

READING PARKING AUTHORITY

Minutes of Reading Parking Authority Board Meeting – February 16, 2021

1) **Meeting Called to Order.**

The Reading Parking Authority's regular board meeting was called to order on February 26, 2021, at 5:30 p.m. by Timothy J. Profit, 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 participated in the meeting remotely via Zoom. The physical meeting was closed to the public, but notice published and posted prior to the meeting provided members of the public with information 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:

Timothy J. Profit, Chairperson

Daniel Laws, Vice-Chairperson (*participated remotely*)

Julia Domena, Treasurer (*participated remotely*)

Maritza Colon, Secretary/Assistant Treasurer (*participated remotely*)

Keith Eschleman

Others Present: Nathan L. Matz, RPA Executive Director; Michael McGrath, RPA Director of Finance; Kristen Stubblebine, RPA Office Manager; Bart Ganster, Director of Operations; Danielle Reardon and Mahlon J. Boyer, Esquire, General Solicitor.

Members of Public: Evelyn Morrison and Manuel Molina (*both participated remotely*).

2) **Pledge of Allegiance.**

3) **Moment of Silence.**

4) Roll Call.

Mr. Profit confirmed all individuals that were present for the meeting whether in person or remotely.

5) Public Comment.

There was no public comment at this time.

6) Approval of Minutes.

Minutes from the previous regular meeting of the Authority's Board of Directors were circulated to the members of the Board prior to the meeting. There being no requested revisions, Mr. Laws made a motion to approve the minutes of the meeting held on January 26, 2021. Second by Ms. Domena. The minutes were unanimously adopted.

7) Approval of Accounts Payable.

Mr. McGrath presented the accounts payable for February 2021, which totaled \$149,067.72. The proposed payables were sent to the members of the Board prior to the meeting. Mr. Laws made a motion to approve the proposed payables for February via the Authority's general fund. Second by Ms. Domena. The motion passed unanimously.

8) General Solicitor Report.

a) Resolution to Lower Parking Meter Rates

Mr. Boyer presented Resolution 2021-3 to the Board. It calls for a reduction of parking meter rates from a maximum of \$2.00 per hour to \$1.00 per hour from March 1, 2021 through August 31, 2021. Meter rates would return to a maximum rate of \$2.00 per hour on September 1, 2021. Mr. Boyer confirmed that City ordinance permits the Authority by Resolution to lower the parking meter rates below the maximum rate set by City Council. Mr. Profit confirmed that the reduction of the parking meter rates was at the request of the City Administration and City Council in an effort to help residents and in light of the ongoing financial strain caused by the COVID-19 pandemic. Mr. Laws made a motion to approve the Resolution. Second by Mr. Eschleman. The motion passed unanimously.

b) Financial Procedure Policy

Mr. Boyer presented Resolution 2021-1, which calls for the adoption of a Financial Procedure Policy for the Authority. Mr. Boyer confirmed that the policy had been reviewed and approved by the Authority's Director of Finance. The policy sets forth certain requirements that the Authority must follow. It establishes certain required timeframes for the completion of the Authority's audit and its budget. There are internal control requirements set forth in the policy. Mr. Boyer confirmed that all of the requirements of the policy are already in place but are being memorialized by the policy. Mr. Boyer noted that the Resolution had been tabled in January and

February 2021. Mr. Profit confirmed that the Resolution had been tabled to permit further Board review of the policy. He said that the policy was good for the Authority, especially the internal controls that it requires. Mr. Eschleman made a motion to approve the Resolution. Second by Ms. Domena. The motion passed unanimously.

9) Labor Solicitor Report.

No report.

10) Executive Director Report.

a) Construction Update

Mr. Matz reported that the ongoing construction for the repair and preventative maintenance of the Authority's parking garages is proceeding according to plan and schedule. He noted that an RFP was being issued for potential office renovations as part of the project. He also said that bids for repair of the Authority's elevators would proceed forward. Mr. Profit noted that the repairs to the elevators are long overdue and necessary due to past neglect and deferred maintenance.

b) Snow

Mr. Matz said that the Authority provided assistance to the City to clear snow from the last major snowstorm. The Authority assisted in clearing approximately 38 blocks. Mr. Profit said that the Mayor and City Council were very appreciative of the Authority's efforts. Mr. Matz also said that there was approximately 8" of snow forecasted in the upcoming week. The Authority would open its garages for City resident parking from 8:00 a.m. Wednesday to the following Monday.

c) Meter Rate Reduction

Mr. Matz said that the Authority had issued 1,000 coupons, each for 8 hours of parking at the City's parking meters. The coupons are used via ParkMobile. A warning is being issued with the voucher before any penalty is issued for parking meter violations. This is especially important in regard to the new Saturday enforcement of meters. Mr. Profit suggested that the Authority should issue more vouchers. Mr. McGrath noted that residential parking at Authority facilities is up. Mr. Profit said that there is better education to City residents in regard to parking options. The Authority is taking a softer approach to enforcement. The Authority is focusing on safety violations.

d) EV Charging

Mr. Matz said that McCarthy Engineering is assisting the Authority on the infrastructure needed for the installation of some electric vehicle charging stations in the Authority's facilities. The City and the Authority are submitting a joint application for grant funding to install four electric charging stations. Mr. Profit noted that the Convention Center garage only provides Tesla

charging stations and that more options are needed. Mr. Matz noted that the requested grant would provide some funding towards the electricity needed for the charging stations. Otherwise, the Authority will have to pay for the electricity.

e) Event Coordinator

Mr. Matz said that the Authority is going to hire an Event Coordinator. He had a good meeting with a Santander Arena representative. The Authority and the Arena may work together to provide better event entertainment options for the downtown.

f) City Parking Relief – Update

Mr. Matz said that the Authority has approached several private lot owners in the City in regard to the use of those lots for resident parking. The Authority is waiting to hear back from some of the owners. Mr. Profit said that there is a desperate need to create more parking spaces in the City. He wants the Authority to keep the use of private lots at the forefront. He wants the Authority to find more parking options for residents to reduce enforcement. He asked that the Authority accelerate its efforts in that regard.

Mr. Ganster said that the Reading School District and some churches are having discussions in regard to the Authority's request for use of their lots. Mr. Profit requested that Mr. Ganster provide an update for each proposed location so Mr. Profit can assist in the process. Mr. Matz said that use of the School District parking lots would provide the biggest relief for the parking issues. He said the Authority would ensure enforcement so there would be no interference with the use of the lots by the School District and/or others willing to lease their lots for use by the Authority.

g) City Ordinance Revisions – Update

Mr. Matz reported that two City ordinances have been revised and approved since the last Board meeting. City Ordinance 576-517 and City Ordinance 576-603 were approved by City Council. Ordinance 517 permits the notice of a parking violation to be provided in a new format and is no longer limited to just a ticket on a vehicle's window. The Authority can now employ its LPR system. Violations can be mailed to vehicle owners. Mr. Matz also said that City Ordinance 603 was updated to reduce the fee for boots and barnacles. The language of the ordinance was updated. The Authority will continue to coordinate with City Council for ongoing ordinance revisions.

11) Director of Finance Report & Administration Report

Mr. McGrath reported that the Authority's gross revenue for January 2021 was \$681,122.00. This was favorable to budget in the amount of \$13,290.00 but unfavorable to 2020 in the amount of \$121,155.00. Mr. McGrath noted that the revenue for 2020 was driven mostly by a one-time billing to the City for parking at the Poplar and Walnut garage in the amount of \$162,000.00. The Authority's operating expenses for January 2021 totaled \$515,823.00. This was

favorable to budget in the amount of \$17,946.00 but unfavorable to 2020 in the amount of \$22,512.00.

Mr. Matz noted that the Authority's temp service expense for January 2021 was unfavorable to the prior year and unfavorable to budget. However, Mr. McGrath said that the Authority hired two staff accountants in January and one in February. There will be no more temp service expenses incurred by the Authority. Mr. Matz said that this would be a significant reduction of expenses for the Authority.

Mr. McGrath said that the Authority's operating income for January 2021 was \$165,299.00. This was favorable to budget in the amount of \$31,237.00 but unfavorable to 2020 in the amount of \$143,667.00. The Authority's net income for January 2021 after interest expense and income was \$78,155.00. This was favorable to budget in the amount of \$28,760.00 but unfavorable to 2020 in the amount of \$204,717.00.

In reviewing the Authority's Cash Flow Statement, Mr. McGrath said that the Authority had unrestricted cash on January 1, 2021 in the amount of \$2,665,745.36. The Authority had a total outflow of cash in the amount of \$227,856.28 in January, which created an unrestricted cash balance of \$2,437,889.08 on January 31, 2021. Mr. McGrath said that the outflow of cash was tied to the Authority's pension plan payment, its contribution to the City and a contractor payment. As of January 31, 2021, the Authority had a restricted cash balance of \$15,186,667.01 for its project fund.

12) Director of Operations Report

Bart Ganster submitted a monthly report that was provided to all of the Board Members prior to the Board Meeting. The Board posed no questions in regard to the report. Mr. Ganster confirmed that the Authority is centralizing its inventory to one location. There will be a full-time clerk from the Authority's current staff assigned to inventory.

13) HR Report.

Ms. Danielle Reardon said that some personnel matters would be discussed in executive session.

14) Office Administration Report.

Cindy Sanzo and Abril Ortiz submitted a monthly report that was provided to all of the Board Members prior to the Board Meeting. The Board posed no questions. Mr. McGrath said that the Authority is now holding roughly 70-90 appeal hearings in one day. Many of the appellants do not appear for the hearings. He confirmed that the hearing notices are being issued in both English and Spanish.

15) Board Member Reports.

The members of the Board did not present any reports.

16) Old Business.

None.

17) New Business.

None.

18) Public Comment.

Ms. Morrison addressed the Board. She said that she had submitted a Right-to-Know Request in regard to certain vehicles purchased by the Authority. She said that some of the vehicles had been purchased from Savage 61. Mr. Profit confirmed that all vehicles sold by Savage 61 to the Authority are purchased through the Costars program. He has no involvement with the purchase and sale of the vehicles. Mr. Boyer confirmed that the Authority obtains three separate bids through Costars even though it is not required to do so.

19) Next Board Meeting.

The Authority's next board meeting is scheduled for March 16, 2021, beginning at 5:30 p.m. and will be a hybrid of in-person attendance and via Zoom in keeping with CDC guidelines for public meetings due to COVID-19 restrictions. An executive session will be held and will start immediately after the conclusion of the public meeting.

20) Adjourn.

Mr. Profit 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. Eschleman made a motion to adjourn the regular board meeting. Second by Mr. Laws. The meeting was adjourned at 6:13 p.m.