

Reading Parking Authority
October 25, 2017

Meeting called to order approx. 6:30pm 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, Mahlon J Boyer, Attorney At Law.

Pledge of Allegiance to the Flag

Moment of Silence

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

Public Comment

- Minister Evelyn Morrison
 - Expressed concern of protocol breach as Executive Session was held behind closed doors
 - Questioned audit findings and public availability
 - Ms Morrison was informed the audit is public record and will be discussed in this session
 - Called for a change in Auditors
 - Ms Morrison stated the auditors have held this position for many years and the public needs change
- Felix Freytiz
 - Expressed concern over event pricing changes
 - Discussed personal issues regarding previous employment that will be addressed in an appropriate setting
 - Questioned how finances are being looked at
- Nate Rivera
 - Expressed concern that specific low income areas are being targeted for ticketing
 - Questioned the integrity of the board
 - Publically called for members to step down
 - Stated he will be filing his complaints thru more proper channels

Minutes from September 27, 2017 meeting were approved

Chris Turtell addressed the board concerning the Herbein Report (2016 Audit)

Income Statement (page 11-12)

- Event revenue has increased
- Parking sales decreasing (permit revenue) more than 10% in last 5 years
- Variances in Legal and Professional fees reported
- Repair and maintenance showed most being spent on elevators
 - Repair contracts with business partners to split cost?
- Unemployment costs are up
- Non operating expenses
- Break even type of year

Balance Sheet (page 9-10)

- Spoke of the difference in Spendable vs Non-spendable cash
- Contributions form

Findings (page 37 -40)

- No finance director and loss of 2 main officers for a 9-12 month timeframe resulted in
 - Knowledge depleted
 - Cash and receipts not reconciled
 - Payments not being made timely
- 3 of 40 checks were not able to be produced for the audit
- Questionable accuracy of reporting due to changes in software

Discussion

- Could the auditor have stepped in?
 - Herbein has been auditor for lengthy timeframe although staff is rotated to keep fresh eyes on the numbers
 - In April 2016, assistance from Herbein was offered thru the year
 - Auditor must remain independent
 - Herbein has been working with Finance Director for months
 - Great strides are being made
- Comments from Bill Wisser
 - 2 reports issued from August (Revenue and Expenses) did not cover General Ledger accounts
 - Upgrades to software will allow
 - Financial Statements to be produced
 - Copies of General Ledger reports to be included on Excel

Approval of Checks Written

- 10/10/2017 \$126,332.29
 - Largest check was issued to Reading City for meter usage \$83,000
 - Westfield Insurance (not including healthcare or worker's compensation)
- Motion approved

Executive Director Report

Tom MacDougal

- Contract negotiations are moving forward
 - Waiting on numbers to meet again
- Fuel cards and new pin numbers are ordered
 - Delivery pending for next week
 - Patrol and milage log created for each vehicle to generate expense report
 - Diesel card was issued for the Bobcat
- Joined the Chamber of Commerce
 - Not a member since 2004
 - Offer free training
- Special meetings only
 - Please notify by email and phone call
 - 2018 schedule provided
- Changed electric providers
 - Invoice in arrears will be paid over 6 months thru 2018
 - Found that Met-Ed had not been invoiced

Finance Manager Report

Bill Wisser

- Checks signed earlier in session
- Bond payment
 - Must be made by wire transfer
 - 2 signers are needed at 11am on Thursday October 26, 2017 to meet with bank manager at the Parking Authority Office
 - New signers need to be added and new signature cards issued
 - Motion approved

Board Member Reports

Felipe Fana - No Report

Misael Marmolejos - No Report

Larry Miller

- Bylaws being redrafted
 - Review copy for next meeting
 - Address Larry with questions or changes before next meeting

Bill Murray

- Open House
 - Board member invitations for Center for Excellence in Local Government

Delfin Vasquez - None

Adjourn to continued Executive Session at 7:35 pm