

**Board Meeting Agenda
November 17, 2020 @ 5:30 PM
Reading Parking Authority**



- 1) Meeting Called to Order
- 2) Pledge of Allegiance
- 3) Moment of Silence
- 4) Roll Call
- 5) Public Comment
- 6) Approval of the Minutes from October 27, 2020
- 7) Approval of Accounts Payable Invoices via General Fund for November 2020
 - a) \$443,384.28
- 8) Herbein + Company 2019 audit report
- 9) General Solicitor Mahlon Boyer report
 - a) Restricted Capital Reserve Fund Policy**
 - b) RPA/Redevelopment Authority Lease Agreement
 - c) Closing on Redevelopment Authority Properties
 - d) Corporate Sponsorship/Naming Rights Policy
 - e) Financial Procedure Policy
- 10) Labor Solicitor John Stott report
- 11) Executive Director report
 - a) Construction update
 - b) Empower 457(b) employee retirement plan**
 - c) Citywide Parking Plan
- 12) Director of Finance & Administration report
- 13) Director of Operations report
- 14) HR report
 - a) Employee handbook approval**
 - b) Management training
- 15) Maintenance Supervisor report
- 16) Office Administration report
- 17) Communication Committee report
- 18) Board Member report(s)
- 19) Old Business
- 20) New Business
- 21) Roll Call
- 22) Public Comment
- 23) Next Board Meeting – Third Tuesday of the month, **December 15, 2020 at 5:30 PM** via Zoom. Executive Session to start immediately after conclusion of public meeting
- 24) Adjourn

Items in bold print are potential board action items.

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The Reading Parking Authority ("Authority") recognizes the importance of public participation at its Board Meetings. All regular and special Authority Board Meetings shall be open to the public. Time for public comment will be provided at all of the Authority's Board Meetings.

This Public Participation Policy sets forth rules for public participation at Authority Board Meetings to ensure order and to provide a reasonable opportunity to members of the public to comment on matters of concern, official action or deliberation which are or may be before the Authority's Board of Directors ("Board") prior to taking official action. The following rules shall apply to public participation at Authority Board Meetings:

1. Members of the public in attendance at a Board Meeting shall conduct themselves in a responsible, courteous and respectful manner.
2. Public comment will only occur during designated Public Comment periods listed in the Authority's meeting agenda. Comments shall be related to specific Authority business. No foul language, threatening tones or other disruptive behavior shall be permitted.
3. An individual that makes threats of any type, offensive or impertinent remarks or becomes unruly shall be called to order by the presiding Board officer and may be ordered to immediately cease all further comments and/or shall be ordered to leave the Board Meeting.
4. Members of the public may not use placards, banners or other signs in the meeting room and shall not be permitted to distribute flyers, pamphlets or other written materials.
5. Each individual wishing to address the Board shall be given 3 minutes to speak. When his or her time has ended, the speaker shall cease further comments but may ask for an extension of time that the Board may grant in its sole discretion.
6. If the Board determines there is not enough time for public comments, the comment period may be deferred to the Authority's next regular Board Meeting or at a special meeting occurring in advance of the next regular Board Meeting.
7. The failure of any person to adhere to these rules may result in his or her removal from the Board Meeting.

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