

READING PARKING AUTHORITY

Minutes of Reading Parking Authority Board Meeting – March 24, 2020

1) **Meeting Called to Order.**

The Reading Parking Authority's regular board meeting was called to order on March 24, 2020, at 5:41 p.m. by Frank Denbowski, Chairperson. It was held at the Reading Parking Authority, 613 Franklin Street, Reading, PA 19602, pursuant to notice published and posted according to law.

Due to the COVID-19 pandemic, and in conformity with CDC guidelines, some of the RPA Board members and staff participated in the meeting remotely via telephone. The physical meeting was closed to the public but notice published and posted prior to the meeting provided members of the public with access via telephone to listen to and take part in the meeting. A recording of the meeting was made and is available on the Authority's website.

Individuals Present.

RPA Board Members:

Frank Denbowski, Chairperson

Timothy J. Profit, Vice-Chairperson

Julia Domena, Treasurer (*participated remotely*)

Nate Rivera, Secretary (*participated remotely*)

Daniel Laws, Assistant Secretary (*participated remotely*)

Others Present: Nathan L. Matz, RPA Executive Director; Michael McGrath, RPA Director of Finance; Kristen Stubblebine, RPA Office Manager; Cynthia Sanzo, RPA Accounting Supervisor (*participated remotely*); and Mahlon J. Boyer, Esquire, General Solicitor (*participated remotely*).

Members of Public: Jeremy Long, Reading Eagle; Ryan Bradley, United Community Services (*participated remotely*).

2) **Pledge of Allegiance.**

3) **Moment of Silence.**

4) Public Comment.

Mr. Denbowski read a March 24, 2020 email from Ernest Schlegel that had been sent by Mr. Schlegel to Mr. Denbowski prior to the meeting. In his email, Mr. Schlegel asked that the Authority place “special emphasis” on enforcing safety violations, such as double-parking and loading zone violations, due to the stay-in-place restrictions placed upon the general public. Mr. Schlegel noted the need for motorists to park legally to avoid problems with traffic flow. He suggested that meters, kiosks and residential parking time limits should not be enforced by the Authority. He also suggested the painting of curbs and fireplugs by available RPA personnel at this time.

5) Youth Build Presentation.

Ryan Bradley addressed the Board. He is the Executive Director of United Community Services (“UCS”). UCS is a local non-profit organization that provides 17-24 year old Reading area youth with the opportunity to learn academic, job readiness and occupational skills. UCS helps to make a successful transition for its youth into post-secondary education, the construction industry and other high growth occupational sectors. The UCS youth participants are OSHA trained and certified. MC3 certification is also provided.

UCS wishes to collaborate with the RPA to provide assistance with the RPA’s surface lots. UCS youth participants will help to, for example, paint lines and will help to clean-up the lots including the removal of trash. Students will use skills they have obtained, including math. Mr. Bradley has prepared a proposed Memorandum of Understanding (“MOU”) to move forward with the RPA on this proposed project. The UCS students will work for the RPA free of charge. In turn, the students will have a chance to help in the community and will have ongoing skill training. Mr. Bradley said this is a good project for the UCS students. They take pride in their work. He also said that UCS is providing COVID-19 training to its students.

Mr. Denbowski noted his support for the suggested collaboration between UCS and the RPA. It is important for the beautification of the RPA’s surface lots and conforms with Mayor Moran’s Good Neighbor Policy. Mr. Denbowski said that the RPA is excited to partner with UCS. Mr. Denbowski suggested a motion by the Board to approve the MOU subject to some technical revisions by the RPA’s solicitor. Mr. Rivera said he fully supports this collaboration. It gives the RPA an opportunity to help the younger generation. These individuals could be future RPA employees. Ms. Domena noted her full support for this collaboration and said that the UCS program is a great program.

6) Approval of MOU.

Mr. Profit made a motion to approve the Youth Build MOU with technical revisions to be made by the RPA’s solicitor. Second by Mr. Rivera. Motion passed unanimously.

7) Approval of Minutes.

Mr. Profit made a motion to approve the February 25, 2020 Board Meeting Minutes. Second by Ms. Domena. Motion passed unanimously.

8) Approval of Accounts Payable.

Mr. Laws made a motion to approve the Authority's accounts payable invoices for March 2020 via the Authority's general fund in the total amount of \$388,656.59. Second by Ms. Domena. Motion pass unanimously.

9) General Solicitor Report.

a) Public Comment Policy.

Mahlon J. Boyer, Esquire, RPA Solicitor, addressed the Board. He presented a resolution for the adoption of a Public Participation Policy. Mr. Boyer said that the policy will provide rules for public participation at the Authority's board meetings. The rules are meant to ensure order and to provide a reasonable opportunity to the public to comment on matters of concern, official action or deliberation.

Mr. Denbowski read a portion of the proposed policy, which indicates: "These rules are meant to provide a Board meeting that is conducted with respect and good order. They are not in any way meant to interfere with public participation, which the Board welcomes and encourages to the benefit of the Authority and to the public".

Mr. Denbowski emphasized that the rules are meant to provide order and not meant to hinder the comments of the public. Each member of the public will be given three minutes to make a comment although the Board can extend that time if it choses to. Mr. Denbowski said that the policy is part of the adoption of best practices for the Authority. He noted that public participation policies are often used by other municipal bodies.

Mr. Profit made a motion to approve Resolution No. 2020-7 to adopt a Public Participation Policy. Mr. Laws seconded the motion. The motion passed unanimously.

b) Charitable Giving.

Mr. Boyer said that he had been asked to research whether the Authority is permitted to take part in charitable giving. According to his research, the Authority may do so but only if any such giving furthers the purposes of the Authority. Mr. Denbowski confirmed that charitable giving has to make business sense for the Authority and must further its purpose. There will need to be continuing Board oversight in regard to any such giving and to ensure the giving is furthering the purposes of the Authority.

Mr. Boyer presented Resolution No. 2020-8 to the Board for the adoption of a charitable donation policy. The proposed policy specifically indicates that the Authority will be permitted to make charitable donations but only if the donations further the purpose of the Authority and pursuant to applicable law. The policy allows the Executive Director of the Authority discretion in making any such donations but he must disclose to the Board when any donation is made. For in-kind donations, the Executive Director will seek Board approval to the extent practicable. The Board will continue to retain ultimate authority to approve or disapprove any donation made.

Mr. Profit made a motion to approve Resolution No. 2020-8 to adopt a charitable donation policy. Second by Mr. Laws. Motion passed unanimously.

c) Fulton Bank resolution.

Mr. Boyer presented a resolution requested by Fulton Bank. The resolution confirms the individuals that have check signing authority on behalf of the Authority. Mr. Matz noted that the Authority was moving its operating account from FNB to Fulton Bank, which triggered the need for the resolution. Moving the account to Fulton Bank is part of the recent bond issue that was financed by Fulton Bank. Mr. Denbowski said that the resolution solidifies those individuals at the Authority with check signing authority and confirms the Authority board members that can assist with check signing. Mr. Laws made a motion to approve the Fulton Bank Resolution. Second by Ms. Domena. Motion passed unanimously.

10) Executive Director Report.

a) Update on construction bids.

Mr. Matz confirmed that Desman continued the capital improvement construction bid deadline for four weeks. The bids are now due on April 21, 2020. Desman will issue the required notices regarding the new deadline. Mr. Denbowski noted that the Board might take action on the bids at its April 21, 2020 meeting.

b) COVID-19.

Mr. Matz said that the Authority had issued a press release with regard to the Authority's response to the COVID-19 virus. That notice indicated that the Authority had reduced operations to essential functions from March 18 through March 31 to minimize person-to-person contact and to prevent the spread of the COVID-19 virus. It was noted therein that the Authority's administrative office would be closed during that time. The notice further confirmed that parking at the RPA facilities would be free through April 1, 2020. This measure went into effect at the request of Mayor Moran. The Authority's website will continue to provide up-to-date information in regard to the Authority's response to the COVID-19 virus.

11) Director of Finance Report

a) Finance Report.

Mr. McGrath presented the Authority's financial statements for the period ending February 29, 2020. Expenses for February 2020 were \$490,104.00. Gross revenue for February 2020 was \$704,231.00. This was favorable to budget in the total amount of \$31,106.00. Expenses were unfavorable to budget in the total amount of \$346.00. In February 2019, expenses were unfavorable to budget in the total amount of \$12,783.00. Net income for the Authority for the month of February was \$140,874.00.

The Authority's gross revenue year-to-date for 2020 was \$1,506,507.00. Year-to-date revenue for 2019 was \$1,277,538.00. The increase in revenue in 2020 was driven in part by the City's one-time parking payment. Year-to-date operating income for 2020 was \$506,226.00. Year-to-date net income for 2020 was \$362,545.00.

Mr. Denbowski thanked Mr. McGrath for his itemized and detailed report.

12) Next Board Meeting

The April 21, 2020 Board Meeting will be held at 5:30 p.m. in the Third Floor Conference Room, Reading City Hall, 815 Washington Street, Reading, PA 19601.

13) Adjourn

Mr. Denbowski announced that an executive session was going to be held to discuss personnel matters and pending litigation with no action to be taken upon the conclusion of the executive session.

Mr. Profit made a motion to adjourn the regular board meeting. Second by Mr. Laws. The motion passed unanimously. The meeting was adjourned at 6:20 p.m.