

READING PARKING AUTHORITY

Minutes of Reading Parking Authority Board Meeting – October 24, 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 5:50 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; Charles Younger, Deputy Director; Mark G. Yoder, Office of the General Solicitor; Anthony Orozco, Reading Eagle; RPA Employees Sterling Brown and Fabio Fabre; Members of the Public, Nate Rivera and others.

IV. Pledge of Allegiance to the Flag.

V. Moment of Silence.

VI. Public Comment.

A. Nate Rivera addressed the board. He suggested a parking crisis in the City due to a limited number of spaces. He remarked that, in numerous instances, cars are ticketed due to the simple unavailability of parking spaces. Nonetheless, he allegedly observed an incident of an individual being ticketed, apparently while she was attempting to retrieve and affix a handicap tag to her vehicle. Mr. Rivera remarked that RPA enforcement employees should observe a sense of compassion, while acknowledging that their job is difficult. Mr. Murray responded by advising that the City, RPA and outlying municipalities intend to engage in an overall parking study. RPA will consider establishment of parking lots on smaller properties to alleviate some of the pressure on downtown Reading parking. He suggested that anyone aggrieved by a parking ticket should follow the appeal process. He assured Mr. Rivera that the hearing officers involved in that process bring their own perspective, in each instance, and not the perspective of an enforcement officer. Mr. Rivera thanked the board for its attention.

B. Fabio Fabre addressed the board. He commented that, in his experience, handicap-restricted parking spaces are often used by vehicles which do not display the appropriate placard. He commented that many appeals are filed by Spanish-speaking individuals, and difficulties with English might be contributing to overall parking compliance.

C. An owner of a small business at 4th and Franklin addressed the Board. With Mr. Rivera interpreting, he suggested that RPA is targeting the street corner near his business for enforcement. Mr. Murray advised that it does not constitute targeting for RPA to enforce parking restrictions strictly in an area where non-compliance is common. Mr. MacDougal did confirm that RPA strictly enforces compliance rules near fire hydrants. Mr. MacDougal has provided chaser cards to the business owner. However, through the Office of Public Works, the business owner could only obtain one two-hour parking space allowance. The business had sought four.

D. A concerned citizen addressed the board suggesting that businesses in the North 9th Street commercial area are being pressured by parking enforcement. The RPA Board suggested that enforcement tends to create turnover in spaces near those businesses, to keep traffic moving and to allow later arriving customers parking opportunities. It was acknowledged that parking is tight in the North 9th Street business area.

VII. Minutes.

Mr. Marmolejos made a motion to approve the minutes of the September 26, 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 \$184,924.26. Seconded by Ms. Burns-Glover. Motion passed unanimously.

IX. General Solicitor's Report.

Mr. Yoder advised that Mr. Boyer and the General Solicitor's office continues work on assigned projects. Counsel will remain in contact with the Executive Director and the RPA Board regarding pending litigation.

X. Labor Solicitor Report.

Attorney John Stott provided the board with a report on various personnel and labor law matters during the executive session prior to the meeting.

XI. Executive Director Report.

A. Award Presentation.

Mr. MacDougal presented an award of commendation to RPA Parking Enforcement Officer Sterling Brown. During the course of his duties, Mr. Brown happened upon

the scene of a shooting. He responded promptly and admirably in administering first aid and calling for emergency services. Mr. Brown continued in his efforts to assist the wounded individual even after EMS personnel arrived. Mr. Brown was praised with a written accommodation, and by the board and all in attendance in open session. Mr. Brown remarked that he tries his best to demonstrate compassion in all he does.

B. LPR.

Mr. MacDougal advised that the license plate recognition system acquired by RPA should be functioning by the end of November.

C. PFEW Class.

Mr. MacDougal advised that the Pennsylvania Free Education Week Program allows for students interested in a particular occupation or profession to observe actual work performed in certain businesses. RPA is a sponsor, and directed that the individual selected be a Reading High School student. The student selected was unable to attend this meeting, but Mr. MacDougal advised that she shadowed front office personnel to learn in more detail about the operations of a public business such as RPA.

D. PARCS RFP.

Mr. MacDougal advised that four responses to the RFP have been received. Bids are currently under review. A demonstration meeting will take place on November 9 to review the vendors' equipment.

XII. Deputy Director Report. None

XIII. Finance Manager Report.

Financial Consultant Jill Marino updated the board on progress to date in organizing financial files of the RPA and developing forms and procedures for use by the Finance Director; when that position is filled. She presented several handouts to the board. One of those memos indicated seven necessary tasks in managing RPA funds and providing appropriate reports to the board and auditors. The memorandum indicated the person or persons responsible for each task and the likely time to completion.

The board discussed the necessity for stability in the Financial Manager position. Mr. MacDougal advised that interviews of several candidates begin on October 25 and continue through the following week. He and Mr. Younger will participate in the interview process. They will bring the two final candidates before the board to discuss the position, and the candidates' qualifications to serve as Finance Manager for RPA.

Mr. Murray asked Ms. Marino if the tasks listed in her memo to the board align with deficiencies identified in the independent audit. She advised that several of the audit deficiencies

cannot be adequately addressed until a complete and accurate set of data concerning RPA finances is compiled. She is aware of the ultimate need to address the comments of the Auditor.

In response to a question from the board, Mr. MacDougal advised that the agreed-upon term of the contract with Ms. Marino will expire prior to the next board meeting. It was the general consensus of the board that there should be a period of overlap, between the time the newly hired Finance Manager begins work for RPA and the end of Ms. Marino's contract term. Ms. Marino agreed that it would serve the interests of RPA for there to be a period during which she can assist as a bridge, to advise of her work product and the status of the various identified tasks to allow for a better transition to the new Finance Manager. Ms. Burns-Glover made a motion to extend the term of the contract with Ms. Marino, on an open-ended basis but to include the period of time through the start date of the new Finance Manager to allow for a satisfactory transition of financial information and responsibilities. That motion was seconded by Mr. Miller. The motion passed unanimously.

Ms. Marino continued with her presentation which included a memorandum outlining fund deposits and withdrawals and a statement of funds on hand. Mr. Murray and others on the board asked to have some input on financial forms being devised by Ms. Marino. Those forms, once created, will be continuously updated and provided to the board at each regular meeting. Ms. Marino agreed to work with board members to assure that the financial reporting to the board meets all expectations.

XIV. Board Member Reports.

A. Linda Burns-Glover. None.

B. Misael Marmolejos. Mr. Marmolejos expressed sincere support for Ms. Burns-Glover during a difficult time.

C. Lawrence Miller. Mr. Miller noted that there will be a job performance evaluation of the Executive Director in the next few months. He suggested that discussion should occur at a separate meeting, following distribution and completion of evaluation forms by all members of the board.

D. Bill Murray. None.

XV. Old Business. None.

XVI. New Business. None.

The next board meeting will take place on Wednesday, November 28, 2018 at 5:30 p.m. at City Hall, Penn Room, 815 Washington Street, Reading, PA 19601.

Meeting adjourned at 6:40 p.m.