

**Reading Parking Authority
Board Meeting
June 20, 2018**

Meeting called to order at 6:25 p.m. in the Conference Room, Reading Parking Authority, 613 Franklin Street Reading, PA.

Present: Bill Murray; Larry Miller; Linda Burns-Glover; Tom MacDougal, Executive Director; Velma Huyett, Finance Manager; 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 May 23, 2018 are approved.

Accounts payable for May 2018 are approved.

General Solicitor Mahlon Boyer Report

1. Payments to Reading Royals for revenue collected in prior seasons
 - a. Being recommended that the board approve a motion that would allow payment to the Royals
 - i. Broken down by season
 - ii. 2014-2015 season = 65% payment of revenue collected
 - iii. 2015-2016; 2016-2017; 2017-2018 = 32.5% payment of revenue collected
 - b. Financials are being reviewed and any amounts payable to Royals will be confirmed
 - c. Motion by Bill Murray to make payment at these percentages
 - i. Linda Burn-Glover seconds the motion
 - ii. Motion approved
2. Approval needed for sale of 6 hour vouchers for JETSET event on May 25, 2018
 - a. Vouchers sold at special \$2/voucher rate
 - b. Motion made by Bill Murray to formally approve the voucher sale
 - i. Linda Burns-Glover seconds the motion
 - ii. Motion Approved
3. Board authorized the employment of an assistant to solicitor on an as needed basis
 - a. Ed Stock will provide assistance to solicitor on an as needed basis
 - b. Motion passed unanimously

Executive Director Thomas MacDougal Report

1. Guest Speaker Mark Vergenes from MIRUS Consultants
 - a. Discussion of changes to MIRUS proposal to assist with purchase of Parking Access and Control Revenue System (PARCS)
 - i. Help to develop RFP
 1. Outline the scope of work needed for the RPA
 2. Not looking for least expensive, looking for what needs are included for best price
 3. Highlight: Barcode vs Match Drive; validations; event needs- spell it out for bidding process
 4. Software that can work with Bluetooth and other computer systems installed in most newer automobile systems
 - ii. Keep transparency for public
 1. Develop scoring sheet to show public how each bid compares to needs
 2. Narrow down bids to 2 or 3.
 3. Have each bidder provide a presentation to board, followed by recommendation from project manager for most appropriate system
 - iii. Availability of system
 1. Company with parts and equipment on hand VS. parts ordered from overseas (10 days VS 10+weeks)
 2. Time is a factor with Federal APD and PCI compliance
 3. Negotiation for full service warranties for 1-2 years of service
 - b. Motion to hire MIRUS at a flat fee rate of \$7,500.00 made by Bill Murray
 - i. Larry Miller seconds
 - ii. Motion approved
2. PEO Bicycle Training
 - a. For Insurance and Workers Comp reasons, PEO's will attend a 3-day course with the Reading Police Department for bicycle security training
 - b. Is not the full training course?
 - c. Will make scheduling arrangements and work with RPD to get everyone scheduled
 - d. Hoping for July or August completion
3. Gourmand Update
 - a. Contract is ready
 - b. Grand opening is held off due to vacations and work being behind schedule
4. South Penn Garage
 - a. Construction for shoring will begin July 9, 2018
 - b. Will take 2-3 weeks
5. Parking Authority now handling calls for abandoned vehicles and towing
 - a. Example: car parked at a fire hydrant
 - i. PEO calls RPA office

- ii. Office staff calls towing company
 - iii. Records the vehicle on spreadsheet
 - iv. Towing company rotates between Matos and Vince's towing per city contract
 - b. Helps police department since RPA has been towing more vehicles
 - c. Traffic officers trained 3 PEO's on state's abandoned vehicle procedure
 - d. In 2 weeks, RPA handled over 50 abandoned vehicles
6. Reverse Payments
- a. Individuals have been making credit card payments to prevent their vehicle from being restrained or towed, then canceling the transaction or placing stop payment
 - b. Several steps in place to generate a report
 - c. Alert comes up on Kelley Ryan system to not allow online payments from specific individual
 - d. Alert to office staff to not take credit card payments from specific individual
 - e. Caught the "SCAM" early and took preventative measures
7. Contract created for Penn State St. Joe's
- a. Rate was not changed from old contract expiring this past month
 - b. Number of parking spaces was updated
 - c. Contract under review by Penn State St. Joe's
 - d. Motion made by Bill Murray to allow Executive Director MacDougal, with the guidance of General Solicitor Mahlon Boyer, to enter into the agreement with Penn State St Joe's once approved and no changes are made
 - i. Linda Burns-Glover seconds the motion
 - ii. Motion is approved
8. New radios for PEO's
- a. Hiring new people- need more radios
 - b. All radios need shorter antennas
 - i. Long antennas are getting damaged
 - ii. Could also cause injuries
 - c. Carry cases and chargers are also needed
 - d. \$14,000 is cost of full new units and updates to existing units
 - e. Units have already been used to contact RPD directly and allowed open communication between PEO and RPD officers
 - f. Motion made by Bill Murray to purchase needed radios and equipment
 - i. Linda Burns-Glover seconds the motion
 - ii. Motion is approved
9. Frankie Graham Jr Foundation Facebook Page
- a. Pamphlet being circulated on social media and hard copy
 - b. Incidents discovered happening on 900 block of Mulberry Street
 - c. PEO was grossly misquoted, leading to the discovery of residents painting their own restrictive parking zones
 - d. City Hall has been alerted so they can verify

10. Letter received from Ed Stock on behalf of RAWA, letting RPA know that the water payments for 2nd & Washington have been received from GoggleWorks in the amount of \$79,552.48 on June 18 2018, which brings them current on a 6year debt.
11. Asking for Reading Eagle to print a retraction
 - a. Executive Director MacDougal was contacted by NBC10 News from Philadelphia asking for an interview regarding the new parking system being able to run license plates to find murder suspects
 - b. Our LPR system is a closed system working only on parking tickets. At this time, one LPR system is being purchased for RPA to test on streets and in garages
 - c. Article printed was inaccurate
 - d. It is a goal for the future to allow RPA's closed system to communicate with the police LPR system in order to assist Police to track down stolen vehicles without putting the PEOs in danger
 - e. Approvals will be needed from PennDOT and other law enforcement agencies to proceed with this endeavor in the future

Finance Director Velma Huyett

1. Sage
 - a. Being revamped and brought up to date
 - b. Staff has been trained to input payables and income correctly
 - c. Auditors will be back in July and Sage will be updated
 - d. Books will be reliable after speaking with auditors

Board Member Reports and Remarks

1. Larry Miller
 - a. Update on community parking project?
 - i. Executive Director MacDougal responded
 1. Spoke with Ralph Johnson
 2. City of Reading is looking at their budget to find their half of the money for the RP. Once they have that, Ralph will contact Tom and we will move forward
 - ii. Being fully informed
 1. What is the Parking Authority's economic impact on the city?
 2. How much other revenue is being generated by businesses because of parking access?
 3. Will this be included in the RP with the city?
 - iii. Very few restaurants open after events
 1. Advertising on closed circuit TV's in garages. Event staff is trained on local eateries and directions.
 2. Garages keep gates open after events until 4am. Why is this not being utilized by local eateries?
 3. How can perception of downtown be changed?

2. Bill Murray
 - a. Would like to see a report on numbers from 18 months before tickets became Civil Offenses VS 18 months after tickets were decriminalized to Civil Offenses
 - i. Is money being saved or generated by the city and county by people not going to jail?
 - b. P&L statements need to be generated for each garage
 - c. Bill and Tom will be attending the Chamber of Commerce meetings
 - d. Recommendation that the board seriously consider denying any future invitation by City Council for discussions until they are more respectful
 - i. Board was blindsided and meeting turned into a witch hunt
 - ii. New ground rules for meetings with city are needed
 - iii. Every question was answered with complete transparency even regarding contracts from before 2009
 - iv. Board asks General Solicitor Mahlon Boyer to draft an official letter to city council outlining concerns
3. Linda Burns-Glover
 - a. Reiterated Bill Murray's concerns

Old Business - None

New Business - None

Next Board Meeting- Wednesday July 25, 2018 at 5:30pm at Penn Room, City Hall, 815 Washington St., Reading, PA 19601 with Executive Session starting at 5pm.

Meeting adjourned at 7:40 pm