

**READING PARKING AUTHORITY**

**Minutes of Reading Parking Authority  
Board Meeting – June 23, 2020**

1) Meeting Called to Order.

The Reading Parking Authority’s regular board meeting was called to order on June 23, 2020, at 5:30 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; Thomas A. Rothermel, Esquire, General Solicitor; and Danielle Reardon.

Members of Public: Jeremy Long, Reading Eagle (*participated remotely*); Evelyn Morrison (*participated remotely*); and Tyler Thompson, Vision Mechanical (*participated remotely*).

2) Pledge of Allegiance.

3) Moment of Silence.

4) Public Comment.

There was no public comment.

5) Approval of Minutes.

Mr. Laws made a motion to approve the May 19, 2020 Board Meeting Minutes. Second by Mr. Profit. Motion passed unanimously.

6) Approval of Accounts Payable.

Mr. McGrath presented the accounts payable for the period May 20, 2020 through June 23, 2020, which totaled the sum of \$201,834.18. 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. Profit. Motion passed unanimously.

7) General Solicitor Report.

a) By-Laws Amendment.

Mr. Rothermel presented the Board with a set of amended By-Laws of the Authority, a copy of which had been circulated to the Board in advance of the meeting. Chairman Denbowski indicated that the current By-Laws had been in effect since 1977 and the revisions contained in the amended document were finalized after a period of substantive review. The amended document provides for modernization of the Authority's policies and procedures, and also serves to enhance certain provisions relating to ethical considerations already in place. There were no additional questions or comments posed by the Board. Mr. Profit made a motion to approve the amended By-Laws of the Authority, to take effect immediately, and to waive the requisite 25-day notice period within which to do so. Motion seconded by Mr. Laws and passed unanimously.

8) Executive Director Report.

a) Scope Contracts for Cameras, EV, Lighting, Emergency Phone.

Nathan Matz addressed the Board. He reported that proposals were solicited of three professional engineering firms to address the Authority's electrical design needs. Of the three proposals, McCarthy Engineering, a local engineering firm, submitted the lowest bid in the total amount of \$71,520. Mr. Profit made a motion to accept the proposal and contract of McCarthy Engineering, subject to legal review. Motion seconded by Mr. Laws. Motion passed unanimously.

a.1.) Garage Improvement Project.

Mr. Matz reported that RFPs had been issued with regard to the mechanical and plumbing portions of the project. The Board reviewed and considered the responses to the RFPs. Mr. Profit made a motion to reject the bids, which motion was seconded by Mr. Rivera and passed unanimously. At this time, the mechanical and plumbing portions of the project will not be rebid.

b) UpSafety Contract.

Mr. Matz discussed the terms of a proposed agreement with a new vendor, UpSafety, which will oversee the Authority's parking ticket management system. Services provided by UpSafety will project savings to the Authority of approximately \$90,000 per annum. Mr. Laws made a motion to approve the UpSafety Software License and Service Agreement, subject to legal review. Mr. Profit seconded the motion. The motion passed unanimously.

c) RAWA Intergovernmental Agreement.

Mr. Matz reported that the Authority and RAWA have continued to engage in ongoing discussions regarding terms and conditions of an intergovernmental agreement by which both agencies would cooperate with the other to provide certain essential services. Chairman Denbowski echoed the consensus of the Board, which was that the Authority finds it very important for both agencies to work together whenever practicable. This plan is part of a larger best practices approach being employed by the Board. Mr. Rothermel indicated that the draft Intermunicipal Agreement is pending legal review. The Board will likely have further action to consider in this regard at the July 21, 2020 meeting.

d) Meter Certification.

Mr. Matz informed the Board that meter certification was conducted, completed and all meters passed without failure. This testing is conducted every three years per City and State ordinance. This month, the results of the meter certification were timely presented to the City of Reading. Mr. Matz and the Board commended the Authority staff for its work in completing this certification.

e) Mobile Parking Provider & Meter Enforcement.

As reported at the May 19, 2020 Board meeting, Mr. Matz confirmed that the Authority's mobile parking provider had since ceased operations and filed for bankruptcy protection. In response, he secured a proposal from ParkMobile to manage the Authority's mobile payment services. Mr. Matz confirmed that the switch to ParkMobile would not cause a disruption in service, and it would be at no added cost to the Authority. On Motion of Mr. Profit, the contract with ParkMobile was ratified and approved. The motion was seconded by Mr. Laws and unanimously passed.

Mr. Matz additionally reported that meter enforcement was targeted to go into effect July 1, 2020. The Authority planned to utilize local media releases, as well as social media, to inform the public at large of the impending implementation. Mr. Laws raised a concern about the timing of the effective date considering the proximity to this Board meeting, together with the Independence Day holiday. The Board agreed with Mr. Laws' position, and it was unanimously decided to delay the meter enforcement effective date to July 6, 2020. Mr. Matz confirmed that he would immediately notify the media of the July 6 date, as well as post an announcement to the Authority's webpage.

f) RACC Parking Agreement.

Mr. Matz informed the Board that he continues to engage in discussions with his counterpart at RACC in terms of finalizing terms of a new agreement for its use of the Front & Washington Garage. The Authority wants to be a good partner for the City's institutions, and part of those discussions will therefore involve exploration of standardized pricing to attract and retain customers to the benefit of not only the Authority, but the City as well. Mr. Matz anticipates that he will be in a position to provide the Board with further updates at the July 21, 2020 meeting.

f.1.) Construction Project.

With regard to construction at the 4<sup>th</sup> & Cherry Garage and South Penn Garage facilities, Mr. Matz reported that progress was underway and there were no problems to report. Deficiencies in the garage facilities that required the most pressing attention have since been rectified. Mr. Matz further reported that as part of this process, he attends regular meetings with the contractor and engineer to keep abreast of the construction schedule and be made aware of any issues that may arise. The Board as a whole agreed that the Authority would prioritize ongoing maintenance and formulate a schedule to ensure that the facilities are adequately preserved.

g) Larry Cohen Report.

Prior to the Board meeting, Mr. Matz circulated the June 2020 Summary Report of Larry J. Cohen Consulting. The Report details all actions undertaken by Mr. Cohen in the preceding month. There were no comments or questions posed by the Board.

9) Director of Finance Report

Mr. McGrath addressed the Board. He noted that overall, May 2020 was a fairly positive month for the Authority in spite of the ongoing COVID-19 pandemic. Revenue was down compared to May 2019, but the Authority was also effectively controlling expenses at a much greater rate than in May 2019. In addition, deferred bank payments in effect for May through July 2020 have caused the Authority to realize significant savings, which also serve to offset the COVID-19 losses.

Total gross revenue for May 2020 was \$472,170. Net income for May 2020 was \$118,785, which was a very positive report considering revenues were greatly diminished across-the-board. Compared to this time last year, year-to-date revenue is down approximately \$475,000, although the net income remains positive at \$442,062.

The Authority continues to face challenges with COVID-19, as Mr. McGrath has reported in prior months, including decreased transient/daily parking revenue, lower permit revenue, no events, and no meter enforcement. The Board commended Mr. McGrath and the Authority as a whole in terms of its proactive approach in containing costs and maximizing all available revenue during these unprecedented circumstances.

10) HR Report.

a) Recruiting.

Ms. Reardon informed the Board that there was a considerable response to the marketing of positions for two PEOs, Marketing Intern, and HR & Office Coordinator. Interviews are currently scheduled for all open positions.

b) Assembly of EE Handbook Committee.

Ms. Reardon confirmed that the Handbook Committee is currently in the process of reviewing the employee handbook. The Committee will continue its review and move towards finalizing the document for consideration by the Board.

c) Diversity Committee – EAP Implementation.

Ms. Reardon reported that through the assistance of Quest, an employee assistance program has been implemented. All employees receive monthly newsletters that include substantive content to assist employees with increased focus and performance while dealing with life's stressors. The Quest materials additionally provide various diversity-related content that the Diversity Committee found beneficial to its efforts.

d) Payroll & HRIS System Updates.

Ms. Reardon informed the Board that she was continuing to obtain and evaluate proposals to upgrade the payroll and HRIS systems. Two proposals are currently in review. One such proposal includes an app that would automate most payroll and HRIS system features, to the benefit of the employee and management. Ms. Reardon anticipates that she will be able to provide further updates regarding these proposals at the July 2020 Board meeting.

11) Maintenance Supervisor Report.

Mr. Frank submitted a Memo dated June 4, 2020, which had been circulated to the Board members for their review prior to the meeting. No questions were posed.

12) PEO Supervisor Report.

Mr. Ganster submitted a Memo dated June 18, 2020, which had been circulated to the Board members for their review prior to the meeting. The Board posed no questions.

13) Office Administration Report.

An Office Administrator Report dated June 23, 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 her Report.

14) Board Member Report.

There were no committee reports, and no comments by any Board member on which to report.

15) Old Business.

a) Redevelopment Authority.

Chairman Denbowski reported that there has been a change in leadership at the City of Reading Redevelopment Authority. The Parking Authority looks forward to working with the new Chairman and its Board to forge potential partnership opportunities. Part of this process will be reviewing lease arrangements with the Redevelopment Authority in order to, as may be practicable, retain and foster development in the City of Reading.

b) City of Reading.

The Authority continues to engage the City of Reading in negotiations with regard to, among other matters, a new parking arrangement. Discussions had been delayed due to COVID-19, but a meeting is currently scheduled to occur on July 16, 2020 where these talks will ensue. Chairman Denbowski informed the Board that further updates will be provided at the July 21, 2020 meeting.

16) New Business.

a) Streaming Meetings.

Chairman Denbowski informed the Board that the City may make available its Council Chambers for purposes of streaming the Authority's Board meeting, and making a recording available for public viewing on the City's website. Mr. Denbowski will provide further details in advance of the July 21, 2020 meeting so that the Board may make any necessary arrangements.

17) Next Board Meeting.

Mr. Denbowski announced that the Authority's next Board meeting is scheduled to occur on July 21, 2020 beginning at 5:30 p.m. with the location and format to be determined. 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.

*Mr. Denbowski announced that an executive session was going to be held to discuss personnel matters and pending litigation with possible board action to be taken upon the conclusion of the executive session. Following the executive session, Chairman Denbowski called the meeting back in general session. Board members Rivera and Domena were no longer in attendance, but a quorum remained present.*

18) Employment Agreement.

On motion of Mr. Profit, seconded by Mr. Laws, and unanimously approved, the Board voted to ratify and amend the Employment Agreement dated December 16, 2019 entered into with Mr. Matz, effective immediately. Chairman Denbowski indicated that the new Board desired to continue forward with Mr. Matz as Executive Director, but wanted to amend certain aspects of the Employment Agreement that the Board and Mr. Matz amicably agreed upon. Mr. Denbowski further confirmed that the amendment would result in no fiscal impact to the Authority. Mr. Laws further commented that the severance provision was one specific term that the Board sought to amend, and that it was, in fact, changed to the mutual satisfaction of both this Board and Mr. Matz.

19) Public Comment.

Ms. Morrison addressed the Board and expressed concern regarding policies and procedures of the Authority in terms of review of contracts, inclusion of specific contractual terms, and personnel matters. Chairman Denbowski assured Ms. Morrison, and the public at large, that the Board takes these matters very seriously and that it continues in all matters to operate within legal bounds, and in doing so ensures full disclosure, fairness and inclusion.

20) Adjourn.

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 8:21 p.m.