

**Reading Parking Authority
Board Meeting
January 31, 2018**

Meeting called to order approx. 6:10 pm in the Reading Parking Authority Conference Room
613 Franklin Street Reading PA

Present : Bill Murray; Larry Miller; Linda Burns-Glover; Zimri Rivera; Tom MacDougal, Executive Director; Mahlon J Boyer, Attorney At Law; Jody Spatz, Finance Director; Charles Younger, Deputy Director; Sabrina Flickinger, Board Secretary

Pledge of Allegiance to the Flag

Moment of Silence

Executive sessions were held prior to meeting in two separate sessions on Thursday January 28, 2018 @ 2pm and January 31, 2018 @ 5pm

Zimri Rivera was sworn in as newest member of the board, replacing retired board member Pastor Felipe Fana.

Public Comment - None

Minutes from Board meeting held January 3, 2018 are approved

Accounts payable from January are pending approval and signing after review . Adjustments are being made from the Herbein audit. Numbers are needed to be accurate.

Motion made by Bill Murray to have Misael, Larry and Tom meet to review and sign checks on February 1, 2018 @ 1pm. Larry and Linda 2nd - Motion Approved

Reorganization of Board will be put off until next month.

General Solicitor Report - Mahlon Boyer - Attorney - Nothing to Report

Labor Solicitor Report - John Stott - Nothing to Report

Executive Director Report - Thomas MacDougal

1. Website Updates
 - a. Location and number of handicapped spaces per Lot/Garage will be updated
2. Tesla Update
 - a. Installation is delayed 2-3 weeks
3. Elevator and Garage Repairs
 - a. Elevator at South Penn has a circuit board shorted out due to leak in the roof
 - b. Will not be able to make needed repairs until warmer weather
 - c. Repairs to garages have not been done for years
 - d. Money being set aside for capital improvements is going to need to be increased
4. Kelly Ryan Update
 - a. Software has been updated
 - i. Helping to recover approx, \$2 million in outstanding tickets
 1. Report showed over 1000 pages

2. Has been broken down into increments of under \$500, \$500-\$1000, \$1000+
 - ii. Outstanding tickets are going to be resent to new addresses
 1. New program being utilized by Mark Gresh, PEO Supervisor to locate the new addresses
 - iii. Tickets were not being recorded until paid off affected reports
5. Barnacle Drop Box
- a. Fee of \$125 - \$100 to Parking Authority \$25 to Barnacle as well as minimum fine needs to be paid to have device removed
 - b. If device is not returned, Barnacle charges \$500 to offenders credit card
 - c. Barnacle does offer free device replacements
 - d. Return box placed outside garage at 613 Franklin Street
 - e. Lights and cameras are installed
 - f. Signs in English and Spanish
 - g. Barnacle is used for offenders owing 5-9 tickets; Boot will be used for 10+
6. Charles Younger is hired as Deputy Director with Board Approval
- a. Charles has been a practicing attorney for over 38 years
 - b. Bill made motion to approve hiring- Misael and Zimri seconded- Motion Approved
7. Employee handbook is in the works

Financial Manager Report - Jody Spatz

1. Monthly Financial reports were covered earlier in the meeting
 - a. Next month checks will be presented with register and info needed for approval
 - b. There was no documentation to compare due to change in finance manager
2. Accounts Payable and Receivable
 - a. Adjustments being made from Herbein report
 - b. Number of deposits to bank will be cut back
 - i. One deposit for cash. One deposit for checks
 - ii. Spreadsheet will be made for each deposit using Excel
3. Support Staff
 - a. Will be made to understand office tasks and job duties
 - b. Will be cross trained on all software and duties
4. Checklists will be made for payroll, month end, and other duties
 - a. Accounts payable, accounts receivable, and general ledger reports, that should have been closed monthly, have not been closed since 2015
5. Board members will receive copies of Forensic audit and Walker Report

Board Member Report

Motion was made by Bill to add both new board members as authorized signers, Seconded by Larry, and approved
 Board welcomed Zimri Rivera as newest member

Next Meeting to be held February 28, 2018 at the Penn Room City Hall

- Executive Session at 5pm

- Meeting to begin at 5:30pm

Motion to Adjourn was made by Bill. Seconded by Larry Approved
Meeting adjourned approximately 7:05 pm