

READING PARKING AUTHORITY

Minutes of Reading Parking Authority Board Meeting – February 27, 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 6:05 p.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 Lawrence Miller.

Others present: Thomas J. MacDougal, IV, RPA Executive Director; Charles Younger, RPA Deputy Director; Michael McGrath, RPA Finance Manager; James Frank, RPA Facilities Manager; Mark Gresh, RPA PEO Supervisor; Mark Vergenes, Mirus Consultants; and Mahlon J. Boyer, Esquire, General Solicitor.

Members of public: Anthony Orozco, Reading Eagle; Christine MacDougal; Angela Reifsnyder; Vanessa Ortiz; Alexandra Gangemi; John Long; Jessica Thomas; Max Weikel; Manny Molina; Robert Melendez; and Jerry Harris.

IV. Pledge of Allegiance to the Flag.

V. Moment of Silence.

VI. Public Comment.

Angela Reifsnyder complained that an individual accused of sexual harassment returned to employment with the RPA. Alexandra Gangemi suggested that the individual should not have returned to the RPA. Ms. Reifsnyder also said that the RPA management has done good things in the past two years and that the majority of RPA employees are happy under the new management.

Mr. Murray said that he wanted to clarify the concerns being raised. He noted that the RPA Board should rarely take part in employee matters. However, when it does, it must rely on what is presented to it.

Mr. Miller said that he is concerned that RPA employees are present at the meeting to voice their concerns about RPA employment matters. He thanked the RPA employees for coming in. He said that the Board is open to suggestions on how to do things better.

Jerry Harris said that he lives on the 500 block of Walnut Street. There are some parking meters on his block that are for two hours and all of the rest are for one hour. He suggested that all of the meters should be one hour or all of the meters should be three hours. Mr. MacDougal said he would look into the matter.

Mr. Harris also suggested that temporary parking signs should have expiration dates. Signs that are placed for a specific event should be removed when the event is over. Mr. MacDougal said that he would look into this issue. Mr. MacDougal clarified that some signs are issued by the RPA while others are issued by the Reading Police Department. Mr. Harris said that temporary parking signs without dates can be abused. Mr. MacDougal agreed and noted that the signs should have dates. Mr. Murray made a recommendation that Mr. MacDougal review this matter and contact Sergeant Rothermel at the Reading Police Department to discuss it further.

Robert Melendez suggested that parking meters should be eliminated for residents. Mr. MacDougal explained that there is a current process wherein citizens can request residential parking on a specific block. It requires the interested citizens to sign a petition. Mr. Murray said that the RPA will assist with this process. Mr. Younger clarified that meters are not removed when residential parking is put in place, but residents get permits. Mr. Murray emphasized that residential parking is a big issue in the City. He noted that the RPA has paid for half of a new parking study with the City of Reading. He also suggested that the RPA is looking into citizens parking at the RPA's garages.

VII. Minutes.

Mr. Miller made a motion to approve the minutes of the January 23, 2019 RPA Board Meeting. Second by Mr. Marmolejos. Motion passed unanimously.

VIII. RPA Accounts Payable.

Mr. Miller made a motion to approve the RPA trade payables in the total amount of \$228,679.30. Second by Mr. Marmolejos. Motion passed unanimously.

IX. General Solicitor's Report.

None.

X. Labor Solicitor Report.

None.

XI. Executive Director Report.

A. PPA Conference

Mr. MacDougal said that he and Mark Gresh are going to attend the PPA Conference in Philadelphia. They will be guest speakers there. They are going to speak in regard to the RPA's use of the Barnacle. They will also speak regarding the RPA's civil process and payment plan. The RPA is the only parking authority in Pennsylvania that allows the civil process and payment plan. At present, the RPA has over 1,000 participants in the payment plan program. This allows citizens to manage their violations and to keep their vehicles.

B. HUB - Update

HUB will begin work on the new parking gates in mid-April 2019.

C. Desman - Update

In May 2019, Desman is going to issue bids for work on the parking garages. The first garages will be South Penn and Reed and Court. Mr. MacDougal confirmed that Desman will be present during the last week of February 2019 to reevaluate the garages. It is estimated that the work on the garages will begin in June 2019.

D. Social Media

The RPA is now using social media. Mr. MacDougal provides a blog on the RPA website to provide updates to citizens. For example, it will provide updates and information regarding the installation of the new parking gates. Mr. MacDougal anticipates that there will be monthly or quarterly reports to provide citizens and the general public with updates regarding RPA matters. This will be especially important when the new gates are installed.

E. PFEW

Mr. MacDougal discussed PFEW (Pennsylvania Free Enterprise Week). PFEW is a program for incoming high school juniors and seniors that allows them to see what it is like to run their own business. The RPA sponsored a local student. Steps were taken to ensure that the student sponsored by the RPA was not generally from Berks County, but specifically from the City of Reading. Mr. MacDougal described the sponsored student's experience as very positive and that the student had the opportunity to visit the RPA to see its day-to-day operations.

F. Safety Committee

Jim Frank and Mr. MacDougal run the Safety Committee. The RPA's insurance carrier will visit the RPA to provide safety training.

XII. Deputy Director Report.

Mr. Younger reported that there were two slip-and-fall incidents that occurred during the recent weather events, which were reported to the RPA's insurance carrier. Mr. MacDougal noted that Mr. Frank uses blue dyed salt to confirm the placement of salt. Also, logs are kept regarding snow removal operations by the RPA.

XIII. Finance Manager Report.

A. January Financials

Mr. McGrath presented a financial statement for the month ending January 31, 2019. The RPA was approximately \$10,000.00 over budget in regard to revenue. Mr. McGrath noted that some expenses were higher than budgeted, including legal expenses and professional fees. Mr. McGrath said that current litigation matters caused the increase of legal fees. Mr. McGrath reported roughly \$113,000.00 in net income versus gross revenue of approximately \$628,000.00.

Mr. McGrath included with his report the itemized revenue generated by each parking garage. Mr. Murray noted that the RPA is losing approximately \$1.4 Million Dollars per year at the Convention Center garage based on the DoubleTree Hotel's use of the garage without payment. The Convention Center garage does not generate revenue sufficient to pay the bonds issued for its construction.

B. Debt Service Resolution

Mr. McGrath presented a Resolution to the Board that is needed to transfer funds held in a Debt Service Reserve Fund ("DSRF") in conjunction with the RPA's 1993 Bonds to an unrestricted Debt Service Fund. Excess funds from the DSRF should have been paid to the RPA over the life of the 1993 Bonds but, instead, accrued in the DSRF. Some of the transferred funds will be used to pay for the new parking gates and for the RPA's debt service. Mr. Miller made a motion to approve the Resolution. Second by Mr. Marmolejos. Motion passed unanimously.

Mr. Murray suggested the need to coordinate with the City regarding the RPA's contribution to the City. Mr. Murray noted that the Act 47 Coordinator has confirmed in the past that the RPA should not overcommit itself but should promise to pay the City an amount the RPA can afford to pay.

C. Herbein Findings

Mr. McGrath noted the prior Herbein audit report that suggested a material adjustment required for the RPA's audited financials. Mr. McGrath noted the past turnover in the finance manager position. However, he said that there is now stability in the RPA's financials. There were some issues regarding staff knowledge that have been addressed by Jill Marino, the RPA's hired consultant, and by Mr. McGrath.

Ms. Marino's consulting agreement with the RPA will end on March 8, 2019. Mr. MacDougal indicated that Ms. Marino is willing to continue some work at the RPA at \$100.00 per hour. This will be on an as-needed basis. Mr. Miller made a motion to permit the RPA to contract with Ms. Marino on an as-needed basis at the rate of \$100.00 per hour. Second by Mr. Marmolejos. Motion passed unanimously.

XIV. Board Member Reports.

A. Linda Burns-Glover. None.

B. Misael Marmolejos. None.

C. Lawrence Miller. None.

D. Bill Murray. Mr. Murray noted that Carmen A. Ketcham has been appointed as a new RPA Board Member.

XV. Executive Session.

An executive session to discuss personnel matters and a litigation matter with possible action by the RPA Board upon the close of the executive session was announced and began at 7:10 p.m. The executive session ended at 9:05 p.m.

XV. Old Business. None.

XVI. New Business. Mr. Miller made a motion to retain counsel to assist a board member regarding an RPA matter. The General Solicitor will assist in finding counsel for the board member. Ms. Burns-Glover seconded the Motion. Motion passed unanimously.

The next board meeting will take place on Wednesday, March 27, 2019, at 5:30 p.m. at City Hall, Penn Room, 815 Washington Street, Reading, PA 19601.

Mr. Miller made a motion to adjourn the meeting at 9:06 p.m. Second by Mr. Marmolejos. Motion passed unanimously.