

READING PARKING AUTHORITY

Minutes of Reading Parking Authority Board Meeting – April 3, 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 personnel matters.

II. Call to Order.

The regular board meeting (“Meeting”) was called to order at 11:25 a.m. It was held in the Penn Room, Reading City Hall, 815 Washington Street, Reading, PA 19601.

III. Individuals Present for the Meeting.

RPA Board Members: Bill Murray, Linda Burns-Glover, Misael Marmolejos and Carmen Ketcham. Lawrence Miller was unable to attend.

Others present: Thomas J. MacDougal, IV, RPA Executive Director; Michael McGrath, RPA Finance Manager; Mark Gresh, PEO Supervisor; John Stott, Esquire, Labor Solicitor and Mahlon J. Boyer, Esquire, General Solicitor.

Members of public: Jeremy Long, Reading Eagle; Chad Blimline, WFMZ; Christine MacDougal; Detective Joseph Brown; Yvonne Forte; E. Mendoza and Nate Rivera.

IV. Pledge of Allegiance to the Flag.

V. Moment of Silence.

VI. Public Comment.

A. Nate Rivera. Mr. Rivera said that the new meeting time for the RPA Board is an issue. He asked for the reasoning behind the change. He said that it will be difficult for citizens and workers to attend meetings to voice their concerns. He also suggested a personal concern with Mayor Scott appointing RPA Board Members.

In response, Mr. Murry noted that the change in time for the RPA Board Meeting was necessary to accommodate the availability of the board members. Mr. Murry said that the change is temporary. He further noted that the RPA Board Members are chosen by the Mayor as required by law.

B. Yvonne Fonte. Ms. Fonte is a Constituent Advocate for Congresswoman Chrissy Houlihan. The Congresswoman represents the entire City of Reading. She is renting space in City Hall for her office. Ms. Fonte noted there has been no congressional

representative in the City of Reading since Congressman Holden. She further noted that Ms. Houlihan's office has evening hours to accommodate the citizens of Reading.

Ms. Fonte requested that she and her coworker be permitted to park at the Popular & Walnut Parking Garage. This will be for staff parking and will not include constituents. Ms. Fonte and her coworker are disabled. She is not requesting a reduction of the monthly parking fee. The parking fee is tax payer funded. Ms. Fonte noted that she currently has a Popular & Walnut parking permit. However, according to Ms. Fonte, her coworker requested a parking permit at Popular & Walnut, which was denied. Accompanying the denial was a threat to Ms. Fonte that her parking permit would be taken from her.

Mr. Murray asked if the City signed a Lease with Ms. Houlihan's office and whether the City could provide parking at City Hall. Mr. Marmolejos noted that parking at City Hall is directed by the Reading Police Department. Mr. MacDougal said that he received a call about this parking matter approximately two months ago. A discounted rate was requested at that time. He said then that a discounted rate would not be provided. Mr. MacDougal further noted that the Popular & Walnut Garage is filled to its limit. Groups that park there include the City of Reading, Berks County, St. Joseph's, Berks County Jurors, visitors and residents. There are currently more permits issued for that garage than there are available parking spaces.

Mr. Murray questioned if some of the regular customers at Popular & Walnut could give up some spaces to allow the RPA to accommodate Ms. Fonte's request. He said that the RPA should accommodate her request if possible. If the request cannot be accommodated, there needs to be another meeting with Ms. Fonte to resolve the issue. Mr. Marmolejos noted that this should not be a problem. Ms. Burns-Glover said that the RPA should find one space to accommodate Ms. Fonte's request.

Mr. MacDougal noted that the RPA has "skated in the past" in regard to parking at Popular & Walnut due to the number of permits issued and the number of spaces available. Mr. Marmolejos said that the RPA should try to accommodate Ms. Fonte. Mr. Murray said that matters such as this are why the RPA has a bad image. He said that he would help to find a solution to the problem. He said that the RPA Board will try to help. He noted that he will try to get parking at City Hall for Ms. Fonte if possible.

VII. Minutes.

Ms. Burns-Glover made a motion to approve the minutes of the February 2, 2019 RPA Board Meeting. Second by Mr. Marmolejos. Motion passed unanimously.

VIII. RPA Accounts Payable.

Mr. Murray questioned the requested payment for the LPR due to software issues that had arisen. Mr. MacDougal said that the RPA is working with Omega and CSI to resolve the software issues. A meeting is scheduled to discuss these issues. Mr. MacDougal noted that the issue is not a major one, but based on some communication problems with the RPA cloud. Mr. McGrath noted that the scheduled payment for the LPR was not payment in full and that there

is a one-third payment that remains. Mr. Murray was satisfied with that indication and noted that he did not want payment in full for the LPR until all issues are resolved.

Ms. Burns-Glover made a motion to approve the RPA accounts payable invoices via the RPA's general fund in the total amount of \$223,351.42. Second by Ms. Ketcham. Motion passed unanimously.

IX. General Solicitor's Report.

The Solicitor presented a settlement agreement with Felix Bonilla, a prior RPA employee. The settlement agreement resolved some claims that Mr. Bonilla had raised against the RPA. Ms. Burns-Glover made a motion to approve the agreement. Mr. Marmolejos seconded the motion. The motion passed unanimously.

X. Labor Solicitor Report.

None.

XI. Executive Director Report.

A. HUB Gate Order/Tentative Dates. Mr. MacDougal said that a press notice had been issued in regard to the installation of the new parking gates. The Chiarelli Plaza Garage will be the first parking garage that receives the new gates. The installation will begin on April 22, 2019 and will take approximately 3 to 4 days. Afterwards, new gates will be installed at the Convention Center Garage. That installation will occur within roughly one week of the Chiarelli installation. Mr. MacDougal and Mr. McGrath have been meeting with individuals at the Chiarelli Garage to discuss the changes that are being made.

Mr. Murray asked if the RPA has been holding preconstruction meetings in regard to the installation of the new gates. Mr. MacDougal responded and confirmed that preconstruction meetings are occurring every Friday via phone conference. Mr. MacDougal said that there are some concerns with the electric wiring for the gates. Mr. Murray asked if there is going to be extensive down time due the installation of the gates. Mr. MacDougal confirmed that there will not be much down time and that patrons can use their old permit cards until the new gates are installed.

B. Right-to-Know Tab on RPA Website. Mr. MacDougal said there is now a link on the RPA's website for Right-to-Know requests. This allows direct communication with the Deputy Director, Charles Younger. Mr. Younger processes the Right-to-Know requests for the RPA.

C. 600 Block, North 8th Street – Residential Parking Permit. The RPA met with an employee of Alan Shuman and Mr. Shuman sent an email to the RPA in regard to residential parking on the 600 Block of North 8th Street. Mr. Shuman is asking that the residential parking signs be taken down. Mr. Younger handles residential parking matters. He is currently investigating the request. Mr. Younger will meet with the citizens on that block. Mr. Murray

asked what process there is to reverse residential parking. Mr. MacDougal confirmed that the process is the same, yet backwards, for when citizens want to put residential parking in place. A percentage of the residents on that block will have to agree to reverse the residential parking. Mr. Younger will continue to investigate and handle this matter.

D. Desman. Originally, Desman had said its work on the parking garages would take five years. However, Desman has reduced that time to two years if Desman can begin its work on the parking garages by June 24, 2019. Mr. MacDougal confirmed that the reduced construction phase will be much better for the City of Reading.

Mr. Murray noted recent comments regarding a joint parking study between the RPA and the City of Reading. The RPA approved its one-half payment towards that study months ago. Mr. MacDougal said that he is not included in any meetings that are held in regard to the parking study. Mr. Murray confirmed that there is no delay by the RPA in regard to the parking study. He noted concern that the study is now being limited instead of city wide. Mr. MacDougal noted that the limited study could be beneficial if it includes residential areas. Mr. Murray said that Mr. MacDougal, as Executive Director for the RPA, needs to be part of the parking study. Mr. MacDougal agreed and confirmed that the City and the RPA should be working together in regard to the study.

XII. Deputy Director Report.

None.

XIII. Finance Manager Report.

A. Auto-Attendant. Mr. McGrath said that the auto attendant for the RPA phone system has been in place for approximately two weeks. There are now automated options when someone calls the RPA. There is now also a third party process for credit card payments. This frees up RPA employees to accommodate walk-in customers. The RPA has approximately 120 daily walk-in customers. Monday is the busiest time.

B. Sweep Account – Investment Into Money Marky Account. The RPA has two operating accounts at FNB. One of those accounts is a government sweep account for excess funds. That account currently earns interest at .85%. FNB has offered a money market account with an interest rate of 2.35%. Mr. McGrath requested that the sweep account be shifted to the newly offered money market account. It will have all of the same account options but will have a better interest rate. The account is liquid. There is no limit on transfers. Ms. Burns-Glover made a motion to permit the finance manager to shift the sweep account to the newly offered money market account with the review and approval of the FNB account documents by the Solicitor. Ms. Marmolejos seconded the motion. The motion passed unanimously.

C. February Financials. Mr. McGrath said that he is continuing to work on the RPA's prior financial years. Currently, the RPA is beating its revenue budget by roughly \$42,000.00. The RPA's revenue is doing well and is over budget. Spending is below budget. Mr. Murray asked why the revenue for February parking violations was down. Mr. McGrath

said that February was a shorter month, there was some adverse weather conditions and the RPA had to void some parking tickets.

Mr. McGrath noted that the RPA's revenue as shown on the income statement is a net amount that does not include the police payments to the City of Reading. Mr. McGrath said "The RPA is doing well." Mr. Murray noted that the cash flow shows roughly \$2.9 Million Dollars but there is an additional, approximate amount of \$2.5 Million Dollars to be paid from the previously discussed bond funds. Mr. Murray asked Mr. McGrath when the bond funds are going to be released. Mr. McGrath said it is presently unknown when the funds will be issued but further indicated that the RPA's bond counsel has said there are no issues for the release of the funds. Mr. McGrath has emphasized to bond counsel that the RPA is spending the planned for funds from the bonds. Mr. McGrath is in constant communication with bond counsel and the RPA's financial consultant in regard to the release of these funds.

Ms. Burns-Glover noted that it is good to see there is money on hand. She said, "It's been a long time." Mr. Murry noted his appreciation for the reports provided by Mr. McGrath.

XIV. Board Member Reports.

A. Linda Burns-Glover. None.

B. Misael Marmolejos. None.

C. Lawrence Miller. None.

D. Bill Murray. At the start of the meeting, Mr. Murray introduced everyone to the RPA's new board member, Carmen Ketcham. Mr. Murray welcomed Ms. Ketcham to the Board. Subsequently, Mr. Murray said that the RPA has to do its best to help citizens. The RPA is meant to serve the public.

XV. Old Business. None.

XVI. New Business. None.

The next board meeting will take place on Wednesday, April 24, 2019 at City Hall, Penn Room, 815 Washington Street, Reading, PA 19601. Time of meeting is TBD.

Mr. Marmolejos made a motion to adjourn the meeting. Second by Ms. Ketcham. Motion passed unanimously.