



MT. LEBANON  
PENNSYLVANIA

**Parking Facility Advisory Board Meeting Minutes  
Thursday, January 28, 2016 - 6:00 p.m.  
Municipal Building Room C**

**I. Call to Order**

Mr. Egler called the meeting to order at 6:05 PM, and asked Mr. Sukal to call the roll.

**II. Roll Call**

The meeting was attended by board members David Egler, Paul DiGirolamo, Andrew Flynn, and Mose McNeese

The meeting was also attended by Andrew McCreery, the Director of Finance, Rudy Sukal, the Director of Public Works, Mark Quealy, Parking Enforcement, and Phillip Avolio, Facilities & Parks Coordinator

Alan Kraemer, and John Bendel were absent.

**III. Citizens Comments**

No Citizen Comments to Report

**IV. Approval of October 22, 2015 Meeting Minutes**

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

**V. Review of Year End Financial Reports**

Mr. McCreery reviewed the Year End Reports with the Board. He reports that the year-end totals place them right in line with where they expected themselves to be. He also reports that in fact, they are slightly ahead when factoring in the property sale at 788 Washington Road.

Mr. Egler asks Mr. McCreery about the change in the Personnel Budget Line, showing an increase

Mr. McCreery answers that this is a reallocation of the Clerks time that was previously spread across the meters, lots, and garages. This change was to show that this is cost is actually an overhead position, placing it into the correct line.

## **VI. PRCS Update:**

Mr. McCreery reports that HUB was the selected vendor for the PRCS. There is a lead time on the equipment from when the contract is signed, but he hopes to have the project completed by the end of April. He reports that the contract is currently being reviewed by the Solicitor.

Mr. Egler asks if the Businesses are being notified of the changes

Mr. McCreery answers that the garages will not be disrupted during this time, and that the Businesses will be notified of the updates.

Mr. Quealy states that there may be one day where they will have to utilize the third floor entrance while the equipment at the entrance is being installed. He states that he will have staffing to help direct those cars, and that most of the garage patrons are familiar with this process.

Mr. McCreery reviewed the Park Mobile Software Platform with the group. He states that this vendor was selected for the permitting function, and offered the most current and future integration among the different vendors. He reports that while the permitting end does not currently integrate with HUB, there are other services that do, and he is confident that Park Mobile will soon integrate the permitting side with HUB. Mr. McCreery explains that this platform places all of the initial data entry and updating of data in the users hands. This takes away from paperwork and foot traffic through the office. He states that a mailing would go out to all current permit holders, with full instructions on signing up for the Park Mobile site, and obtaining their permit. Permit holders would have around 30 days to sign up and register their new permit.

Mr. Egler advises the group to take their time during this process. He encourages them to make sure everything is working before moving on.

## **VII. Phase 4 Planning**

Mr. Sukal states that there was a meeting last week with Gateway Engineers that was attended by Mr. McCreery, Mr. Quealy, Mr. Avolio, and himself to discuss the North and South Garage repairs. He shares with the group that the list they have in their meeting packet is a complete listing of all items to be completed at both locations. He encourages the group to look over it, and provide input if they feel a certain item needs done this year, or if anything is missing from the list. He informs the Board that they will most likely not be able to complete all of these items this year, but the structural repair items should be focused on. The roofing and weatherproofing repairs are the big ticket items that should be taken care of this year. Mr. Sukal also asks the group for feedback regarding the South Garage Entrance Signage. He states that during the meeting with Gateway, the group thought it best to focus on addressing the sign that is perpendicular to Washington Road, and possibly just cleaning up the sign that is parallel to the road.

Mr. Flynn agrees that the parking signage façade does need addressed, but should remain consistent with the rest of the parking facilities.

### **VIII. Old Business**

No old Business was reported

### **IX. New Business**

Mr. Sukal reports that Eric Milliron is working on having a representative from the Beverly Business District attend the next meeting to discuss potential parking improvements in the Beverly Commercial District.

### **X. Adjournment**

A motion was made by Andrew Flynn and a second by Mr. McNeese to adjourn the meeting and the motion was passed