

**REGULAR MEETING
SEWICKLEY PARKING AUTHORITY**

Wednesday, May 20, 2020

The meeting of the Sewickley Parking Authority was called to order at 6:00 PM with Cynthia Mullins presiding. The meeting was held via video conference.

Roll Call showed the following members present and a quorum was established:

Cynthia Mullins

Julie Barnes

Larry Rice

Also present were Judith Boyle, Borough Manager Marla Marcinko, Grace Frank, Philip Savino and Erin Huber

REORGANIZATION OF THE BOARD

Larry Rice nominated Cynthia Mullins for Chairperson. Motion carried 3-0

Cynthia Mullins nominated Julie Barnes for Secretary. Motion carried 3-0

Julie Barnes nominated Larry Rice for Treasurer. Motion carried 3-0

Ms. Mullins asked whether Ms. Barnes would be taking meeting minutes and Ms.

Barnes confirmed that she was making an audio recording of the meeting, from which she would prepare the minutes.

Ms. Mullins welcomed Diana Kauffman, President of Sewickley Valley Chamber of Commerce, to the meeting.

MISSION STATEMENT

Ms. Mullins read the proposed Mission Statement for Sewickley Parking Authority:

It is the purpose of the Sewickley Parking Authority to manage existing parking assets, to promote turnover in the central business district, to balance the needs of residents, retail businesses, restaurants, professional offices and taxpayers, to provide an easy-to-use experience for parking customers that promotes compliance, and ensure consistent revenue stream from parking assets.

Ms. Mullins made a motion, seconded by Mr. Rice, to adopt the Mission Statement for the Sewickley Parking Authority. Motion carried 3-0.

PUBLIC COMMENT

Diana Kauffman acknowledged that the situation with COVID-19 is a different time for businesses. The prior weekend was hard on retailers. She stated that plenty of parking was

available. She made a formal request that parking remain free in Sewickley until Allegheny County goes to the green phase. She expressed concern about the former Board members being gone and stated that Sandra Marr was the best Chairperson with whom she's worked.

OLD BUSINESS

Ms. Barnes made a motion, seconded by Ms. Mullins, to accept the minutes from the March 31, 2020 meeting. Mr. Rice noted that none of the new Board Members were present for that meeting.

NEW BUSINESS

Plan to resume enforcement

Ms. Mullins suggested to begin enforcement in Zone 1 on June 1st with a rate of \$1 per hour with a 3-hour limit, and leave Zone 2 as free parking until July 1st. She also stated that she does not want to increase the rate for Zone 2 to \$1 per hour. She would like to look for a way to reduce that before July 1st. There was some discussion about when the green phase might begin and whether the Sewickley Parking Authority can afford to allow free parking until that unknown date. Ms. Kauffman shared that curbside pickup is important during this time. Ms. Mullins suggested that the SPA may carve out some spaces for that use. Mr. Savino suggested grace period parking. Ms. Barnes suggested an enforcement date of July 1st for both zones. Ms. Mullins stated that she was concerned about revenue. Ms. Barnes asked about cleaning the meters and Ms. Mullins shared that she had spoken with Ms. Frank and Ms. Boyle about that and they have a plan. Mr. Rice shared that we may need to ask Council for relief for the monthly payments for parking lots. Ms. Kauffman asked if anyone had been in the business district for the first weekend of reopening. Ms. Mullins shared that she saw many people who were parked in town. Ms. Kauffman urged Board Members to allow curbside parking or offer a more creative solution. Mr. Rice suggested a June 15th opening for Zone 1, as a show of good faith.

Ms. Mullins agreed and offered a motion to open Zone 1 for enforcement on June 15th, 2020, and open Zone 2 for enforcement on July 15th, 2020. Mr. Rice seconded. Motion carried 3-0.

Mr. Rice suggested offering work instructions for the cleaning of the meters. Ms. Boyle stated that Ambassadors are eager to get to work. Ms. Mullins suggested formalizing the process of curbside pick-up. Ms. Barnes solicited creative ideas from business owners. Ms. Mullins suggested that the Tull Family Theater be turned into a plaza where takeout orders could be picked up. Ms. Barnes asked about the prior board. Ms. Kauffman shared that they were collecting data from the parking stations rather than making decisions based on anecdotal data. She shared that the prior board had a Facebook page and a point person and a good relationship with businesses. Ms. Mullins thanked Ms. Kauffman for her ideas.

Bill Approval

Ms. Mullins stated that two Board Members need to be approvers for Bookminders and two contact people. She suggested herself and Mr. Rice. Bills were approved for the solicitor and 4 outstanding invoices from PSX for repair work on machines. Ms. Marcinko stated that we are now being charged by PSX for time and material because our maintenance agreement was not

renewed. A motion was made by Ms. Mullins, second by Mr. Rice, to approve the bills to be paid. Motion carried 3-0.

Audit Services

Ms. Mullins suggested that the Board think about an engagement letter from Mark Turnley for audit services.

Budgets

There are currently two budgets. Mr Rice stated that he will work on a pro-rated income statement and then a balance sheet to reflect expenses.

Management Reports

Ms. Boyle added that the Ambassadors are eager to get back to work and talk to business owners and clean the machines. She stated that the Ambassadors printed a backlog of citations and Ms. Frank completed 470 citations and forwarded them to the Police Chief. The Ambassadors have also attended customer service training webinars. Ms. Boyle requested that the Ambassadors begin to work from the office space that is rented where she is located. She does not know who the signatory is on the checkbook. Ms. Marcinko stated that she should call the bank and Mr. Rice indicated that the two signatories should be Ms. Mullins and Mr. Rice. Ms. Marcinko was surprised to hear that there was a checkbook. Mr. Rice asked if there is an outstanding credit card.

Ms. Frank stated that she is eager to get back to work. She asked when the Ambassadors will get back to work and Ms. Mullins suggested that Ms. Boyle would set that up. Ms. Frank stated that she does not know the role of Ms. Boyle and stated that she feels more comfortable working from the Borough Building. Ms. Boyle asked if Ms. Frank could remain in the Borough Building and that the other Ambassadors work from the new office at 417 Thorn Street, 3rd Floor. The Board decided to think about that before providing an answer.

Mr. Rice confirmed that there is a tentative understanding for a new solicitor with Tucker Arensberg Law Firm.

There are some changes for the website. Meetings will take place on Wednesdays.

Ms. Mullins made the motion, with a second from Mr. Rice, to rescind Resolution 2020-1. Motion carried 3-0.

Ms. Kauffman stated that she would send out an email to the businesses informing them of the resolutions passed tonight. She asked for the new contact person for the Chamber and Ms. Mullins stated that it would be Ms. Boyle. Mr. Rice stated that we were thankful for and respectful of the previous SPA Board.

Ms. Mullins made a motion to adjourn, seconded by Julie Barnes. Motion carried 3-0. Meeting adjourned at 6:47 pm.