

**Reading Parking Authority
Board Meeting
January 3, 2018**

Meeting called to order approx. 5:35 pm in the Reading Parking Authority Conference Room
613 Franklin Street Reading PA

Present : Bill Murray; Larry Miller; Linda Burns-Glover; Tom MacDougal; Mahlon J Boyer,
Attorney At Law.

Pledge of Allegiance to the Flag

Moment of Silence

Executive session was held prior to meeting.

Linda Burns-Glover was sworn in as newest member of the board, replacing retired board
member Delphin Vasquez

Public Comment

Chris Giles - Auto Repair Shop owner of 44 years - 1104 N. 10th Street.

1. Fire Hydrant and front of his shop being parked in
 - a. Says he has been calling Parking Authority for months with no response
 - b. Has talked to PEO's while on the street with no satisfaction
 - c. Called RPD as last resort to have cars ticketed
2. Messages were not received by Executive Director
 - a. Actions will be taken
 - i. Investigation by Executive Director and PEO Supervisor
 - ii. Call to Codes Enforcement to investigate curb painting and possible signs
3. Mr Giles will report back next meeting for improvement or no change

Minutes from Board meeting held November 29, 2017 are approved

Accounts payable from December are approved and signed

General Solicitor Report

Mahlon Boyer - Attorney

1. Resolution to amend bylaws regarding check signing by board members
 - a. Resolution 2018-1
 - i. Allow Executive Director and Board Secretary to sign checks
 1. No greater than \$200 per check
 2. Not to exceed \$1000 per month
 3. Receipts presented to Board
 - ii. Allow Board Secretary to be authorized signer on checks presented to
board for accounts payable
 - b. Motion made by Larry Miller to approve, seconded by Linda Burns-Glover
 - c. Resolution Approved

Labor Solicitor Report - John Stott - Nothing to Report

Executive Director Report

Thomas MacDougal

1. Union Contract negotiations to continue on January 4, 2018
2. Vendor Contracts
 - a. Thyssenkrupp
 - i. Maintain service of elevators
 - ii. Annual Inspections
 - b. Tesla stations to be located in the garage at the DoubleTree
 - i. 3 stations to be installed at no charge
 - ii. Working with DoubleTree to optimize guest experience and location
 - c. Barnacle
 - i. Batteries replaced at no cost
 - ii. PEO needs to remove device after payment at Parking Authority OR
 - iii. Vehicle owner can call Barnacle
 1. \$125 fee + minimum payment to Parking Authority
 - a. \$100 to Reading Parking Authority / \$25 to Barnacle
 2. Vehicle owner then has 24 hours to return device in dropbox
 - a. Vehicle owner will be charged \$500 for damages, loss or not returning device
 - b. Will be handled by Barnacle
 - c. Will get signs made in Spanish for the drop box
 - iv. Keystone Software
 1. MAS 90 system evaluation shows updating needed
 - a. Platinum package cost \$20,000
 - b. Gold package cost \$8000
 2. Gold package updates are more suitable to current needs
 3. Upgrades can be made at later date to Platinum if needed
 4. Executive Director will email contract to Board when completed for final approval
 - d. Contracts Approved

Motion made by Larry Miller to approve, seconded by Linda Burns-Glover
 - e. PEO Night Shift Report
 - i. Combined efforts between Police, Fire and Parking Authority has shown successful
 - ii. Special Efforts
 1. Fire Hydrants kept clear
 2. Parking in yellow especially on corners
 - a. Prevents Fire Depts from being able to turn, especially in narrow streets
 - iii. Radio Upgrades needs ASAP
 1. 2 PEO's were followed and threatened
 2. Safety issues for faster Police response times
 3. Dispatch Services (including Text Messaging)
 - iv. Increase patrol hours
 1. 2 Part-time PEOs 8pm-12am

- f. Parking Permit Report
 - i. Focus on Residential needs
 1. 3 properties were negotiated but not finalized
 2. Solicitor will conduct title search on negotiated properties
 3. Start research for possible Pilot program for lot on 9th street for feasibility, maintenance, handicapped spaces and general costs
 4. Solicitor to update board during January 31, 2018 meeting
- g. Executive director has made inquiries to Senate Bill No. 597 to get more details. He Has received no confirmations.
- h. Appeal Hearing Backlog
 - i. Executive Director suggests hiring a second Independent Hearing Officer
 - ii. Retired District Justice Thomas Xavios will start working immediately with current IHO Kelly Kline

Finance Manager Report

1. 2018 Budget
 - a. Includes cost of Bicycle training for PEOs
 - b. \$7.8 Million in projected revenue
 - i. Increasing due to
 1. Barnacle and Boot efforts
 2. Payment plans
 - c. Possible Reassignment for capital expenditures in the future

Board Member Reports

Larry Miller

1. Accept resignation of Finance Manager William Wisser
2. Acknowledgement of retirement of Gloria Albarran effective January 16, 2018
 - a. Motion made by Bill Murray to approve, seconded by Linda Burns-Glover
 - b. Approved and Accepted

Bill Murray

1. Accept resignation of Board Member Delphin Vasquez
 - a. Motion made by Larry Miller to approve, seconded by Linda Burns-Glover
 - b. Approved and accepted
2. Status of Board Member Pastor Felipe Fana
 - a. Bill to inquire to Mayor's office
 - b. Tom to reach out to Pastor Fana via phone and email

Final approval of Board Evaluation form for Executive Director

1. Motion made by Larry Miller to approve, seconded by Linda Burns-Glover
2. Approved

Next Meeting to be held January 31, 2018 at the Penn Room City Hall

- Executive Session at 5pm
- Meeting to begin at 5:30pm

Meeting adjourned at approx. 7:00 pm