

READING PARKING AUTHORITY

**Minutes of Reading Parking Authority
Board Meeting – July 21, 2020**

1) Meeting Called to Order.

The Reading Parking Authority’s regular board meeting was called to order on July 21, 2020, at 5:44 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 (*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; Lilian Salinas, RPA Human Resources and Office Coordinator; Mahlon J. Boyer, Esquire, General Solicitor (*participated remotely*); and Danielle Reardon.

Members of Public: John Gooch (*participated remotely*).

2) Pledge of Allegiance.

3) Moment of Silence.

4) Public Comment.

Mr. Denbowski read the Authority's Public Participation guidelines before any public comment was made. John Gooch then addressed the Board. Mr. Gooch said that he has been an independent hearing officer for the Authority since 2018. Mr. Gooch said that he had some recent discussions with Mr. Matz regarding his fee for serving as a hearing officer for the Authority. He said that he wants to continue forward as a hearing officer for the Authority. Mr. Denbowski thanked Mr. Gooch for his comments and said that the Authority would be in contact with him.

5) Roll Call.

6) Approval of Minutes.

Mr. Laws made a motion to approve the June 23, 2020 Board Meeting Minutes. Second by Mr. Profit. The motion passed unanimously.

7) Approval of Accounts Payable.

Mr. McGrath presented the accounts payable for the period June 24, 2020 through July 21, 2020, which totaled the sum of \$399,360.78. Mr. Rivera made a motion to approve the Authority's accounts payable in the stated amount via the Authority's general fund. Second by Mr. Laws. Mr. Profit recused himself from voting on the motion. The motion passed unanimously.

8) General Solicitor Report.

a) Budget Policy.

Mr. Boyer presented Resolution 2020-12 to the Board. The Resolution proposes the adoption of a Budget Policy for the Authority. The Budget Policy confirms the need to establish a budget for each fiscal year for the Authority. The Budget Policy sets forth specific requirements for the budget including details of estimated income, proposed expenditures and anticipated net surplus or deficit for a fiscal year. Mr. Denbowski confirmed that the Budget Policy is meant to create a standard for the Authority to follow for the creation of its budget each year. Mr. Profit made a motion to approve Resolution 2020-12 for the adoption of the Budget Policy. Second by Mr. Laws. The motion passed unanimously.

b) RAWA Intergovernmental Agreement.

Mr. Boyer confirmed that he had been in contact with Ed Stock, Esquire, solicitor for RAWA. There have been some preliminary discussions regarding an Intergovernmental Agreement between the Authority and RAWA. Mr. Boyer suggested the need to have more discussions with Nathan Matz to confirm the elements of the agreement. Discussions regarding the agreement will be ongoing.

c) City of Reading Quiet Title Action.

Mr. Boyer confirmed that he had recently spoken with Ed Stock, Esquire in regard to a quiet title action filed by the City of Reading. Mr. Stock was retained to represent the City in regard to the quiet title action. The City through that action wants to establish its ownership over River Road and the surrounding roadbed. The confirmation of ownership is related to a federal grant that the City is seeking. Mr. Stock confirmed in his conversation with Mr. Boyer that the quiet title action would not have an adverse impact upon the Authority's properties. Therefore, Mr. Boyer recommended no response to the City's quiet title complaint with the anticipation that the City will ultimately file a default judgment to establish its ownership rights over River Road and the surrounding roadbed.

9) Labor Solicitor Report.

No report.

10) Executive Director Report.

a) Construction Update.

Prior to the meeting, Mr. Matz provided reports to the Board from Ed DeTullio of Desman regarding the ongoing renovation of the Authority's parking garages. Minutes from project meetings were also provided to the Board. Thus far, the project is going well. There have been no unanticipated events. Construction is moving forward as planned. Cost projections are being met.

b) DESMAN.

Mr. Matz presented a June 30, 2020 proposal from Desman for additional architectural/engineering services. The additional services are in relation to a remodeling of the offices and storage space at the South Penn Garage. Mr. Matz confirmed that the original project plan contained an allotment of funds for a remodeling of these offices. However, the architectural/engineering services required for the remodeling of the office and storage space was not included in Desman's original January 16, 2019 scope and proposal. The remodel would be additional work on the part of Desman. Mr. Denbowski asked if the Board would be able to have future Board Meetings at that remodeled office and Mr. Matz confirmed that would be the case. The work would be done in approximately 6 to 8 months. There will be new offices, a conference room and lockers. The office space will be brought up to code and will be ADA compliant. Mr. Laws made a motion to approve the retention of Desman for the additional work as stated in its June 30, 2020 proposal. Mr. Rivera seconded the motion. The motion passed unanimously.

c) Elevator Consult Proposal.

Mr. Matz presented three proposals for consultation work for the elevators at the Authority parking garages in relation to the ongoing renovation of the garages. The original cost for the consultation services was estimated at \$200,000 to \$300,000. However, Mr. Matz met with the various consultants and told them that the projected costs were unacceptable. All of the consultants revised their estimates and the cost range was reduced to \$56,000 to \$81,000. Mr. Matz suggested approval of the proposal submitted by Lerch Bates, which was the lowest qualified bidder at \$48,400. Mr. Profit made a motion to approve the retention of Lerch Bates. Mr. Laws seconded the motion. The motion passed unanimously.

d) Update on City and Reading Redevelopment Authority.

Mr. Matz said that there are continuing conversations and meetings with the City and the Reading Redevelopment Authority in regard to agreements between the Authority and those entities. The meetings have been positive in nature and are ongoing.

e) Parkmobile Update.

Mr. Matz said that ParkMobile is scheduled to go live on August 11, 2020. Mr. Denbowski asked about payments that may have been made to the prior provider, MobileNow. Mr. Matz confirmed that ParkMobile had issued a refund policy for any such funds, which was advertised. However, the time for making a refund claim has passed.

f) 400 Madison Parking Agreement.

There had been prior discussions between the Authority and Madison 2020 regarding a parking agreement for the Chiarelli Plaza Garage. Mr. Boyer had submitted a proposed agreement to Madison's attorney, which remained under their review. The Authority is waiting for a response from Madison 2020 at this time.

g) United Community Services Update.

Mr. Matz said that there had been a recent going away/thank you to the students from UCS that helped with the Authority's surface lots. Mr. Matz confirmed that the students did a good job with the lots. Mr. Denbowski reiterated that point and noted the good work they did.

h) AFSCME Unionized First-Level Supervisors Update.

Mr. Matz provided an update regarding the unionization of the Authority's first level supervisors. The unionization is waiting for approval from PA. Unfortunately, there is a delay in the approval caused by COVID-19.

i) Larry Cohen Monthly Report.

Mr. Cohen provided a summary of the work he performed for the Authority in July. That summary was provided to the Authority Board members. In that summary, Mr. Cohen noted his contact with Mr. Denbowski regarding the scheduling of a Parking 101 in September 2020. Mr. Denbowski noted his support for that seminar and said there would be further Board discussions regarding it.

j) Miscellaneous Matters.

Mr. Matz introduced Lilian Salinas as the Authority's new Human Resources and Office Coordinator. Ms. Salinas introduced herself to the Board. Mr. Denbowski welcomed Ms. Salinas.

Mr. Matz confirmed that there had been a review of proposed murals with the Arts Council for placement on some of the Authority's parking garages. Murals have been approved and will be placed on the garages shortly.

Mr. Matz noted that there is a new street sweeping initiative by the City's Department of Public Works. The Authority is partnering with the DPW to help keep city streets clean. Mr. Denbowski commented that the Authority and DPW working together is a good partnership.

11) Director of Finance Report

Mr. McGrath addressed the Board. He presented the Authority's financial statements for the period ending June 30, 2020. The Authority's revenues are down but its expenses are also down. Transient and event revenue is down significantly compared to 2019. Event revenue in June 2020 was zero dollars compared to \$21,976 in June 2019. Permits/transient/voucher revenue for the Authority's parking facilities was \$276,257 in June 2020 compared to \$351,768 in June 2019. In total, the Authority's gross revenue for June 2020 was \$580,926 compared to \$609,176 in June 2019. Gross revenue for June 2020 was unfavorable to budget in the amount of \$92,199.

In regard to operating expenses, Mr. McGrath noted an increase in computer expenses because the Authority was required to purchase updated computers for Windows 10. Total operating expenses for June 2020 were \$423,013. This was favorable to budget in the amount of \$66,745.

Operating income for June 2020 was \$157,914 compared to \$160,434 in June 2019. Mr. McGrath noted that the Authority is doing a very good job in controlling its expenses.

Year-to-date, the Authority's gross revenue is \$3,414,911. In 2019, it was \$3,917,718. The Authority's year-to-date gross revenue is unfavorable to budget in the total amount of \$623,839. Year-to-date, the Authority's operating expenses were \$2,517,894, which is

favorable to budget in the amount of \$420,655. Year-to-date, the Authority's net income is \$598,523. The net income of the Authority is unfavorable to budget, year-to-date, in the total amount of \$49,192. Mr. McGrath said that the Authority has \$289,358.82 positive cashflow, year-to-date.

In regard to the revenue of the Authority's garages, Mr. McGrath noted that transient revenue was down, especially at the Reed and Court Garage. He also noted that Chiarelli Plaza is going to lose approximately 500 monthly reserve spaces due to the loss of the I-Lead Charter School.

12) HR Report.

a) HR & Office Coordinator Hire.

Ms. Reardon noted the hiring of Ms. Salinas as the Authority's Human Resources and Office Coordinator. Ms. Salina had been introduced by Mr. Matz earlier in the meeting.

b) Maintenance IV & PEO Recruitment Process.

In regard to the hiring of PEO's, Ms. Reardon noted that two candidates had been identified for PEO positions. One offer was made. The other individual was waiting for a negative COVID test. The two open PEO positions will be filled. In regard to the Maintenance IV position, Ms. Reardon noted there are two upcoming interviews. A journeyman plumber will likely be hired for the position.

c) Employee Handbook Update – Ongoing.

Ms. Reardon noted that a second update of the Employee Handbook will be circulated this week. The revision and updating of the Handbook is ongoing.

d) Implementation of Cell Phone & Secondary Employment Policy.

The Authority implemented a new cell phone and secondary employment policy. The policies were circulated to all employees. All employees signed an acknowledgment of the new policies. These new policies will be placed in the Authority's new and updated Handbook.

13) Maintenance Supervisor Report.

Mr. Frank submitted a Memo dated July 21, 2020, which had been circulated to the Board members for their review prior to the meeting. The Board posed no questions.

14) PEO Supervisor Report.

Mr. Ganster submitted a report for the month of July that was circulated to the Board members for their review prior to the meeting. The Board posed no questions.

15) Office Administration Report.

An Office Administrator Report dated July 21, 2020, co-authored by Kristen Stubblebine and Cindy Sanzo, had been circulated to the Board members for their review prior to the meeting. The Board posed no questions to Ms. Stubblebine with regard to the Report.

16) Board Member Report.

There were no committee reports, and no comments by any Board member.

17) Old Business.

None.

18) New Business.

a) Zoom format – board meetings.

Mr. Denbowski said that the Authority will begin using Zoom for its future Board meetings.

19) Next Board Meeting.

Mr. Denbowski announced that the Authority's next Board meeting is scheduled to occur on August 18, 2020, beginning at 5:30 p.m. Formal notice regarding the date, time and location of the meeting will be posted and published pursuant to applicable law. An executive session will be held and will start immediately after the conclusion of the public meeting.

20) Public Comment.

There was no public comment regarding any matters or topics discussed by the Board.

21) Adjourn.

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

There being no further business of the Board, Mr. Profit made a motion to adjourn the regular board meeting. Second by Mr. Laws. The meeting was adjourned at 6:37 p.m.