

READING PARKING AUTHORITY

Minutes of Reading Parking Authority Board Meeting – June 14, 2021

1) **Meeting Called to Order.**

The Reading Parking Authority's regular board meeting was called to order on June 14, 2021, at 5:35 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*)

Keith Eschleman, Assistant Secretary/Assistant Treasurer

Others Present: Nathan L. Matz, RPA Executive Director; Kristen Stubblebine, RPA Office Manager; Bart Ganster, Director of Operations; Thomas A. Rothermel, Esquire, General Solicitor; Michael McGrath, Director of Finance; and William Lippman of Lerch Bates, consultant to the Authority. Ron Devlin, Reading Eagle reporter, participated remotely as a member of the public.

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, and that a quorum was met.

5) Public Comment.

There was no public comment.

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 May 17, 2021. Second by Mr. Eschleman. The minutes were unanimously adopted.

7) Approval of Accounts Payable.

Mr. Eschleman presented the accounts payable for June 2021, which totaled \$852,724.46. The proposed payables were sent to the members of the Board prior to the meeting. Mr. Eschleman made a motion to approve the proposed payables for June via the Authority's general fund. Second by Mr. Laws. The motion passed unanimously.

8) General Solicitor Report.

a) 1200 N. 10th Street

Mr. Rothermel presented Resolution 2021-9 to the Board. The Resolution calls for the purchase of 1200 N. 10th Street, Reading, PA by the Authority for the total amount of \$30,000.00. The property will be used as a parking lot. Mr. Profit confirmed that the Authority had sufficient time to review the property, and it fits the ongoing goal of the Authority to provide parking relief to City residents. Mr. Eschleman made a motion to approve the Resolution. Second by Mr. Laws. The motion passed unanimously.

9) Executive Director Report.

a) Construction update

Mr. Matz reported to the Board that the progress of work is on schedule. Many scheduled parking garage repairs are ongoing throughout the City. With regard to the Reed and Court parking garage, Mr. Matz informed the Board that steel has been ordered, with delivery expected in approximately two weeks. Upon delivery, the contractor will be able to commence work to address the identified structural issues with that parking garage.

A component of the parking garage upgrade project includes modernization and maintenance of the elevator systems. The RPA engaged Lerch Bates and Desman Design as consultants to the Authority for procurement of bids for that phase of the work. Mr. Lippman of Lerch Bates advised the Board that in response to public bidding of the elevator modernization and maintenance work, it received a total of three bids. The apparent lowest qualified bidder was Reading Elevator Company in the total amount of \$2,671,936.00. Mr. Lippman confirmed that apart from it being the lowest qualified bidder, Reading Elevator Company is a local small business and woman-owned business. Mr. Lippman recommended approval of the bid. After Board discussion concerning the scope of the work, and confirmation that the bid was lower than the budgeted amount of the work, Mr. Eschleman made a motion to authorize the issuance of a notice of intent to award the contract to the apparent lowest qualified bidder, Reading Elevator Company, in the amount stated. That motion was seconded by Mr. Laws and unanimously approved.

b) Ordinance update

Mr. Matz confirmed that he continues to engage in dialogue with City Council regarding the Authority's desire for a proposed ordinance to place stripes on City streets to designate specific parking spaces. The Board continues to be of the opinion that line-striping would create more available parking to City residents, which is essential to City residents as a quality-of-life concern.

Mr. Matz additionally reported that enforcement of expanded metered zones began effective June 1, 2021.

c) City intersections

Mr. Matz referenced a June 11, 2021 article in the Reading Eagle regarding the City's compilation of a list of dangerous intersections throughout the City. After discussion, the Board unanimously agreed that the Authority would offer any support that it could in order to assist the City with implementation of improvements to those problem intersections.

d) Resumption of public events

Mr. Matz informed the Board that various events in downtown Reading have resumed and several others are scheduled to resume in the coming months. As a result, more revenue can be expected, which is a positive sign considering the effect on event scheduling secondary to COVID-19. Mr. Matz also reported that the Authority has continued to work on streamlining entry and exit to the garages near the Santander Arena with a cashless system, which creates a completely new and improved user experience.

10) Director of Finance Report & Administration Report

Mr. McGrath submitted a written financial report for the period ending May 31, 2021 to the Board prior to the board meeting. The Board posed no questions regarding the financial report.

11) Director of Operations Report

Mr. Ganster submitted a written report to the Board prior to the board meeting. Of particular note, Mr. Ganster reported that double parking continues to be significant problem in the City. Due to overriding concerns of employee safety when engaged in double-parking enforcement, Mr. Ganster has continued to work with UPSafety for use of automated ticketing. Automated ticketing completely eliminates Authority employees from having to leave their vehicle during enforcement, which avoids the potential for conflict. Mr. Ganster additionally reported that in the last week, 378 tickets were issued for double-parking offenses up to the 4:00 p.m. enforcement period. Chairman Profit commented that double-parking is a safety and quality-of-life issue facing a majority of City residents. While the Board is not in favor of ticketing, there is no other means by which to attempt to address the problem. As a whole, the Board was hopeful that the number of violations would continue to rapidly decrease.

The Board posed no additional questions or comments to Mr. Ganster.

12) HR Report.

No report.

13) Office Administration Report

Cindy Sanzo and Abril Ortiz submitted a written Office Administration Report to the Board prior to the board meeting. The Board posed no questions.

14) Communications & Special Projects Report

Kristen Stubblebine submitted a Communications & Special Projects Report to the Board prior to the Board Meeting. The Board posed no questions.

15) Board Member reports

None.

16) Old Business

None.

17) New Business

None.

18) Next Board Meeting

The Authority's next board meeting is scheduled for July 17, 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.

19) Public Portion (second)

Mr. Devlin of the Reading Eagle questioned the Board regarding the elevator bids and double-parking issues. Mr. Matz addressed Mr. Devlin's questions consistent with what was reported earlier in the Meeting, and as confirmed in these Minutes.

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 5:58 p.m.