

**BOROUGH OF SEWICKLEY
PARKING AUTHORITY MINUTES
MONDAY, DECEMBER 5, 2016**

The Parking Authority Meeting was called to order at 6:00 p.m. by Chairperson Tom DeFazio. In attendance were Cora DeLoia, Brian Jeffe, Fred Jezzi, and Dennis Yancheski. Also in attendance were Jennifer Markus and Alex Lancianese of Explore Sewickley, Police Captain Richard Manko, Stephanie Manos, Elliott O'Brien of Meter feeder and Nick Waskiewicz of PSX Group, Inc., Solicitor Richard Tucker (in for Fred Wolfe) and Kevin M. Flannery.

On motion of Brian Jeffe, seconded by Tom DeFazio, the Parking Authority voted, 5-0, to approve the November 7, 2016 Meeting Minutes.

On motion of Dennis Yancheski, seconded by Fred Jezzi, the Parking Authority voted, 5-0, to approve the bills in the amount of \$5,101.56 reimbursable to the Borough of Sewickley, \$150,000 payable for the annual land lease, \$112.55 to Beaver County Times for Ad, and \$390.00 to Tucker Arensberg for legal work.

Nick Waskiewicz of PSX Group, addressed the Parking Authority, and advised that 4 pay stations are in New Jersey and scheduled to ship to the week of December 12 and will be installed immediately upon arrival. Two pay stations will be installed the Green Street Parking Lot and one station in the Division Street Parking Lot and one pay station near the Borough Building. Anticipated date is December 16. The remaining 38 pay stations are to shipped around the week of December 19, but Mr. Waskiewicz stated that he has not received confirmation on the shipping dates. It is anticipated that the 38 pay stations will be operational by January 16, 2017. All stations to have the new rates beginning on January 16, 2017.

Chairperson Tom DeFazio asked when the Meter Feeder application was ready to go live because the when the new machines are on line, the meter feeder application needs to be working also. Elliott O'Brien of Meter Feeder addressed the Parking Authority that Meter Feeder program is ready to go and that it works with the Visual Alert program. Mr. DeFazio stated that there is an Integration Fee Proposal from Metro Alert for the Visual Alert program change in the amount of \$2,550 which will need to be approved by the Parking Authority. Based upon that information, discussion centered on when to make the program "live" and it was decided that Monday, December 19, Elliott would work with Borough Meter Staff and the program would be up and running by 9 am. On motion of Mr. Yancheski, seconded by Mrs. DeLoia, the Parking Authority voted, 5-0, to approve the \$2,550 Integration Fee with Metro Alert.

Discussion then centered on the public information aspect of the project, the Borough Manager's Staff will work with Explore Sewickley on the development of ad for the Sewickley Herald and a brochure for patron use explaining the new Amano Pay Stations and providing easy instructions on how to use the pay stations. The ad will need to be provided to the Sewickley Herald for the January 4, 2017 print date. The brochure will be done in advance and the Parking Authority will pay for the printing. Explore Sewickley and Meter Feeder will reach out to the business community to communicate the pay station procedures by December 16, 2016.

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The Parking Authority discussed the green logo design and signs for the new pay stations. On motion of Mr. Yancheski, seconded by Mrs. DeLoia, the Parking Authority voted, 5-0, to approve the pay station logo and to have Pay Here Signs placed at the 42 pay stations that meets the minimum reflectivity standards on signage.

Mr. Jeffe stated that he and Mr. Jezzi met with Mr. Richard DeYoung of WTW Architects on a review of the Green Street Parking Lot for the construction of a parking garage. Mr. Jeffe indicated that he was meeting again with WTW Architects on Tuesday, December 6 and will be providing a proposal for services at the January Parking Authority meeting.

The Parking Authority reviewed the proposed 2017 Parking Authority Meeting Schedule. On motion of Mr. Jeffe, seconded by Mrs. DeLoia, the Parking Authority voted, 5-0, to approve the meeting schedule as presented. Mrs. DeLoia advised that she will out of town for the January 9, 2017 meeting.

Mr. Jeffe made a motion to place a paid parking spot on Walnut Street between the two driveways of Herbst Gas Station. The motion was seconded by Mr. Yancheski and the Parking Authority voted, 5-0, to have it installed.

Borough Manager advised that a preliminary 2017 Parking Authority Budget will be provided to all members by the end of December.

PUBLIC COMMENTS:

There were no public comments.

ADJOURNMENT

On motion of Mrs. DeLois, the Parking Authority Meeting was adjourned at 7:38 p.m.

Respectfully submitted,

Brian Jeffe
Secretary
BJ:kmf