

Reading Parking Authority
October 16, 2017

Meeting called to order approx. 5:30pm in the Penn Room Reading City Hall 815 Washington Street Reading PA

Present : Bill Murray; Larry Miller; Misael Marmolejos; Delfin Vasquez, Vice-Chair; Felipe Fana, Chair; Tom MacDougal, Bill Wisser

Pledge of Allegiance to the Flag

Moment of Silence

Executive session was held prior to meeting regarding personnel and legal issues

- Hiring of Solicitor
 - Motion to authorize executive director to finalize arrangements between the parking authority and Malon Boyer from Bingaman Hess as the solicitor for general affairs and John Stott as Labor Representative
 - Motion approved
- Revision of Bylaws
 - Must sit with the board for 45 days as amended
 - Duties of Treasurer revisions not finalized
 - Under initial bylaws were tailored for an accountant
 - Need system that does not involve a board member signing every check
 - Duties can be assigned to administration
 - Checks under \$1000 can be signed by 1 officer and/or designated employee
 - Checks over \$1000 can be signed by a combination of 2 officers and/or designated employee
 - Checks will require board approval prior to distribution
 - Time sensitive payments such as employee benefits, utilities and insurance may be distributed prior to the board review
 - All payments regardless of distribution date are subject to the boards approval
 - Discussion of other solutions including who should sign for what amounts and who reconciled the bill
- Audit revealed lack of cross trained employees may have contributed to a less than stellar public report
 - What support does the accounting manager need from the Board of Directors?
 - Accounting Supervisor/Office Manager with a formal accounting education to replace recently departed Clerk III
 - Help to monitor and control Billing and Collections
 - Part time employee solely responsible for parking permits
 - Reissuing of existing permits and contracts
 - Motion made to hire employee
 - Motion approved

- Group Billing
 - Electronically save invoices
 - Better procedures for large groups billings
 - Board gave authority to take steps necessary to rectify any issues to correct audits
- Credit cards to be issued for Tom and Bill
 - Limit of \$2500 for individual
 - Account limit of \$5000
 - Bank needs board approved resolution with specific names and maximum amounts
 - Resolution approved
- Review procedures need to be established for the positions filled by Tom MacDougal as Executive Director and Bill Wisser as Finance Manager
 - Board will discuss off session
- Vacancy for full time executive director needs to be filled
 - Motion to appoint Tom MacDougal as full time Executive Director with terms and conditions to be set forth in the coming week
 - Motion approved
- Need list of Authority goals and evaluations
 - Appointed 2 members to create list

Letter received from city council requesting information on financial situation concerning draft audit

Discussion of Audit Report

- Employee turnover and vacancies left unfilled resulted in “financial reports being materially misstated throughout the year”
- Month end closing statements and standard operating procedures need to be put in place
- Information needed for auditors was not available

Bond Payment due on 11/1/2017

Motion to Adjourn

Approved