

**Reading Parking Authority
Board Meeting
May 23, 2018**

Meeting called to order at 6:20 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; John Stott, Labor 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 April 25, 2018 are approved

Accounts payable for April 2018 are approved

General Solicitor Mahlon Boyer Report

1. As of May 1, 2018, BARTA resumed operations of their garages.
2. The Authority Bylaws will need to be amended if the Board wants to create a rule regarding the removal of a Board Member for 3 consecutive absences

Labor Solicitor John Stott Report

1. AFSCME Union Contracts
 - a. Has been in effect for 1 year at status quo
 - b. Wages stayed the same
 - c. August 2018 negotiations will begin again
2. Board members received copy of contract by email
 - a. Corrections were made prior to sending
3. Approval of contract
 - a. Bill Murray motions to accept
 - b. Misael Marmolejos seconds the motion
 - c. Board approved

Deputy Director Charles Younger Report

1. It was discovered that a parking ordinance did not reflect daily parking permits
 - a. In 2014, No Parking sign rates were raised to \$4 for non-metered and \$6 for metered spaces.

- b. The rates have been changed back to \$3 for non-metered and \$5 for metered spaces

Executive Director Thomas MacDougal Report

1. Guest speaker Ed Detullio, structural engineer, Desman Property Management regarding the South Penn Garage
 - a. Brought original plans for garages
 - b. Desman had done a study on the South Penn Garage in 2016 and repeated the study in 2018
 - i. Desman has determined that a cable broke inside the Garage
 - ii. This caused a piece of concrete to drop into the Garage breakroom
 - iii. The Garage, which was designed in 1971, did not use rebar or other modern shoring techniques
 - c. 3 separate companies agree that the Garage does not need to be shut down at this point
 - d. The Garage will need to have reinforcements installed
 - i. The suggested design will allow the Garage to function normally
 - e. All of the Authority garages should be inspected going forward
 - i. All garages need a maintenance schedule to slow down corrosion
 - ii. Concrete will last if properly maintained
 - f. Reinforcement Project for South Penn Garage will be started right away
 - g. 3 companies submitted proposals for the needed construction
 - i. Bill Murray motions to accept the bid from Nathan Contracting
 - ii. Larry Miller seconds the motion
 - iii. Motion is approved
2. Barnacle Self Releases
 - a. People have gone through the 1-800 number to pay for Barnacle removal
 - b. 7 people have returned the devices without incident
3. Parking Feasibility Study proposal by Ralph E Johnson from Reading Public Works
 - a. Study is to find where residents are parking and assess the needs of the city
 - i. Will include lots, garages, on street parking, handicapped spaces, loading zones, 10 and 20-minute parking zones, etc.
 - b. RFP process will take approximately 4-6 months to complete
 - c. Cost of the study could be between \$100K - \$120K
 - i. Bids will be taken from at least 3 companies
 - ii. City is asking Parking Authority for a 50/50 split to pay for the Study
4. Parking Gate System
 - a. As of 2020, current software will not be compliant
 - b. Current software will not accept cards after 2020
 - c. A needed upgrade will include hardware and software in the Authority garages and in its office
 - d. The Cost to retain Mirus Consultants for the issuance of a RFP regarding the needed upgrade is \$7,500.00

- i. Bill Murray suggested that the Mirus proposal should be revised with greater detail regarding its services
 - e. Motion made by Bill Murray to proceed with Mirus Consultants if proposal is revised
 - e. Misael Marmolejos seconds the motion
 - f. Motion approved
- 5. Progress Report on Gourmand - Mitchell & Kristin Kriebel
 - a. Contract is set for a 6-month time frame
 - b. Electricians and Plumbers are moving quickly to complete space at Reed & Court Street Garage for initial use by Gourmand
 - c. Gourmand grand opening is anticipated on or around June 25, 2018
 - d. Bill Murray motions to approve lease between RPA and Gourmand
 - i. Misael Marmolejos seconds the motion
 - ii. Motion approved
- 6. Towing
 - a. PEO Supervisor Mark Gresh met with the Reading Police Department
 - b. In order to build better relationships within our city, Parking Authority will begin calling for our own towing
 - i. Calls will be rotated between Vince's and Matos's Towing Companies as per the city contract
 - c. Abandoned and salvaged cars will also be reported by the Parking Authority
- 7. PFEW
 - a. Parking Authority would like to sponsor a Reading High School student
 - i. Student will spend 1 week going to classes and actually run a business
 - ii. Cost is \$575
 - b. Larry Miller motions to approve
 - i. Bill Murray seconds the motion
 - ii. Motion Approved

Finance Director Velma Huyett

- 1. Monthly Financials
 - a. Finding and correcting past mistakes
 - b. Revenue is overstated dating back at least 2 years
 - c. Unused Permits have not been taken out of the billing system
 - i. People are still being charged for spaces they haven't been parking in for years
 - ii. Staff is being trained to make sure the same mistakes do not happen again
 - d. We cannot rely on revenue figures, so we are focusing on income figures
 - e. SAGE system allows reports to be made with proper documentation and backup
 - f. Problems have been inherited - A lot needs to be fixed. We will fix it.
- 2. Revenue
 - a. Working on reconciliation of funds in the Authority bank account

- b. Bank accounts are listed daily to see the amounts and the changes to prove cash accountability
 - c. Monthly budgets are being brought up to YTD
3. Training Support Staff
- a. Training session was held
 - i. Taught SAGE and Excel
 - ii. Is teaching staff how to correctly input data
 - iii. Staff is open and eager to learn
 - 1. Staff likes what they are learning
 - 2. Staff is asking questions and eager to understand operations

Board Member Report

Misael Marmolejos - Nothing to report

Lawrence Miller - Nothing to report

Bill Murray - Nothing to report

Linda Burns-Glover - Toured the South Penn garage one week before cable broke. Truly appreciates Desman being here timely.

Old Business - None

New Business - None

Next Board Meeting- Wednesday June 20, 2018 at 5:30pm at 613 Franklin Street, Reading, PA 19602 with Executive Session starting at 5pm.

Meeting adjourned at 8:10 pm