

READING PARKING AUTHORITY

Minutes of Reading Parking Authority Board Meeting – August 22, 2018

I. Executive Session.

The Reading Parking Authority (“RPA”) Board of Directors met in executive session prior to the start of the regular board meeting to discuss personnel issues and in regard to pending litigation.

II. Call to Order.

The regular board meeting (“Meeting”) was called to order at 6:40 p.m. It was held in the Penn Room, Reading City Hall, 815 Washington Street, Reading, PA 19601.

III. Individuals Present for the Meeting.

All members of the RPA Board of Directors were present for the Meeting: Bill Murray, Larry Miller, Linda Burns-Glover and Misael Marmolejos.

The following individuals were also present for the Meeting: Thomas J. MacDougal, IV, RPA Executive Director; Velma Huyett, Finance Manager; Charles Younger, Deputy Director; Mahlon J Boyer, General Solicitor; Angela Reifsnyder, RPA employee – PEO; Sterling Brown, RPA employee – PEO; Fabio Fabre, RPA employee – PEO; David Twaddell, Esquire; Stephen Flaherty; Scott Kramer; David M. Cituk, City of Reading Auditor; and City of Reading Councilwoman Marcia Goodman-Hinnershitz.

IV. Pledge of Allegiance to the Flag.

V. Moment of Silence.

VI. Public Comment.

None

VII. Presentations to RPA Board of Directors

A. RPA Bicycle Training.

Angela Reifsnnyder, Sterling Brown, and Fabio Fabre, each of whom are parking enforcement officers of the RPA, spoke about a bicycle patrol course that was provided to the RPA by the City of Reading Police Department. Twenty-four training hours were provided in the course. The training was described as very positive. In the past, no such training was provided to RPA employees. Each RPA employee that took part in the training received a certificate upon completion of the course. Among other things, students were taught how to properly mount and dismount bicycles and how to properly “fall”. The training will provide a reduction in the RPA’s workers compensation costs and is seen as fostering a positive relationship with the City of Reading Police Department.

B. Attorney David Twaddell.

David Twaddell, Esquire, an attorney with Eckert Seamans, Harrisburg, PA, presented the Board with his qualifications as potential bond counsel if the RPA chooses to proceed with a new bond issue. Mr. Twaddell said that he could assist with avoiding defects in the bond procedure. A legal opinion of bond counsel is required to confirm the bond process was correctly done. Mr. Twaddell would be paid a fixed fee, to be determined, which would be paid out of the bond proceeds. He understands that the RPA may wish to obtain a refinance of its current debt and to obtain new funding for capital improvements.

Bill Murray raised concerns with Mr. Twaddell’s law firm, specifically, a pending lawsuit by the Commonwealth of PA. Mr. Murray wants the RPA to issue an RFP to obtain bond counsel.

C. RBC Capital Markets.

Scott Kramer and Stephen Flaherty appeared on behalf of RBC Capital Markets and in regard to possible bond funding for the RPA. RBC “tests” the lending market. It issues RFP’s to lenders, both local and larger national banks. The process takes roughly 6 weeks. RBC gathers information about available lenders and terms and presents the information to the RPA for consideration. There is no commitment by the RPA. Instead, RBC provides information to the RPA. It was suggested that the RPA could refinance its debts and obtain new funding while maintaining its current debt service. The RPA has Series 1993 Capital Appreciation Bonds that are guaranteed by the City of Reading with the remaining debt, which is the majority of the RPA’s debt, without a guarantee by the City. RBC suggested that the RPA has at present positive cash flow and the RPA’s financial health is solid.

Bill Murray suggested it would be a better goal if the RPA lowered its debt service rather than maintaining the current level of debt service. The RPA should obtain financing for only what it needs. Lawrence Miller discussed the need to repair the RPA garages. This should be a priority.

VIII. Velma Huyett, RPA Finance Manager.

Ms. Huyett presented the RPA Board with a written financial report that detailed items such as Revenue, Operation Expenses, and the RPA Budget. All of the information included in the report was from the SAGE system with backed-up data support.

Lawrence Miller requested that future financial reports include a highlight of any problems/concerns that the finance manager wants to bring to the attention of the RPA Board.

City of Reading Councilwoman Goodman-Hinnershitz noted a prior practice of the RPA to provide financial reports to City Council. She expressed a concern that the RPA has not provided any such reports since Lawrence Lee was executive director of the RPA. Mr. Cituk reiterated this request. He asked for the RBC proposal that had been presented as well as the financial report from Ms. Huyett. He further requested that the RPA provide its minutes and its financial report on a monthly basis, without there being a request for the information.

Lawrence Miller requested that the RPA provide the requested reports to City Council, noting that it took several individuals to reach a newly acquired base-line at the RPA regarding the financial reporting. Bill Murray agreed, noting that the information is public record and should be provided without City Council needing to submit a right-to-know request.

Both Mr. Miller and Thomas MacDougal asked that City Council, or any of its members, bring concerns or complaints directly to the RPA. The RPA wants to cooperate with City Council and wants to address any concerns the Council members may have. The RPA and City Council should have a cooperative relationship.

Mr. Cituk noted that the City would not require payments from the RPA if the RPA had a problem doing so. He further noted that a large past payment by the RPA to the City had left the RPA "bare bones".

IX. Minutes.

Motion to approve the July 25, 2018 Minutes by Bill Murray. Second by Misael Marmolejos. Motion passed unanimously.

X. RPA Accounts Payable.

Motion to approve accounts payable by Lawrence Miller. Second by Misael Marmolejos. Motion passed unanimously.

XI. Executive Director Report

A. Gourmand. Gourmand is doing well at the Reed & Court garage. Many customers are visiting their site.

B. RPA Lots. New LED lights have been installed. Tree trimming was performed.

C. Shoring Project. The shoring project at the South Penn garage has been completed successfully.

D. Fire Inspections. Jim Frank is working with Berkshire Systems in regard to the garages. It was determined that plastic was previously used for fire suppression caps. The plastic caps are now being replaced with brass.

E. MIRUS. The MIRUS RFP for a new PARCS (new gate system) for the garages is complete. The solicitor reviewed and revised the RFP and he has approved it. Motion by Bill Murray to approve and issue RFP. Second by Lawrence Miller. Motion passed unanimously.

F. LPR.

CSI has submitted through the Costars System a proposal for equipping an RPA vehicle (Jeep Renegade) with an LPR system. Among other things, the LPR has the ability to read license plates to determine if there are outstanding violations against the vehicle's owner. CSI will provide project management, engineering support, installation and configuration of all of the software and hardware required for the installation of the LPR system on the RPA vehicle. Board approval to retain CSI to install LPR for total amount of \$51,000.00 is requested.

Discussion occurred. Director Murray questioned the number of outstanding parking violations that presently exist. He would like to know how the RPA is doing in regard to outstanding violations through its current civil process versus the prior criminal process. Mr. MacDougal noted that his report regarding the civil vs. criminal process will be complete within roughly one week. Director Murray would like to know the number of outstanding parking violations that remain in the judicial system, which was the prior means for enforcement in the criminal process. The LPR should be used to enforce those prior violations. The criminal information will have to be requested by the RPA. Director Murray noted the need for cooperation

on the part of the judicial system in providing that information. Otherwise, it will be “money left on the table” for the RPA. Mr. MacDougal noted that the RPA’s efforts of enforcement through Kelly Ryan (issuance of delinquency letters) has proved helpful in collected outstanding violations.

Motion by Lawrence Miller to approve retention of CSI to install LPR for total cost of \$51,000.00. Second by Bill Murray. Motion passed unanimously.

G. Street Parking Class. The RPA is going to offer a street parking class for citizens of the City of Reading. The class will be free. It will be held on a Saturday. Participants will learn various information such as laws regarding parking. Hands on training will also be provided.

XII. General Solicitor Report

A. Gourmand. The Gourmand lease needs to be amended due to a later than expected opening. All deadlines in the lease need to be extended by 30 days. Also, a provision for the payment of fire monitoring by Gourmand at a total yearly cost of \$800.00 needs to be added to the lease. Bill Murray motion to approve lease revisions. Second by Misael Marmolejos. Motion passed unanimously.

B. Penn State Health. The Penn State Health lease needs to be amended. The prior lease started on June 1, 2018 but needs to be dated July 1, 2018. The prior lease indicated that Penn State Health was going to lease 260 parking spaces. The total amount of rented spaces will be reduced to 220. Bill Murray motion to approve lease revisions. Second by Lawrence Miller. Motion passed unanimously.

XIII. Board Member Reports

A. Bill Murray. Mr. Murray discussed a sinkhole that recently formed on an RPA parking lot. A Memorandum of Understanding was agreed upon by the RPA, RAWA (Reading Area Water Authority) and the City of Reading for the repair of the sinkhole. RAWA worked in conjunction with RPA to repair the sinkhole. The repair was done well and the area in question looks good. The RPA saved thousands of dollars by retaining RAWA to perform the repair. Mr. Murray suggested a more permanent Intergovernmental Agreement to permit future cooperation for work such as this.

B. Linda Burns-Glover. Ms. Glover applauded the bicycle training provided by the City of Reading Police Department to the RPA. She is pleased that the RPA is working in a positive way with the City of Reading. Ms. Glover also offered appreciation to Ms. Huyett for her work in providing formal, data backed financial reports.

C. Lawrence Miller. No report.

D. Misael Marmolejos. No report.

XIV. Old Business. None

XV. New Business. None

Meeting adjourned at 8:05 p.m.