

**BOROUGH OF SEWICKLEY  
PARKING AUTHORITY MINUTES  
MONDAY, APRIL 3, 2017**

The Parking Authority Meeting was called to order at 6:00 p.m. by Chairperson Tom DeFazio. In attendance were Fred Jezzi, Cora DeLoia and Dennis Yancheski. Also in attendance were Alex Lancianese and Jennifer Markus of Explore Sewickley, Police Chief Richard Manko, Charles Driscoll, Pauline Zinaro, Jim Joseph, Linda Taylor, Stefanie Manos, Grace Frank, Larry Payne of WTW Architects, Solicitor Fred Wolfe and Kevin M. Flannery. Brian Jeffe was absent due to work.

On motion of Cora DeLoia, seconded by Fred Jezzi, the Parking Authority voted, 4-0, to approve the March 6, 2017 Meeting Minutes. On motion of Fred Jezzi, seconded by Dennis Yancheski, the Parking Authority voted, 4-0, to approve the March 29, 2017 Special Meeting Minutes.

On motion of Fred Jezzi, seconded by Cora DeLoia, the Parking Authority voted, 4-0, to approve the bills in the amount of \$13,553.91 reimbursable to the Borough of Sewickley for services, \$12,500 monthly land lease payment, \$1,440 insurance to HDH Group for Insurance, \$1,495.00 for legal work, \$65.70 for Bulldog Office Supplies, \$123.00 to Pittsburgh Post-Gazette for February 21, 2017 ad, \$243.80 M&M Uniforms, for Grace Frank, \$145.00 to HVMG, for pre-employment criteria for Grace Frank, \$874.24 to Hilti, Inc. for drill bits to place posts, \$295 to Trib Total Media for ½ page instructional presentation on use of pay stations, \$2,269 for 42 posts, sign brackets and signs, and \$1.80 for caps from Incom Supply.

Report on Pay Stations indicated that all machines were installed. Problems included, the coinage and cold temperatures, the covering of the \$5 bill slot with a simple dollar sticker. The machines have been programmed not to accept \$5 dollar bills. Machines not always connected. Several members asked if a signage design can be prepared for next meeting that would show parking areas and zone indicators.

Authority reviewed and was in agreement for proposed sheet to track Meter Feeder payments. Authority reviewed draft job descriptions for parking administrator and enforcement individual. Borough Manager proposed 90 day transition plan to get the Authority operating without the assistance of the Borough Manager's office. Solicitor's Office can provide the Federal Employer Identification Number.

Authority reviewed response from Hybrid parking Solutions indicating that they will not be provided a Quote for Services regarding parking garage services.

On motion of Fred Jezzi, seconded by Cora DeLoia, the Parking Authority voted, 4-0, to place new cards in the card space at top of machine with the directions to be in color and indicating the symbols on the machine to use.

On motion of Cora DeLoia, seconded by Fred Jezzi, the Parking Authority voted, 4-0, to create Parking Authority Facebook page and bring back to the Authority for the May meeting.

Dennis Yancheski suggested that the Authority look for additional land for possible purchase.

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**ADJOURNMENT**

On motion of Cora DeLoia, seconded by Brian Jeffe, the Parking Authority Meeting was adjourned at 7:03 p.m.

Respectfully submitted,

Brian Jeffe  
Secretary  
BJ:kmf