

READING PARKING AUTHORITY

**Minutes of Reading Parking Authority
Special Board Meeting – January 14, 2020**

1) Meeting Called to Order.

The Reading Parking Authority’s Special Meeting was called to order at 5:33 p.m. by Mahlon J. Boyer, Esquire, solicitor for the Reading Parking Authority (“Authority”).

Individuals Present.

RPA Board Members:

Frank Denbowski, Chairperson

Timothy J. Profit, Vice-Chairperson

Julia Domena, Treasurer

Nate Rivera, Secretary

Daniel Laws, Assistant Secretary

Others Present: Nathan L. Matz, RPA Executive Director; Michael McGrath, RPA Finance Manager; Cynthia Sanzo, RPA Accounting Supervisor; Kristen Stubblebine, RPA Office Manager; James Frank, RPA Facilities Manager; Mahlon J. Boyer, Esquire, General Solicitor; John Stott, Esquire, Labor Solicitor; and James Mancuso, Labor Solicitor.

Members of Public: The Honorable Carissa Johnson; Jeremy Long, Reading Eagle; Mark Vergenes, Mirus Consultants; Evelyn Morrison, Lynwood Bates, and Manny Molina.

2) Pledge of Allegiance.

3) Moment of Silence.

4) Swearing In of New Board Members.

The Honorable Carissa Johnson conducted the swearing in of the new Authority Board Members: Timothy J. Profit, Julia Domena, Frank Denbowski, Nate Rivera and Daniel Laws.

5) Reorganization.

Mr. Boyer opened the floor for nominations to the following open officer positions: Chairperson, Vice-Chairperson, Treasurer, Secretary and Assistant Secretary. The following Board Members were nominated for the following open officer positions:

Timothy J. Profit - Chairperson
Frank Denbowski - Vice-Chairperson
Julia Domena - Treasurer
Nate River - Secretary
Daniel Laws - Assistant Secretary

Mr. Boyer called for a motion to close the nominations. Mr. Laws made a motion to close the nominations which was seconded by Mr. Rivera. The motion passed unanimously. Mr. Boyer then called for a motion to affirm the nominations. Mr. Laws made a motion to affirm the nominations, which was seconded by Mr. Denbowski. The motion passed unanimously.

6) Public Comment.

Evelyn Morrison addressed the Board. She alleges damage to her vehicle caused by Matos Towing. Matos towed her vehicle, which was parked in front of a fire hydrant. She contacted the Authority's insurance carrier, which has denied liability for the damage. Her vehicle is presently at Tom Masano waiting for insurance information for any necessary repairs to proceed forward. She requested an investigation into this matter. She noted the possibility of a lawsuit, which would include the Authority as a defendant.

Ms. Morrison said that she is uncomfortable with the bond issue by the Authority in 2019. She has questions regarding the process to obtain the bond and in regard to the collateral for the financing.

Ms. Morrison said that parking is mostly unavailable in the Glenside area. She wants consideration of grace and/or forgiveness for illegal parking in this area. She likes the RPA's offered use of garages for residential parking but finds it limited. There is not enough available parking in the garages for all citizens of the City. She believes this has a negative impact on citizens.

Ms. Morrison noted a compliment to the Authority. In a recent visit to the Authority's office, she was treated in a respectful manner which she alleges did not exist during past visits.

Mr. Profit asked if Ms. Morrison has an estimate for the repairs to her vehicle. Mr. Laws asked if there is a documented description of the alleged damage to her vehicle. Ms. Morrison said that the technician is unable to see all of the damage, which will be determined during the process of repair. Mr. Denbowski noted that the Board is new and needs to regroup and discuss the situation. He also noted a need by the Board to receive further information about the Fulton loan.

7) New Chairman and Board Member Remarks.

Mr. Denbowski said that Mayor Moran was unable to appear at the meeting as planned due to a personal matter. Mayor Moran may attend the regular Board Meeting scheduled for January 21, 2020. Mr. Denbowski noted Mayor Moran's well wishes to the new Board.

Mr. Denbowski wants a new governing policy for the Board. It should act in harmony with the Authority's stakeholders. However, the Board is not going to be a rubber stamp moving forward. There should be a team effort moving forward. Mr. Denbowski said that the Authority Board members are serving as volunteers. He is optimistic about the future of the Authority.

Mr. Profit wants to help with the development of a strategic vision for the Authority. He wants to create long term stability at the Authority.

Mr. Laws said that he will leverage his past experience for the benefit of the Authority. He wants to utilize City resources and wants to assist in bringing businesses downtown. He wants to help people moving forward.

Mr. Rivera said that he is special assistant to the Mayor but on the Board as a citizen of the City with a responsibility for its people.

Ms. Domena said that she is a lifelong resident of the City. She wants to be an asset to the Board.

8) Labor Solicitor Report.

John Stott, Esquire addressed the Board. He has been labor counsel for the Authority for approximately 2-1/2 years. Mr. James Mancuso, Esquire was in attendance with Mr. Stott. They work together on certain of the Authority labor matters. Mr. Stott presented a list of employee matters that he has assisted the Authority with, including grievances. He noted that the matters under review are personnel issues and the facts of each particular grievance would not be described in public. The list provided by Attorney Stott did not include meetings with the Union for non-grievance issues.

Mr. Laws asked Attorney Stott if the list of employee grievance issues was normal based on his experience. Attorney Stott indicated that the number of grievance issues was not normal in his experience. Mr. Stott said at the beginning of 2019 there was intense turmoil within the Authority employee ranks. There were sides being taken within the Union. Attorney Stott noted that the union employees were without a contract for approximately 15 months and this contributed to the turmoil. He further noted that these issues have quelled since Mr. Matz has become Executive Director of the Authority. Attorney Stott noted that Mr. Matz takes care of employee issues before they become major problems.

Mr. Denbowski commented that the Authority has approximately 30 employees. He is hopeful that the Authority will tighten its internal controls regarding personnel and that the grievance issues will resolve in 2020.

Mr. Laws asked Mr. Matz if there were significant changes in regard to personnel matters. Mr. Matz noted an example. When he started, there was a hostile work environment claim. However, he was able to mediate that claim. He maintains an open dialogue with employees to resolve issues. Mr. Denbowski noted his agreement with that approach and feels that it will lead to a more friendly work environment.

9) Training Seminar and Tour of Parking Structures.

Mr. Denbowski said that the Board wants to have a workshop meeting and a tour of the parking facilities. The Board wants an orientation and a strategic vision plan. Mr. Matz said that he would plan to have such a meeting that would last approximately 3 to 4 hours for an “RPA 101” to get the Board Members up to speed with the Authority.

Mr. Profit said that the meeting has to be in compliance with the Sunshine Law. Discussion was then held in regard to the Sunshine Law and having such a meeting. Mr. Boyer noted that a meeting with the full Board could be held as long as it is educational in nature and there is no discussion of policy issues and/or decision making on the part of the Board. Otherwise, meetings should be held without a quorum of the Board. To avoid any issues, the meeting could be advertised and open to the public. Mr. Rivera said that it would be better to have a special meeting that is advertised. Mr. Laws confirmed that he wants transparency. Mr. Profit reiterated that the meeting has to be within the parameters of the Sunshine Law. Mr. Boyer said that he would work with Mr. Matz to determine the future logistics of the meeting and to ensure any such meeting was in compliance with the Sunshine Law.

10) Whistleblower Policy.

Mr. Denbowski presented Resolution 2020-2 to adopt a whistleblower policy for the Authority. Mr. Denbowski said that the new policy expands the current policy of the Authority. It encourages good faith reporting by employees. It establishes a reporting procedure for employees. It educates employees on the Whistleblower policy and the process to be followed if they want to make a good faith report of waste and/or wrongdoing. Mr. Laws made a motion to adopt the resolution. Mr. Profit seconded the motion. Motion passed unanimously.

11) Board Member Employment.

Mr. Denbowski presented Resolution 2020-1. The resolution prevents RPA Board Members from being employees of the Authority during their tenure on the Authority Board and for one year after their tenure on the Board ends. Mr. Denbowski said that there should be no pecuniary benefit on the part of the Authority Board Members. Mr. Rivera made a motion to adopt the resolution. Mr. Profit seconded the motion. Mr. Rivera noted that the resolution is great. It

sends a clear message and sets a high standard for ethics moving forward. Mr. Denbowski said that the resolution sets a gold standard to follow. Upon vote taken, the motion passed unanimously.

12) Old Business. None.

13) New Business.

Mr. Denbowski said that the Authority Board is going to meet on the third Tuesday of each month. The next meeting of the Board will be January 21, 2020 at 5:30 p.m. in the Third Floor Conference Room at City Hall. Mr. Profit made a motion to accept the new meeting dates for the Authority on the third Tuesday of each month for 2020. Second by Mr. Laws. Motion passed unanimously.

Mr. McGrath addressed the Board. He said that some of the Authority Board Members need to be check signers. Mr. Boyer noted that the by-laws of the Authority allow two Board Members to sign checks for the Authority and/or one Board Member and the Executive Director. Mr. Laws said that a check signer should be in close proximity to the Authority in case a check needs to be signed. Mr. Profit said that he would be a check signer as did Mr. Denbowski.

Mr. Laws asked Mr. Matz what the Authority is doing about the upcoming Fire & Ice Festival. Mr. Matz said that the Authority is providing the State Lot at no cost for a beer garden. There will also be event parking for the Festival. There will be some free parking available.

Mr. Matz said that the Authority is providing free parking on Marin Luther King Day in conjunction with the Royals home game that day. It has been advertised on the Authority's Facebook page and website.

14) Public Comment.

Ms. Evelyn Morrison addressed the Board. She suggested that the Authority Board review the Department of Justice Consent Decree as well as the Desman Report. She also suggested that the Board members review the Baker-Tilley Audit and that they look at the contracts that the Authority is party to, to make sure that everyone is getting a fair contract. She further noted a recent visit by her to DUI Court and the increase of DUI's. The Authority should be conscientious of alcohol consumption.

15) Executive Session.

Mr. Denbowski announced that the Authority Board was going to hold an executive session after the adjournment of the meeting to discuss pending litigation and personnel issues. There will be no action taken and the Board will not reconvene.

16) Motion to Adjourn.

Mr. Laws made a motion to adjourn at 6:28 p.m. Second by Ms. Domena. Motion passed unanimously.

17) Next Board Meeting.

The Authority's next regular Board Meeting will be held on Tuesday, January 21, 2020, at 5:30 p.m. in the Third Floor Conference Room at Reading City Hall, Penn Room, 815 Washington Street, Reading, PA 19601.