



MT. LEBANON  
PENNSYLVANIA

**Parking Facility Advisory Board Meeting Minutes  
Thursday, August 25th 2016 - 6:00 p.m.  
Municipal Building Room C**

**I. Call to Order**

Mr. Egler called the meeting to order at 6:03 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 Rudy Sukal, the Director of Public Works, Mark Quealy, Parking Enforcement, and Phillip Avolio, Facilities & Parks Coordinator

Shawn Levine was absent.

**III. Citizens Comments**

No Citizen Comments to Report

**IV. Approval of May, 2016 Meeting Minutes**

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

**V. Financial Review**

Mr. McCreery reviewed the financial statements with the group. He reported that all expenses are in line with their positions from last year. Mr. McCreery reported that the number of permits for the garages are slightly up, while transient fees are slightly lower than this time last year. He reported that there has been a drop off in rental, as space "A" has been vacant since May 2016. He also noted that the space has been shown to several possible tenants by Economic Development, and they hope to have the space occupied soon.

**VI. 2017 Budget Recommendations:**

Mr. McCreery reported that the budget is nearing the point where it is presented to the Manager and then the Commission. He shared that the South Garage Entrance Sign Rehab, North Garage Digital Entry Signage, and the re-paving of the lot have been

placed in expanded levels of the operating budget. He reminded the group to please get any other project ideas to him as soon as possible.

## **VII. 2017 Fee Structure**

Mr. McCreery reviewed the fee structure with the group. Mr. McCreery reported that they did hold 2 meetings for Washington Road Stakeholders to hear their concerns and ideas.

## **VIII. 2017-2021 Capital Improvement Program**

Mr. McCreery shared with the group the plan to send Mr. Quealy to a national conference to research parking enforcement software vendors to help better integrate the different platforms currently being used.

## **IX. Garage Repairs Update:**

Mr. Sukal reviewed the progress on Mariani & Richards in regards to the CIP repairs. He noted that the contractors should be finishing up the south garage in the next 1-2 weeks, and will begin getting ready to mobilize at the North Garage.

## **X. Beverly Road Traffic Study:**

Mr. Sukal shared with the group the 8 RFP's were received from contractors for the traffic study. A group is being formed to meet and review the RFP's. He noted that they are looking for one or two members of the board to sit in on this process. Mr. McNeese and Mr. DiGirolamo volunteered to serve on the committee

## **XI. Old Business:**

No Old Business was Reviewed

## **XII. New Business:**

No New Business was Presented

## **XIII. Adjournment:**

A motion was made by Mr. DiGirolano and a second by Mr. McNeese to adjourn the meeting. The motion passed, and the meeting was adjourned at 7:24 PM.