

Reading Parking Authority
September 27, 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

Pledge of Allegiance to the Flag

Moment of Silence

- Public Comment
 - None

- Prior to meeting
 - Executive Session for Legal and Personal Issues - Motion And Result
 - Transfer Baker Tilly forensic audit to Mr O' Brien's new company and authorize payment of bills related to this from Baker Tilly
 - Authorize Mr. MacDougal to take any action necessary to help complete the forensic audit in a format to be presented during October's meeting
 - Motion Approved

 - Notify solicitor of intent to terminate his contract, giving him the 5 day notice required by his contract
 - Motion Approved

 - Ratify the appointment of Kelly Kline as Administrative Hearing Officer for the Reading Parking Authority
 - Motion Approved

 - Six memorandums, understandings, and settlements with the Union on grievances and personal issues discussed during earlier meeting
 - Motions Approved

 - Authorize Tom MacDougal as a check signer and give him all authority normally vested to the Executive Director, for administrative purposes
 - Motion Approved

 - Authorize Tom MacDougal to hire an Event Coordinator/Board Secretary as soon as possible
 - Motion Approved

 - Approval of accounts payable invoices via the general fund
 - Checks totaling \$108,148.25 from 9/7/2017
 - Checks totaling \$171,709.29 from 9/22/2017

- Package disbursed to board for review. No exceptionally large payments
 - Motion approved

Board Member Reports

Rev. Felipe Fana - No Report

Misieal Marmolejos- No Report

Larry Miller- Revising Bylaws from 1978

- Discussed loss of financial records from previous administration making it impossible to reconcile books. Reiterated problems inherited from previous board dating back past 2014.
- Future documents will also be held at an offsite safe facility

Delfin Vasquez - No Report

Bill Murray - Reiterated Larry's statement with emphasis on public transparency

- The board is unified in correcting the problems of the past. Issues will be dealt with in the public eye, keeping the public aware of previous issues, how the current board is resolving said issues, and creating changes to avoid issues in the future.

Deputy Director Report

Tom MacDougal -

- Update on negotiations
 - Received email from Shawn with 7 dates for October
- Client Contract agreement Update
 - Darlington Binder containing copies of all insurance policies is still in process of recovery.
 - Some contracts were received from Sobotka but not all.
 - Written agreements will be approved by board.
- Customer Service /Community Improvements
 - Office staff will make incoming calls a priority
 - Second walk up window in office will be utilized
 - Drive thru window has been open from 11am - 1pm for last 18 days resulting in 148 tickets paid totalling over \$7000. Hours may be expanded in future.
- Parking Enforcement Officer Update
 - Senior Officer temporarily in charge
 - Working with Reading Police Department rotating schools during student arrivals to keep traffic at bay and pedestrians safe. RPD proactively also present during dismissals

- Lighting in Parking Garages
 - Garages are now appropriately lit
 - Used bulbs have been properly disposed of
 - Photosensors have been reset

- DID Garage Usage
 - Looking into permitted parking for DID from June's meeting. Tom will work on report for October's meeting

- Radios for parking garages
 - Concern for garage attendants. Walkies do not allow contact with RPD
 - DID has 2 channels only using 1. DID willing to give RPA the extra channel
 - Tom working on procuring radios and pricing for October meeting

Finance Manager Report

Bill Wisser

- Challenges / Objectives
 - Create a financial Committee
 - Setting up separate meetings to review reports
 - Reports will be vetted before presenting to board
 - Motions Approved
 - Meeting Calendar and Locations for Board and Public

Next board meeting:

Date: Wednesday October 25, 2017

Time: 5:30 pm

Venue: Reading Parking Authority (Subject to Changes)

Motion presented by Delfin Vasquez to rehire Carlos Rivera as PO Supervisor.

Board discussed issues

Motion is withdrawn until candidate is interviewed by Board Members and situation is reviewed.

Motion to adjourn

Approved

