

**SPECIAL MEETING  
SEWICKLEY PARKING AUTHORITY**

**Wednesday, June 10, 2020**

The meeting of the Sewickley Parking Authority was called to order at 3:02 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 Borough Manager Marla Marcinko, Judith Boyle, Grace Frank, and Solicitor Chris Voltz

**PUBLIC COMMENT**

None at this time.

**OLD BUSINESS**

**Ratify Withdrawal of RFP for Citation Management Processing System**

Mr. Rice made a motion, seconded by Ms. Barnes, to ratify the withdrawal of the RFP for a Citation Management Processing System. Motion carried 3-0.

**Ratify Termination of True Tec Solutions, LLC Consulting Agreement**

Mr. Rice made a motion, seconded by Chairman Mullins, to ratify the termination of the consulting agreement with True Tec Solutions, LLC. Motion carried 3-0.

**Appoint Legal Counsel- Chris Voltz, Tucker-Arensberg**

Chairman Mullins made a motion, seconded by Mr. Rice, to appoint Chris Voltz from Tucker Arensberg as SPA Solicitor. Motion carried 3-0.

**NEW BUSINESS**

**Accept Treasurer's Report**

Mr. Rice shared that he sent the most recent Quarter's Balance Sheet and Income Statement and that he would like for them to be included in the minutes from today's meeting. Ms. Barnes confirmed that they will be included. Mr. Rice shared that the Balance Sheet showed a total Liabilities and Equity of \$731,000. Of that, half is the fixed asset of the parking machines. Notable on the Cash Flow sheet is the net income line that will be reduced going forward since we have not been charging for parking. Additionally, Mr. Rice sent a copy of the list of bills that have been paid by Bills.com to be used as a reference if needed. Mr. Rice reported that the SPA borrowed \$475,000 in 2016 to invest in the parking system and have paid that down to where the

Principal owed on that note is \$238,000. We are currently paying at a rate of \$6200 per month. The checking balance is \$363,933.22 as of today.

Marla Marcinko asked about the PSX bill of \$3200. Chairman Mullins clarified that it is the monthly hosting fee. Mr. Rice stated that there is a fixed hosting fee and variable monthly time and materials fees.

Chairman Mullins made a motion, seconded by Ms. Barnes, to accept the Financial Reports. Motion carried 3-0.

### **Accept Management Reports**

Ms. Boyle reported that the Ambassadors cleaned the machines. Notices were placed in Zone One and fliers were put on car windshields to announce that parking meters will be enforced again on June 15th.

Chairman Mullins gave direction to post in Zone 2 that parking enforcement will resume on July 15th.

Ms. Boyle reported that PSX has been out and doing maintenance on machines. There are still 2 outstanding invoices that are unresolved. She also reported that a man from Allentown contacted SPA to inquire about purchasing our meters when he saw the RFP online. Ms. Boyle will provide his name and contact information. She has not pulled the RFP from the International Parking and Mobility Institute website since the vote had not been taken but she will do so now.

Ms. Frank shared that all Zone One meters are operational and accepting payment. Three meters are not sending data. Ms. Frank was unsure if it could be resolved by June 15th.

Ms. Marcinko asked the Solicitor if there is an obligation for the SPA to provide continued disinfection of the pay stations. Mr. Voltz did not believe that there was a legal obligation but suggested that we subject those to routine cleaning. He offered to provide information from other entities on best practices. Chairman Mullins suggested that they be cleaned daily at end-of-day. She suggested that a note be posted to remind users to wash their hands. Ms. Boyle suggested directing users to use the app on their phones.

### **Resolution 2020-3**

Chairman Mullins described the adjustments to the parking rates and enforcement hours. She stated that SPA is building on the work of two previous Boards. She has been attending the parking meetings since 2018. The schedule has been simplified. There will be a \$13 daily charge to park in Zone One. Hours 1-3 are \$1 per hour. Hours 4-8 are \$2 per hour. The goal is turnover in Zone One. There will be a \$1 minimum transaction for both Zones One and Two. Zone Two will have a rate of \$.50 per hour (with \$1 minimum). Transaction fees should be covered by these rates.

Ms. Frank asked whether, after purchasing the minimum, a quarter could be used. Chairman Mullins stated that we are using \$.50 increments in Zone 2. Ms. Frank shared that this has been a problem in the past. Chairman Mullins shared that she has run the new rate structure past PSX

and they informed her that it would not be a problem to program it. She will make a call about this to PSX tomorrow.

The other change being made is that citations will be \$15 if paid within 4 days. After 4 days, it will become \$30. Ms. Marcinko asked what it was in the past. In the past, tickets have been \$10. Now that an all day rate of \$13 will be in effect, citations will be raised to \$15. The prior Board had passed a resolution on March 31st for citations to be raised to \$20, escalating to \$50 after 3 days. That is being adjusted downward.

Ms. Marcinko asked Solicitor Voltz about attestation signature lines on the Resolution. Mr. Voltz advised to put an attestation line next to each signature.

Mr. Rice made a motion, seconded by Ms. Barnes, to approve Resolution 2020-3 with the changes discussed. Motion carried 3-0

Being no further business, Chairman Mullins adjourned the meeting at 3:26 p.m. and Board Members went into executive session to discuss personnel.

Respectfully submitted,

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JULIE BARNES  
Secretary

ATTACHMENTS:  
FNB Auto Loan Statement  
SPA Cash Flow 3/31/20  
SPA Balance Sheet 3/31/20  
SPA All bill.com as of 6/10/2020