

**BOROUGH OF SEWICKLEY  
PARKING AUTHORITY MINUTES  
MONDAY, SEPTEMBER 11, 2017**

The Parking Authority Meeting was called to order at 6:00 p.m. by Chairperson Tom Defazio. In attendance were Brian Jeffe, Cora DeLoia, Bill Gottschalk and Dennis Yancheski. Also in attendance Alex Lancianese of Explore Sewickley, Police Chief Richard Manko, Stefanie Manos, Solicitor Fred Wolfe and Kevin M. Flannery.

On motion of Cora DeLoia, seconded by Brian Jeffe, the Parking Authority voted, 5-0, to approve the August 15, 2017 Meeting Minutes.

On motion of Dennis Yancheski, seconded by Cora DeLoia, the Parking Authority voted, 5-0, to approve the bills in the amount of \$10,075.17 reimbursable to the Borough of Sewickley for front desk and public works services; \$37,500 for June, July and August land payments; \$1,235.00 to Tucker Arensberg for legal services, PSX, Inc. \$3,024.00 for Pay Station Metric Sprites Service for September; \$230.00 to PSX, Inc. for service call; \$1,176.00 to Dobish Signs for Pay Here Signs and \$1,203.00 for directional signage and decals for the pay stations; and \$65.70 for Bulldog Office Supplies.

The response time of the information from the pay stations to the Enforcement tablet has still not been corrected. Outstanding Issues with Meter Feeder are the delay in information to the Enforcement tablet and the inability to connect with the Police Department Metro Alert program. Mr. Yancheski asked if the lights on the pay stations machines can be active. The Parking Authority was in agreement for Solicitor Wolfe to send a letter to PSX for the close out of the project. In addition, the Parking Authority will be meeting with Park Mobile regarding their mobile app and enforcement products.

The Parking Authority reviewed the Appraisal Report for the 2 municipal lots and the property at Beaver Street and Chestnut Street. The appraisal value of the two lots is \$1,560,000 with approximately \$430,000 needed to mill and repave the lots, sidewalks repair and ADA compliance issues. The Authority was in agreement, if purchased, the Authority would make repairs in the spring of 2018. On motion of Cora DeLoia, seconded by Tom DeFazio, the Parking Authority voted, 5-0, to enter into discussions with the Borough of Sewickley to purchase the existing municipal lots for \$1,000,000. The Authority will also submit a proposal for the purchase of the Citgo property.

Mr. DeFazio addressed the 2018 Parking Authority Budget. The draft budget proposed \$428,650 in revenues and \$428,650 in expenses including a line item for the mortgage on the proposed properties to be purchased. The 2018 Budget calls for 3 part time Parking Ambassadors. On motion of Dennis Yancheski, seconded by Tom DeFazio, Council voted, 5-0, to advertise the 2018 Borough of Sewickley Parking Authority Budget with scheduled adoption on Monday, October 2, 2018.

The Parking Authority reviewed the revised job description for Parking Ambassador which involves the issuance of parking violation notices and tickets, collection of coins and money from pay stations, collection of fine drop box deposits, general maintenance of the pay stations and the ability to operate existing computer programs for ticket and collection control. On motion of Cora DeLoia, seconded by Brian Jeffe, the Authority voted, 5-0, to advertise for Parking Ambassador positions with a starting salary at \$15.00. Applications will be due by October 12, 2017

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Chairperson DeFazio requested nominations for the position of Vice Chairman of the Authority. On motion of Brian Jeffe, seconded by Cora DeLoia, the Authority voted, 5-0, to approve the appointment of Dennis Yancheski as Vice Chairperson.

The Authority discussed free parking during the Yuletide Season. On motion of Cora DeLoia, seconded by Bill Gottschalk, the Authority voted, 5-0, to approve free parking for the Yuletide Season beginning at 1:30 p.m., Monday through Friday, December 1, 2017 through Friday, December 29, 2017.

There were no public comments.

Chairperson DeFazio announced an Executive Session for potential litigation matters. The Authority went into an Executive Session at 7:10 p.m. The Executive Session concluded at 7:35 p.m.

**ADJOURNMENT**

On motion of Cora DeLoia, seconded by Dennis Yancheski, the Parking Authority Meeting was adjourned at 7:36 p.m.

Respectfully submitted,

Brian Jeffe  
Secretary  
BJ:kmf