

**Reading Parking Authority
Board Meeting
April 25, 2018**

Meeting called to order at 5:45 p.m. in the Penn Room, Reading City Hall, 815 Washington Street Reading, PA.

Present: Bill Murray; Larry Miller; Linda Burns-Glover; Misael Marmolejos; Tom MacDougal, Executive Director; Velma Huyett, Finance Director; Charles Younger, Deputy Director; Mahlon J Boyer, General Solicitor; Sabrina Flickinger, Board Secretary.

Pledge of Allegiance to the Flag.

Moment of Silence.

Executive session was held prior to meeting.

Public Comment -None

Minutes from March 28, 2018 are approved

Accounts payable for March 2018 are approved

General Solicitors Report

BARTA wants to resume operations of its garages on May 1, 2018. RPA has been operating the garages on behalf of BARTA. Motion needed to approve BARTA's request.

Larry Miller motion to permit BARTA to resume operations of its garages on May 1, 2018. Bill Murray seconds. Motion is approved.

Executive Directors Report

1. Dr. Gary Wegman
 - a. updates about the Mission of Mercy dental event being held on May 18-19, 2018. Patients will begin screening process at 6am in the Santander Arena. Dentists will continue to see up to 1000 patients per day until 5pm.
 - b. Volunteers will be using the garages at Doubletree and South Penn. Entry gates will remain down. Exit gates will be open until 6pm or later as needed.
 - c. Media Event to be held to thank donors on Friday May 18 at 10am. Mayor and Executive Director to attend. Info will be posted on Parking Authority website
 - d. Possible needs for event: Police presence, water (to be provided by RAWA), Spanish speaking interpreters
2. Employee Assistance Program
 - a. InRoads counseling is being provided to RPA employees and household members

- b. 3 sessions at no cost
3. Union will be voting on their contract before June. John Stott, Labor Solicitor, will be attending next board meeting
4. Testing on South Penn Garage is needed.
 - a. Several companies submitted quotes/proposals.
 - b. Desmond proposal seems to be the most appropriate
 - c. Larry Miller motions to use this proposal. Bill Murray seconds. Motion is approved.
 - d. August is the target date to begin
5. Reed and Court Bathrooms
 - a. Renovation has begun to turn old bathroom area into a coffee shop
 - b. Total renovation cost approximately \$20,000.
 - c. Shop to be run by GOURMAND, an already established local company
 - d. Kristen Kriebel from GOURMAND spoke to the board, sharing her vision for the project, outlining the menu and hopes for future business.
 - e. Board showing support to make this endeavor a success
 - f. Opening late June or early July
6. Remote Deposit Capture Machine
 - a. Velma Huyett and Sabrina Flickinger explained what the machine does and how it will make incoming checks available
 - i. Checks are imaged in office and sent electronically to the bank
 - ii. Checks are processed immediately making them available same day
 - iii. Images and reports are available immediately and can be printed and/or downloaded to be searched in minutes if there is an issue
 - iv. Machine is expected to be up and running by mid-May

Deputy Director Report

1. Right to Know Requests
 - a. Requests are being answered within a five-day period as mandated by law
 - b. A 30-day extension can be requested to locate documents
 - c. Reading Parking Authority has made it a priority to keep within the 5-day period
 - d. RPA has been charging \$.25 per page for requested documents
 - e. Meeting minutes from 2015-2016 were not posted on the RPA website. 4 of 7 documents were able to be found. Minutes are to be posted on the website so they cannot "go missing"

Finance Manager Report

1. Monthly financial reports for March and April
 - a. Velma has been working with Kelley Ryan, Sage, and First National Bank to get everything in order. Reports are being researched in order to give proper numbers by next meeting
2. Bank reconciliation has not been done since October 2017
 - a. Any numbers presented at this time would not be accurate due to this fact

- b. Velma is working diligently to get caught up and close the books for accurate numbers
- 3. Sage Training
 - a. Support staff is being trained to use the SAGE system
 - b. Sage is being upgraded on May 5th
 - i. Accounts payable is being input on a daily basis
 - ii. Checks due will not print out until they are due

Board Member Report

Misael Marmolejos

Is impressed to see the Board and Leadership all working together as a team.

Larry Miller

no comment

Bill Murray

Not happy with all of the negative press but glad to see that we are still moving forward to make things better

Linda Burns-Glover

Asking for research into absentee policy of board members. People have been appointed but don't come to meetings. Would like to create a clause in the Bylaws stating that after 3 absences, the member is replaced.

Linda was able to visit the RPA office and was very impressed. She was able to take a walk with Tom and get a glimpse of the daily duties performed by everyone. Linda was very happy to see the smiling faces and upbeat morale.

New Business- NONE

Old Business- NONE

Next Board Meeting- Wednesday May 23, 2018 at 5:30pm at City Hall, Penn Room 815 Washington Street, Reading, PA 19601 with Executive Session starting at 5pm.

Meeting adjourned at 7:30 pm