

Meeting Minutes
September 26, 2013
7:30 PM
Conference Room C
Mt. Lebanon Municipal Building
Parking Facility Advisory Board

Attendees:

David Egler
Mickey Gatto
Kelly Fraasch, Commission Liaison
Tom Kelley, Staff Liaison
Mark Quealy, Parking Enforcement

Absent:

Alan Kraemer
Steve Silverman

Call to order: This was an informal meeting of the Parking Facility Advisory Board because a full quorum was not present to conduct a formal meeting. This is the second consecutive month where a full quorum has not been present for a meeting. The informal meeting was called to order at 7:40 p.m.

Roll Call: As indicated above.

Public Comments: No members of the public were present.

Approval of Minutes: Meeting minutes could not be approved for the July 25, 2013 because there was not a quorum. They will be presented for approval at the next meeting.

Appointment of New Member: The information office is reviewing current board applications and will be sending a list of candidates to the manager. Once the list is available, it will be presented to the commission who will select a resident to fill Mr. Lewis' term.

1. **Financial Statement and Financial Question Status:** Tom Kelley provided the assembled group with a copy of the draft 2014 Operating Budget with revenues totaling \$1,791,000 and expenses budgeted at \$1,713,220 with net income of \$77,780. The assembled group was also provided with the parking fund income statement, one date 9/25/2013. Expense report for the period between 07/07/13 and 08/05/13 as well as a two page revenue and expenditure report dated 09/25/13. Updated reports will be provided at the meeting in October along with answers to questions presented to the finance department in June 2013.

2. **Subcontracting/Outsourcing RFP Temp:** This item was not discussed at the meeting.
3. **Academy Avenue Alternatives:** Commissioner Fraasch presented a multiple page report provided by Trans Associates dated September 24, 2013 submitted to Manager Feller. In the report from Trans various alternatives for parking removal on 60 Academy Avenue were discussed. The alternatives would reduce the number of parking spaces and provide some increase sight distance and would provide an added measure at the driveway location. Also Trans was directed by the commission to prepare alternatives to address general safety concerns on Academy Avenue. Concerns included speeding, daily traffic volumes and crashes along Academy Avenue between Rollier's Hardware and Mapleton Avenue. The report provided six alternatives which are as follows:
 1. 60 Academy Avenue parking space removal – remove metered and one street parking and on-street parking along the north side of Academy Avenue.
 2. One-way Academy Avenue from Washington Road to Mapleton Avenue.
 3. One-way Academy Avenue from Rollier's driveway to Mapleton Avenue with two-way traffic flow from Rollier's driveway to Washington Road.
 4. One-way Academy Avenue from Mapleton Avenue to Rollier's driveway with two-way traffic flow from Rollier's driveway to Washington Road.
 5. Relocate on street parking to the southern side of Academy Avenue and continue to maintain two-way traffic flow on Academy Avenue.
 6. Remove all on-street parking on Academy Avenue between Mapleton Avenue and Rollier's driveway.

These alternatives will be discussed at the commission meeting on October 8th.

4. **Garage Project Status:** Work on the south garage, level 6 deck, continues without interruption. Weekly project status update meetings are held every Tuesday morning at 9:00 a.m. The parking deck on level 6 should open to traffic in mid-October. Once work on the deck is completed work will shift to repair activities on the columns and beams on the eastern elevation of the parking facility under the expansion damn area. Also work will then begin on the North Garage. The project work should be completed by the 15th of November.
5. **Parking Meter Mobile Payment:** Mark Quealy provided a very detailed and informative presentation on a proposal submitted by Park Mobile, an innovated mobile parking product that will allow users to use a smart phone application to conduct parking transactions. Also the Mt. Lebanon IT Department is looking into applications that assist parkers in finding open parking spots at lots or street meters.

6. **2014 Parking Fund Operating Budget:** Budget was briefly discussed. Will be discussed in greater detail at the meeting of the full board in October.
7. **Privately Own Storage Trailers - North and South Garage:** The municipality is attempting to contact the Boy Scout groups who have storage trailers in the north and south garages. Once the groups have been identified and contacted, insurance certificates will be required to address liability and property damage concerns.
8. **Other Topics:** Commission Fraasch updated the group on the status of the sale of the former Parking Authority properties on Washington Road. The municipality is looking to put the property at 788 Washington Road out to bid. The other property currently occupied by SHACOG (known as the McMillian house) doesn't have to be put out to bid and can only be used as a museum.

Adjournment: The meeting was adjourned at 10:10 p.m. The next meeting will be held on Thursday, October 24th at 7:30 p.m. in the Municipal Building.