

MINUTES OF MEETING OF
SEWICKLEY PARKING AUTHORITY
ZOOM CONFERENCE CALL
SEWICKLEY, PENNSYLVANIA

JULY 15, 2020

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

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

Cynthia Mullins

Julie Barnes

Larry Rice

Also present was Erin Huber as facilitator of the call and Grace Frank.

Public Comments

No members of the public were present at the meeting.

New Business

Mr. Rice made a motion, seconded by Ms. Mullins, to approve the meeting minutes from 6/17/2020. Motion carried 3-0.

Treasurer's Reports- Mr. Rice walked through the package of Board Reports and pointed to which items attention should be paid. Mr. Rice stated that the bank statement is simply a chronological list of the daily debits and credits in the bank account. Mr. Rice highlighted the approximately \$6000 monthly loan payment and stated that he hopes to be able to pay off the principal on a schedule of 3-4 principal payments per month and one interest payment to minimize interest payments over the long run. The Reconciliation Summary shows all checks and journal entries in chronological order. Mr. Rice pointed out some figures on the Balance Sheet including, on page 3, a \$2000 security deposit to pay the final month's rent. He was unsure about the \$5000 in prepaid expenses and is waiting to hear from Anne Marie Wiegmann about it. By looking at the Income Statement across the columns, the dramatic impact of COVID on SPA's business is apparent. SPA needs to keep in mind that there was a large hole in the income in April and May when SPA is making financial decisions this year. Mr. Rice highlighted particular costs that will be reduced or eliminated going forward including rent costs, office supplies, cell phone fees, and convention fees. Ms. Mullins mentioned that solicitor fees will also be reduced. On the Income Statement Analysis, Jan-Jun 2020 is compared to Jan-Jun 2019. Mr.

Rice explained how to read this report and what information can be gleaned from it. A portion of the Executive Summary stated outstanding issues including a payment due to PSX for \$32,209. Mr. Rice went on to propose that SPA offer PSX the following payment schedule: \$10k in September, \$10k in October and \$12,209 in November. Payments will be booked through Bills.com.

Mr. Rice made a motion, seconded by Ms. Mullins, to allow Mr. Rice to approach PSX with that payment plan, and if they are amenable to it, that SPA will support Mr. Rice in setting up the payment plan. Motion passed 3-0.

Ms. Mullins stated that she would email Ken from PSX the next day to inform him that a plan will be proposed. Mr. Rice went on to discuss the parking convention fee for \$412, transactions about parking lots that were owed and paid to the Borough, and the NSF charges from First National Bank for the Keller Williams rental spot checks. He is hoping that all of the fees will be refunded from Keller Williams. Mr. Rice asked if Ms. Mullins or Ms. Barnes had heard back from Tyler Minto concerning breaking the lease at 417 Thorn Street. Ms. Mullins stated that she had hand-delivered the letter to him and we have not heard back so Mr. Rice said that he would call him. The termination offer was that SPA would pay, over the next 3 months, \$2000 the first month, \$1000 for the second month, and the third month SPA would forego the \$2000 security deposit that had been paid.

Ms. Mullins made the motion, seconded by Mr. Rice, to approve the offer made to terminate the lease at 417 Thorn Street. Motion carried 3-0.

Ms. Mullins made a motion, seconded by Ms. Barnes, to pay all outstanding bills. Motion carried 3-0.

Mr. Rice made a motion, seconded by Ms. Mullins, to accept the offer to sell an extra phone and transfer it to the purchaser. Motion carried 3-0.

Old Business

Grace Frank thanked the Board Members for the work that they have been putting into the SPA. She stated that people seem to be genuinely happy with the new changes. She stated that the newspaper had reported a \$1 minimum and that the minimum will actually be \$.50. Ms. Mullins stated that she will call the reporter to have that corrected. Ms. Frank is hearing that people are happy with time limits being lifted and the price change in Zone 2. PSX has to go to each meter individually to upload the new changes. Ms. Frank recommended that PSX begin in Zone 2 and they should be finished by the tomorrow afternoon. There is one machine that is not accepting

quarters and she placed a service call for that. There are 3 meters that were not sending data last month and still are not doing so. Those machines are awaiting files.

Ms. Mullins clarified that she had called Ken from PSX to verify that there would not be any additional charge above the \$750 fee for the changeover even though PSX technicians were forced to make the changes at individual meters.

Ms. Mullins stated that Grace Frank has been working early hours and helping restaurants with requests for takeout-only spots.

Ms. Mullins stated that SPA finalized the agreement with Tru Tech Solutions this week.

SPA received a request from the Sewickley Valley Chamber of Commerce to have free parking on two Saturdays. Ms. Mullins stated that her concern is that spots are filled by business employees on Saturdays when parking is free, and that there is not space for shoppers. She would like to offer free parking in Zone 2. Ms. Mullins noted that it is time consuming to post 'free parking' signs on the meters. Ms. Barnes commented that a downside of the current system is that there is not an easy way to post a change on the screen of the meters. Ms. Barnes suggested keeping a list of 'must haves' in a new system when planning for the future. Ms. Mullins agreed that the next system must have much more flexibility. Ms. Barnes commented that she has not seen many people parking in Zone 1 and that she is in favor of offering free parking in both Zones. Mr. Rice stated that he wants to do what is possible to help the business community. He stated that we are not going to make a ton of money this year but he feels that the second half of the year is going to be strong. Ms. Frank stated that she would print and laminate the signage and post it. In the admin site of the parking app, she is able to disable the app so that payment cannot be made. Otherwise, parkers who pay by the app before they see the signs on meters do not know that there is free parking.

Ms. Barnes made a motion, seconded by Mr. Rice, to grant the Chamber of Commerce's request for free parking on Saturday, July 25th and Saturday, August 1st, 2020. Motion carried 3-0.

Ms. Mullins stated that she and Grace Frank packed up all of the property in the 417 Thorn office and transported it to the Borough Building and that all of the Sewickley Parking Authority assets and property that were in 417 Thorn have been secured in the Sewickley Borough Building.

Ms. Barnes shared that she has reached out to Bob Rosenberger, the CFO at Heritage Valley Health System, to learn about the lease agreement that SPA has with the hospital and that he has

not responded yet. Ms. Barnes will share the information about the lease situation after she has spoken with him.

Ms. Barnes shared that she was unable to acquire the user ID and password for the administrator of the SPA Facebook page. Ms. Barnes stated her ideas for the purpose of the page. She stated that she would want to disseminate information but not respond to comments on the page. Ms. Mullins agreed that the Facebook page should not be a complaint forum and that the page should say that complaints, concerns, and compliments would be directed to the SPA phone number.

Ms. Barnes asked about thoughts on the Maintenance Agreement with PSX. Specifically, the benefits and drawbacks of purchasing a maintenance agreement vs. being charged on an as-needed basis for time and materials. Ms. Mullins would like to stay on time and materials for the balance of 2020. Then, we have a baseline for deciding about 2021. Ms. Frank shared that she is leery about placing a service call right now because we are not in a service agreement. She is worried that there is no control on the cost. Ms. Mullins shared that PSX offered a maintenance contract for \$45,000 for the year. Ms. Frank shared that the maintenance contract also included preventative maintenance. Ms. Frank confirmed that the parking meters are no longer under warranty. Ms. Frank stated that she had not seen work orders for the service calls until SPA went to time and materials. She stated that the charges are very expensive. Ms. Frank stated that she felt that she should be able to address the issues herself rather than having to pay for expensive service calls. Ms. Barnes stated that in order to make a fair comparison between time and materials and the service agreement, that Ms. Frank should make calls just as she would if SPA were under a service agreement. Mr. Rice stated that we are all learning. Ms. Mullins shared that meters that accept bills are harder to maintain because of the dirt that accumulates.

Mr. Rice proposed that the SPA have regularly scheduled meetings on the 3rd Wednesday of every month at 6 PM. Mr. Rice stated that it needs to be changed on the website.

Mr. Rice made a motion, seconded by Ms. Mullins, to adjourn. Motion carried 3-0. Meeting adjourned at 6:51 PM.