

**BOROUGH OF SEWICKLEY
PARKING AUTHORITY MINUTES
MONDAY, MAY 1, 2017**

The Parking Authority Meeting was called to order at 6:00 p.m. by Chairperson Tom DeFazio. In attendance were Fred Jezzi, Brian Jeffe, 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, William Cornman, Susan Aleshire Stefanie Manos, Grace Frank, Larry Payne of WTW Architects, Solicitor Fred Wolfe and Kevin M. Flannery.

On motion of Cora DeLoia, seconded by Tom DeFazio, the Parking Authority voted, 4-0-1, with Brian Jeffe abstaining as he was not present to approve the April 3, 2017 Meeting Minutes. On motion of Brian Jeffe, seconded by Dennis Yancheski, the Parking Authority voted, 5-0, to approve the April 26, 2017 Special Meeting Minutes.

On motion of Dennis Yancheski, seconded by Tom DeFazio, the Parking Authority voted, 5-0, to approve the bills in the amount of \$6,199.15 reimbursable to the Borough of Sewickley for services, \$12,500 monthly land lease payment, \$3,048.25 for legal work, \$98.40 to Pittsburgh Post-Gazette for March 22, 2017 ad, \$809.20 for 15 Parking Authority Signs with logo, \$200.00 to Borough of Sewickley for deposit correction, PSX, Inc. \$1,800 for Pay Station Tickets and \$20.46 to Economy Electric for supplies.

Report on Pay Stations indicated that there are still connectivity issues with the modems. PSX to review and install Verizon modems to correct. Expected to be completed by May 31. On motion of Fred Jezzi, seconded by Brian Jeffe, the Parking Authority voted, 5-0, to relocate the 2nd Pay Station in Green Street lot to be across from current Pay Station. On motion of Fred Jezzi, seconded by Brian Jeffe, the Parking Authority voted, 5-0, to approve signage for Pay Parking. On motion of Fred Jezzi, seconded by Cora DeLoia, the Parking Authority voted, 5-0, to approve "Pay Here" signage.

Outstanding issues for PSX, Inc. are the continued ineffectiveness of the connectivity of the pay stations for credit card purchases. 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 timing of paid parking exceeds the 8 hour per day limit, the delay in information to the Enforcement tablet. The inability to connect with the Police Department Metro Alert program. A Deposit Report to match the Meter Feeder deposit detailing what was paid parking and what was meter ticket monies. Representatives from both companies were in attendance and reviewed progress on the listed items. It was suggested that a meeting be held with the companies and Mr. DeFazio to review and address a timetable to correct the items. Mr. DeFazio suggested Thursday, May 4 at 10 a.m.

Parking Authority reviewed the April 18, 2017 Meter Feeder deposit in the amount of \$8,861.15.

The Parking Authority reviewed proposals for payroll services, authority bill paying and pay station collection services. All proposals were tabled until the Parking Authority decides on a transition plan.

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The job descriptions were tabled until such time a transition plan is developed. Members indicated that this would be reviewed in October during the Authority budget process and the Borough budget process.

On motion of Fred Jezzi, seconded by Tom DeFazio, the Parking Authority, voted, 5-0, to have Solicitor Wolfe obtain a federal employer identification number for the Parking Authority.

Parking Authority reviewed letter to Police Chief Manko and Public Works Foreman for the painting of potential parking space with recommendations for the June 5 meeting.

The Parking Authority, on motion of Fred Jezzi, seconded by Dennis Yancheski, voted, 5-0, to get quotation for Appraisals of the Green Street Parking Lot, the Division Street Parking Lot and the Citgo Gas Station.

On motion of Fred Jezzi, seconded by Cora DeLoia, the Parking Authority, voted, 5-0, to change the maximum hours of parking in Zone 1 from 4 hours to 8 hours with price to remain the same.

Chairman DeFazio stated he has received a communication back from Saint James Church that the Diocese of Pittsburgh approved the leasing of spaces to a business owner which was previously requested. Therefore no additional spaces are available to the Parking Authority.

Under Public Comments, the Explore Sewickley Presentation on General Feedback on the Pay Stations and Meter Feeder app was reviewed.

The Parking Authority went into Executive Session for personnel matters at 7:43 p.m. The Executive Session concluded at 8:07 p.m.

ADJOURNMENT

On motion of Cora DeLoia, seconded by Dennis Yancheski, the Parking Authority Meeting was adjourned at 8:09 p.m.

Respectfully submitted,

Brian Jeffe
Secretary
BJ:kmf