



MT. LEBANON  
PENNSYLVANIA

**Parking Facility Advisory Board Meeting Minutes  
Thursday, July 27th 2017 - 6:00 p.m.  
Municipal Building Room C**

**I. Call to Order**

Mr. Flynn called the meeting to order at 6:04 PM, and asked Mr. Sukal to call the roll.

**II. Roll Call**

The meeting was attended by board members Paul DiGirolamo, Andrew Flynn, Mose McNeese, and Shawn Levine.

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

John Bendel and Dave Egler were absent.

**III. Citizens Comments**

No Citizen Comments to Report

**IV. Approval of January, 2017 Meeting Minutes**

A motion was made by Mr. DiGirolamo and a second by Mr. McNeese to accept the minutes as presented in hard copy. The motion was passed and the minutes were accepted.

**V. Financial Statement Review:**

Mr. McCreery reported on the financial statements for the quarter. He noted the increase in transient transactions and slight decline in permit purchases, which has started to trend since before the start of the quarter. He also noted that corporate parking has been adding to this change.

Mr. McCreery also mentioned that there still has not been a tenant found to fill the vacant retail space in the North Garage.

**VI. Passport:**

Mr. McCreery reviewed the general concept of Passport and its role in parking enforcement. He explained its ability to create ad-hawk reports, financial real-time reporting, real-time monitoring of tickets. He explained how the current ticketing system

can take up to 48 hours just to have a ticket entered into the system before someone can pay it.

#### **VII. IPS Enforcement Solutions:**

Mr. McCreery reviewed a report completed by Mr. Quealy showing how the Municipal parking enforcement has remained consistent but static since the 1970's. He noted how the Municipality sent Mr. Quealy to a national conference to get the ball rolling on enhancing this operation.

#### **VIII. Streetline:**

Mr. McCreery reviewed the project, which had started in early 2015. He reported that an addendum was created to extend the Streetline up to December 31<sup>st</sup> of 2017.

Mr. Flynn noted that he feels that this program is more appealing to business district owners than the parking function, and that it may be time to move away from this program.

#### **IX. CIP:**

Mr. McCreery reported that the CIP will be released next Tuesday. This report would include meter replacements, parking enforcement software, and the Overlook Parking Lot – paving, drainage, 2 pay stations, and reconfiguration.

#### **X. North Garage Entrance Signage:**

Mr. Avolio reported that he is working with Graphics 22 on creating a scope for the overhauling of the North Garage entrance and exit LED signage. This full scope will be used to acquire additional vendor pricing.

#### **XI. Garage Repair Update:**

Mr. Avolio reported on the punchlist items that Mariani & Richards has completed all masonry repairs in the garage. The remaining items are flooring and cleaning in various areas.

#### **XII. Old Business:**

No old business to report

#### **XIII. New Business:**

No new business was reported

**XIV. Adjournment:**

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