis indicated that he would like to see a balance sheet and income statement similar to what the Parking Authority had provided.

**South Garage Update:** Mr. Kelley reported that he and Mr. Deiseroth and Mark Quealy had met with Evan Rowles of Atlantic Engineering to review reports on the north and south garage that had been prepared in 2010. These were very basic reports and did not include a structural

evaluation of the south parking garage or an assessment of the electrical and mechanical systems within the building. Atlantic will be providing a scope of service for an in-depth evaluation of the south garage structure as well as a base line evaluation of the north garage. Mr. Kelley and Mr. Deiseroth will present information on Atlantic's proposal at the next committee meeting. Currently Gateway Engineers is evaluating the condition of the Overlook Lot and will provide repair options for consideration by the municipality. This work will be completed in 2012. Currently capital improvement projects are being prepared for submission in the 2013-2017 Capital Improvement Program.

**EDC and Comprehensive Plan Implementation:** Keith McGill is working on the Comprehensive Plan and the Economic Development Commission is looking at development opportunities at eight potential development sites. Three will be selected for the comp plan. Properties will include the TRID Project location, Zamigas Properties and both parking properties. Steve Silverman will attend the next EDC meeting and inquire about development plans. The meeting is scheduled on Friday, June 29<sup>th</sup>.

**TRID:** Mr. Lewis indicated that AECOM will be releasing the engineering studies for the development plan above Mt. Lebanon LRT Station. Low and high density development will be considered. Both will produce a surplus of parking spaces. Cost estimates will be prepared for both projects. Mr. Lewis inquired as to why the south garage was on the EDC's Project Development List.

**Two-three hour Meter Fines:** Discussion focused on enforcement of the two to three hour parking limits on the Washington Road Business District meters. According to the Rich Report many employees working along Washington Road are parking at these meters for more than a three hour period and the merchants along the road are complaining that the parking spaces are not turning over frequently enough and this could be hurting their business.

**Adjournment:** The meeting was adjourned at 9:40 p.m. The next meeting of the Ad-Hoc Parking Committee will be on July 25, 2012.