

READING PARKING AUTHORITY

Minutes of Reading Parking Authority Board Meeting – December 4, 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 pending litigation and personnel matters.

II. Call to Order.

The regular board meeting (“Meeting”) was called to order at 4:58 p.m. It was held at the Reading Parking Authority, 613 Franklin Street, Reading, PA 19602.

III. Individuals Present for the Meeting.

Members of the RPA Board of Directors that were present for the Meeting: Bill Murray, Linda Burns-Glover and Misael Marmolejos. Lawrence Miller was unable to attend.

The following individuals were also present for the Meeting: Thomas J. MacDougal, IV, RPA Executive Director; Charles Younger, RPA Deputy Director; Michael McGrath, RPA Finance Manager; Mahlon J. Boyer, General Solicitor; Dan Kelly, Reading Eagle; James Frank; Christine MacDougal; Mark Vergenes, Mirus Consultants; and Frank Fieni, HUB Parking Technology.

IV. Pledge of Allegiance to the Flag.

V. Moment of Silence.

VI. Public Comment.

None

VII. Minutes.

Mr. Marmolejos made a motion to approve the minutes of the October 24, 2018 RPA Board Meeting. Second by Ms. Burns-Glover. Motion passed unanimously.

VIII. RPA Accounts Payable.

Mr. Marmolejos made a motion to approve RPA accounts payable in the total amount of \$320,224.08. Second by Ms. Burns-Glover. Motion passed unanimously.

IX. General Solicitor's Report.

None.

X. Labor Solicitor Report.

None.

XI. Executive Director Report.

A. Kelly/Ryan Kiosk.

Mr. MacDougal reported that the Kelly/Ryan Kiosk has been provided to the RPA. The kiosk allows individuals to pay parking tickets via a credit card and/or e-check. The kiosk is currently at the RPA. However, it needs a "permanent home". It should be located to allow 24-hour access and free parking to those that wish to use it. Mr. MacDougal suggested that City Hall would be the best place for the kiosk. Mr. MacDougal noted that the kiosk is in English and Spanish and it permits payments to be made to other agencies. For example, it would permit customers to make payments on their water bills.

B. Kelly/Ryan-Reading Police Tickets.

The RPA had been paying the Kelly/Ryan cost for the collection of police tickets. Kelly/Ryan does not have a contract with the City of Reading. Kelly/Ryan has agreed to lower its cost for the collection of Police Department tickets by 75%. Kelly Ryan is going to provide a credit to the RPA of approximately \$22,000.00.

C. Parking Kiosks/Pay-By-Plate.

Normally, parking kiosks require an individual to pay at the kiosk and then print a receipt for placement in their car. The RPA is exploring the possibility of remote payment. Interested businesses would be provided a code that would permit the business to pay for its customer parking at a kiosk parking lot.

D. PARCS.

The RPA had issued an RFP for a new PARCS system. In consultation with Mirus Consultants, the RPA employed a scoring system in regard to the review of bidders. HUB Parking Technology ("HUB") was the successful bidder. Ms. Burns-Glover made a motion to award the PARCS project to HUB. Seconded by Mr. Marmolejos. Motion passed unanimously.

HUB will install the new PARCS at all eight of the RPA Garages as well as the 7th & Washington Parking Lot. HUB's base proposal without options is \$855,000.00. The RPA is going to discuss with HUB the method of payment for the project. Mr. Frank Fieni on behalf of HUB made a presentation in regard to its plan for the installation of the new PARCS system.

Mr. Marmolous asked Mr. Fieni when the entire system will be installed. Mr. Fieni said that completion will depend on the project start date. He estimates that it will take approximately 2-3 weeks to install a new gate system at each garage. It is possible that the PARCS system will be completely installed by June 1, 2019.

Mr. Fieni noted the need to work with the RPA in regard to operations at each garage while the system is being installed. Steps will need to be taken to preserve the collection of revenue during the installation of the system.

Mr. Murray asked if the new PARCS system will provide financial information regarding the garages. Mr. Fieni confirmed that the new PARCS system will provide a full revenue report. Mr. Vergenes from Mirus Consultants noted that the new system can be used to track revenue sources. It may permit information to allow demand based parking rates for on and off street parking options.

Mr. Murray noted the possibility of providing more off street parking options by use of the RPA garages and based upon the information and data collected from the new PARCS system. He said that the new system could be used to make specific monetary decisions. Mr. Fieni confirmed that the system will come with a one year full warranty. After one year, there will be an extended warranty option. Otherwise, repairs will be made on a time and materials basis. Mr. Vergenes noted that it is possible to purchase, one, two, or three year warranties.

XII. Deputy Director Report.

A. Bond Counsel RFP.

Mr. Younger reported that the RPA issued an RFP for bond counsel. There was no response to the RFP. No proposals were submitted. One party noted interest in the RFP, but did not submit a proposal despite the request of Mr. Younger. Mr. Murray suggested that the RPA contact the City to ask who has been used by the City as bond counsel. He also suggested that the RPA reissue the RFP for bond counsel.

B. FNB/Fulton Bank.

Mr. Younger presented to the Board an Authorizing Resolution of Corporation. The RPA's cash reserve account needs updated signatures. The individuals on record at Fulton are no longer associated with the RPA. Mr. Marmolejos made a motion to approve the Authorizing Resolution of Corporation presented by Mr. Younger. Second by Ms. Burns-Glover. The motion passed unanimously. A copy of the approved Resolution is attached hereto.

XIII. Finance Manager Report.

Mr. Michael McGrath was recently hired as Finance Manager for the RPA. Mr. McGrath said that he has been in this new position with the RPA for approximately two weeks. He is working with Jill Marino, the consultant hired by the RPA to assist with its finances. Mr. McGrath noted that Ms. Marino has placed the RPA on the "right path". She has assisted in multiple ways,

including the identification of specific revenue streams and the proper management of revenue and expenses. Mr. McGrath is working with Ms. Marino to reform and correct the RPA finances dating back to January 1, 2018. It is not necessary to go past that date as there are already audited financials for the prior years. Mr. Murray noted that he is pleased with the changes. He specifically noted that he was happy to receive an accounts payable list.

XIV. Board Member Reports.

A. Linda Burns-Glover. None.

B. Misael Marmolejos. None.

C. Lawrence Miller. None.

D. Bill Murray. Mr. Murray attended the COW on December 3, 2018. He noted that Councilman Slifko was making comments to Ms. Kelleher on an open microphone. Mr. Slifko suggested that City Council was “getting the runaround” from the RPA. Mr. Murray was upset by this. He noted that the payments confirmed by the RPA for 2018 and 2019 reflect what the RPA is able to pay the City. He noted that City Council directed its solicitor to draft a new contract with the RPA. Mr. Murray said that is not how it works. There needs to be an open negotiation. The RPA and City Council need to sit down and talk to find a resolution. He suggested that the RPA Board send a letter to City Council in regard to a new agreement and to confirm an open discussion. Mr. Murray specifically said that the RPA and City Council need to work together. Both sides need to move forward. The rhetoric should stop. The RPA Board has done nothing but try to fix what is broken. The RPA Board Members are volunteers and no one should attack volunteers. Mr. Murray noted that the RPA had agreed to provide a payment to the City for police tickets it collected from January 1, 2018 through June 30, 2018. Ms. Burns-Glover made a motion to approve the payment of \$171,974.00 to the City of Reading for this police ticket payment. Mr. Marmolejos seconded the motion. The motion passed unanimously. Mr. MacDougal noted that the July to December police ticket payment will be made to the City in January 2019.

XV. Old Business. None.

XVI. New Business. None.

The next board meeting will take place on Wednesday, December 26, 2018 at 5:30 p.m. at City Hall, Penn Room, 815 Washington Street, Reading, PA 19601.

Ms. Burns-Glover made a motion to adjourn the meeting at 6:21 p.m. Second by Mr. Marmolejos. Motion passed unanimously.

AUTHORIZING RESOLUTION OF CORPORATION

To: Fulton Financial Advisors
One Penn Square
Lancaster, PA 17602

By: READING PARKING AUTHORITY
(Corporate Entity)

613 FRANKLIN STREET
(Address)
READING, PA 19602
(City, State and Zip Code)

Date Incorporated: 1953

Entity Number: 298867



A. I, WILLIAM MURRAY certify that I am the SECRETARY of the above named Corporation organized under the laws of the state of PENNSYLVANIA, Federal Employer I.D. No. 23-1442110, and that the following is a correct copy of Resolutions adopted at a meeting of the Board Of Directors of this Corporation, which meeting was duly and properly called in accordance with applicable law and held on DECEMBER 4, 2018. These Resolutions appear in minutes of this meeting and have not been rescinded or modified.

B. Be it resolved, by the Board Of Directors of this Corporation as follows:

(1) The Cash Reserve Investment Management Agreement, in substantially the form presented at this meeting, is hereby approved, together with such modifications, additions or deletions as the officers executing such agreement shall approve, their execution to be conclusive evidence of such approval.

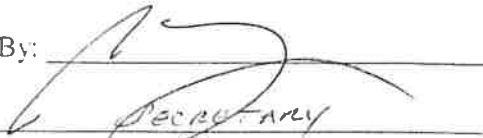
(2) Fulton Financial Advisors is hereby appointed to manage the cash reserves of this Corporation pursuant to the terms and conditions of the Cash Reserve Investment Management Agreement.

(3) The following officers, or any [one] [two] of them, are hereby authorized to execute and deliver the Cash Reserve Investment Management Agreement, any documents required in connection with the Cash Reserve Investment Management Agreement, any modification, additions or deletions to said agreement, any instructions to Fulton Financial Advisors with respect to funds held in the Cash Reserve Investment Management Account, or to take any other steps, or to deposit or withdraw funds, or execute any other documents on behalf of this entity in order to carry out the intent and purpose of the Cash Reserve Investment Management Agreement and this Resolution:

Name and Title	Signature	Facsimile Signature (if used)
(a) <u>THOMAS J. MACDOUGALIV</u> <u>EXECUTIVE DIRECTOR</u>		_____
(b) <u>CHARLES D. YOUNGER</u> <u>DEPUTY DIRECTOR</u>		_____
(c) _____	_____	_____
(d) _____	_____	_____
(e) _____	_____	_____
(f) _____	_____	_____

C. I hereby certify: (1) that the Board Of Directors of this Corporation has, and at the time of adoption of this Resolution had, full power and lawful authority to adopt the foregoing Resolutions and to confer the powers granted thereby to the persons named who have full power and lawful authority to exercise the same; and (2) that the execution, and delivery of, and the performance of its duties under the Cash Reserve Investment Management Agreement by this Corporation is not prohibited by, and does not conflict with any statute, agreement, indenture, rules and regulations, or policies to which the Corporation is a party or by which it is bound.

In Witness Whereof, I have hereunto affixed my name and the seal of this Corporation on the 4th day of DECEMBER, 2018.

By: 

 SECRETARY
 (Title)

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