

READING PARKING AUTHORITY

Minutes of Reading Parking Authority Board Meeting – October 23, 2019

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 a personnel matter.

II. Meeting Called to Order.

The regular board meeting (“Meeting”) was called to order at 5:34 p.m. It was held at the Penn Room, Reading City Hall, 815 Washington Street, Reading, PA 19601.

III. Individuals Present for the Meeting.

RPA Board Members:

Lawrence Miller, Vice-Chairperson

Misael Marmolejos, Treasurer

Bill Murray, Secretary

Others Present: Lieutenant Nathan L. Matz, RPA Executive Director; Michael McGrath, RPA Finance Manager; and Mahlon J. Boyer, Esquire, General Solicitor.

Members of Public: Jeremy Long, Reading Eagle; Mark Vergenes, Mirus Consultants; Frank Dombrowski, Evelyn Morrison, Felix Freytiz, Michael Tineo, Racquel Reyes, and Nate Rivera.

IV. Pledge of Allegiance.

V. Moment of Silence.

VI. Public Comment.

Mr. Frank Dombrowski addressed the Board. Mr. Dombrowski is special assistant to State Representative Caltagirone. Mr. Dombrowski thanked the RPA Board Members for their work as volunteers. Mr. Dombrowski noted that Representative Caltagirone’s office can be relied upon for support, including letters in support of grant applications that the RPA may submit. Mr. Murray thanked Mr. Dombrowski for the support of Representative Caltagirone’s office.

Ms. Evelyn Morrison addressed the Board. Ms. Morrison expressed concern with the recent tow of her vehicle due to a parking violation. Ms. Morrison alleged that her vehicle was

damaged when it was towed. She wants to get her vehicle repaired and suggested that the RPA should bear the cost. Mr. Murray told Ms. Morrison that the RPA would review this matter and then issue a response.

Mr. Felix Freytiz addressed the Board. Mr. Freytiz asked to whom at the RPA a right-to-know request should be submitted. Mr. Murray said that Mr. Freytiz could submit such a request via the RPA's website, which Lt. Matz confirmed. Lt. Matz also suggested that a right-to-know request could be submitted to him via email or in person at the RPA.

Mr. Michael Tineo addressed the Board. He recently applied for a position posted by the RPA and requested a status. Lt. Matz confirmed that the job posting is still open, and that the RPA is continuing to collect applications.

Ms. Racquel Reyes addressed the Board. She said that her son had applied for the job position on August 29, 2019, but he had not heard anything. Mr. Murray said that all employee grievances need to follow the established union grievance policy.

Mr. Nate Rivera addressed the Board. He questioned why Lt. Matz is referred to as "Lieutenant" if he is acting as the RPA's executive director. Mr. Murray confirmed that Lt. Matz is still an active police officer and remains a lieutenant in the Reading Police Department even though he has been assigned to the RPA executive director position.

Mr. Rivera questioned the issuance of parking violations after 8:00 pm and suggested the possible targeting of low-income families by a particular RPA employee. Mr. Murray said this was a personnel matter that will not be discussed in public. However, he asked Lt. Matz to look into the matter. Lt. Matz confirmed that he already has. A meeting to discuss those findings will be held.

Mr. Rivera suggested there is a parking crisis in the City, and he asked the status of the parking study that the City and RPA were going to undertake. Mr. Murray confirmed that the City is responsible to move the parking study forward even though the RPA agreed to pay 50% of the cost of the study. Mr. Murray said that the new parking gates may help as they will allow data to possibly offer parking to citizens in the RPA garages at a low rate.

Lt. Matz said that he wants a public committee to allow citizen suggestions for needed changes to City ordinances that effect parking and other on-street enforcement. The RPA in conjunction with the committee could offer suggestions to City Council for changes to the City ordinances.

VII. Approval of Meeting Minutes.

Mr. Misael Marmolejos made a motion to approve the minutes of the September 25, 2019 RPA Regular Board Meeting. Second by Mr. Lawrence Miller. Motion passed unanimously.

VIII. Approval of Accounts Payable.

Mr. Misael Marmolejos made a motion to approve the RPA accounts payable for October 2019 via the RPA's general fund in the total amount of \$121,565.15. Second by Mr. Lawrence Miller. Motion passed unanimously.

IX. Labor Solicitor Report. None.

X. Solicitor's Report.

A. Tax-Exempt Debt Post-Issuance Compliance Policies and Procedures

Mr. Boyer presented a proposed resolution for the RPA's adoption of Tax-Exempt Debt Post-Issuance Compliance Policies and Procedures. The Policies and Procedures were suggested by the RPA's bond counsel and in regard to the RPA's recent bond issue. Among other things, the Policies and Procedures would create internal controls at the RPA to ensure its compliance with the IRS requirements concerning tax-exempt bond funds. Mr. Lawrence Miller made a motion to approve the resolution. Second by Mr. Misael Marmolejos. Motion passed unanimously.

B. Check Resolution

Mr. Boyer presented a proposed resolution that would permit the RPA's Executive Director and Finance Manager to issue RPA checks in an amount less than \$1,000.00. At present, the RPA By-Laws require all RPA checks to be signed by two board members or one board member and the RPA Executive Director. The proposed resolution would permit the RPA to more quickly issue refunds, for example, to individuals that successfully appeal a parking violation. As it stands now, all such refunds may only be issued after a monthly meeting of the RPA Board of Directors. Any payments issued by the Executive Director and the Finance Manager will still have to be ratified by the RPA Board of Directors and the Board will have to be presented with a monthly report of all such issued payments. Mr. Lawrence Miller made a motion to approve the resolution. Second by Mr. Misael Marmolejos. Motion passed unanimously.

XI. Executive Director Report.

A. Fulton Loan

Lt. Matz confirmed that the RPA's bond issue closed earlier in the day. He thanked Mr. McGrath for all of his hard work in helping to successfully close the transaction. Mr. Murray reiterated all of the hard work involved by many people for the successful loan close. The bond issue will create manageable debt for the RPA and will allow the RPA to repair its garages.

B. Appeal Revamp

The RPA is reviewing its current appeal process for possible changes to the process. Nothing concrete has been established as of yet.

C. Posting of Legal Updates on Website

The RPA through its solicitor has issued a statement to clarify certain enforcement efforts, including the issuance of violations for expired inspections and registrations and the timing of the RPA's enforcement efforts. The statement is available on the RPA website and Facebook page. A copy of the statement was also made available to the public during the meeting.

D. Police Cooperation

The RPA wants to work cooperatively with the City of Reading Police Department. The RPA is going to install new cameras in its garages. The RPA may grant access to its cameras to the Police Department to assist with enforcement. Mr. Murray suggested that a cooperation agreement would be needed for this access to the Police Department.

E. HUB Update

Mr. Mark Vergenes addressed the Board. The new parking gates have all been installed and are in operation. However, there have been connectivity issues that cause the gates to go up. When this happens, the server is turned off and rebooted, which resolves the issue. HUB is working to fix this issue. There may be a software issue. HUB should have an answer next week.

Mr. Vergenes confirmed that the original RFP for the gate replacement did not include a server for each garage, which would have cost an extra \$80,000-\$100,000. At present, all of the garages are connected to one server.

Mr. Murray noted his frustration with the gates and, specifically, that they were not operable for events. The RPA wants to move away from cash at events, which the gates were supposed to facilitate. The RPA is not going to incur the costs of the malfunctioning gates. If HUB knew that one server would be a problem, it should not have bid its spec to provide operable gates using just one server. The RPA is not going to allow the low bidder to become the high bidder. HUB should cover all costs to repair and/or upgrade the system if an upgrade is needed for the proper functioning of the gates. Mr. Murray specifically noted that the RPA is tracking all of the losses it incurs as a result of the gate malfunctions.

XII. Deputy Director Report. None.

XIII. Finance Manager Report.

Mr. McGrath started his report by noting appreciation to the RPA Board Members as volunteers and for all of their hard work in helping to facilitate the bond issue. He commended the Board Members for having the necessary foresight to pursue the financing. Mr. Murray thanked Mr. McGrath for his work and noted that it was not easy to get the financing. It helped tremendously that Fulton Bank saw vast improvements at the RPA as part of its consideration to issue the loan proceeds.

Mr. McGrath presented his financial report for the month ending September 30, 2019. Year-to-date, income is favorable to budget in the total amount of \$75,245.00. Revenue has been consistent for the past 9 months. The new gates have not yet started to generate the higher revenue they are expected to generate.

Expenses are favorable to budget, year-to-date, in the total amount of \$146,311.00. Mr. McGrath expects future savings for the RPA with the reduction of professional fees and temp services going forward. The professional and temp services were needed to get the RPA back in order but will not be needed in the future. Mr. McGrath also expects reduced costs for repairs and maintenance due to the planned capital improvements.

The RPA's balance sheet shows positive cash flow of \$513,161.00. This positive cash flow exists despite the \$1 Million expenditure for the new gates.

Mr. McGrath expressed concern regarding the RPA's accounts receivable. The PARIS software is needed but has not been fully implemented due to the on-going gate issues. The PARIS software will provide a huge improvement. There will be more accurate billing and the RPA will be able to issue invoices via email. The software will also allow for electronic payments.

Mr. McGrath reviewed the revenues generated by each garage. Mr. Murray asked if event income was included in the garage revenue report. Mr. McGrath said that it was not included but will be included in future reports.

XIV. Board Member Reports.

A. Linda Burns-Glover. None.

B. Misael Marmolejos. Mr. Marmolejos expressed his gratitude to the RPA management team and told them to keep up their good work.

C. Lawrence Miller. Mr. Miller said that he was happy with the current operation of the RPA.

D. Bill Murray.

Mr. Murray discussed Reading Royals event parking. He noted that no one took advantage of the reduced \$2.00 event parking that was made available at the 4th & Cherry Garage. He suggested the Lt. Matz contact the Royals to better advertise the available reduced cost parking. He also said that it should be placed on the RPA website. He wants the RPA to work with the Royals and to make adjustments as needed.

Mr. Murry expressed support for Lt. Matz's suggestion to form a citizen committee. He thinks it is a good idea and especially to create better RPA communication with the community. He asked Lt. Matz to proceed with the formation of the committee.

Mr. Murray asked the RPA to advertise for the hiring of an executive director. He noted on-going negotiations with the City for the continued assignment of Lt. Matz as executive director but also said it is the responsibility of the RPA Board to make sure there is an executive director in place. The RPA needs to advertise the position. Mr. Murray encouraged Lt. Matz to apply for the position. Mr. Murray is very happy with Lt. Matz and the work he is doing. Mr. Marmolejos noted his full support for Lt. Matz. He also noted that the RPA has no way of forcing the City to continue Lt. Matz's assignment as RPA executive director. It was agreed that the RPA would advertise the executive director position for 21 days.

XV. Old Business. Poplar Street: concerned citizens had previously noted the lack of parking on Poplar Street. Lt. Matz is working on this. Unfortunately, the RPA does not control the parking regulations in this area. The regulations are established by City Ordinance. It was suggested that Lt. Matz speak with Ralph Johnson at Public Works regarding this issue.

XVI. New Business. None.

XVII. Motion to Adjourn.

Mr. Misael Marmejos made a motion to adjourn at 7:00 p.m. Second by Mr. Lawrence Miller. Motion passed unanimously.

The RPA's next regular Board Meeting will be on Wednesday, November 20, 2019 at 5:30 p.m. at Reading City Hall, Penn Room, 815 Washington Street, Reading, PA 19601. An executive session will take place at 4:45 p.m., prior to the meeting.