

READING PARKING AUTHORITY

Minutes of Reading Parking Authority Board Meeting – May 17, 2021

1) **Meeting Called to Order.**

The Reading Parking Authority's regular board meeting was called to order on May 17, 2021, at 5:40 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 (*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; Mahlon J. Boyer, Esquire, General Solicitor; Larry Cohen and John Collins (*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.

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. Eschleman made a motion to approve the minutes of the meeting held on April 19, 2021. Second by Ms. Colon. The minutes were unanimously adopted.

7) Approval of Accounts Payable.

Mr. Eschleman presented the accounts payable for May 2021, which totaled \$1,136,984.79. The proposed payables were sent to the members of the Board prior to the meeting. Ms. Colon made a motion to approve the proposed payables for May via the Authority's general fund. Second by Ms. Domena. The motion passed unanimously. Mr. Profit abstained from voting.

8) General Solicitor Report.

a) 524 Spruce Street

Mr. Boyer presented Resolution 2021-8 to the Board. The Resolution calls for the purchase of 524 Spruce Street, Reading, PA by the Authority for the total amount of \$10,000.00. The property will be used as a parking lot. Mr. Profit confirmed that the Authority had sufficient time to review the property. The property 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 Ms. Domena. The motion passed unanimously.

9) Executive Director Report.

a) Construction update

Mr. Matz reported to the Board that the fencing at the Chiarelli Plaza garage needs to be replaced. It is a safety concern. An RFP for the fencing work was issued. The low bidder for the necessary work was Swift Fence at a total cost of \$55,710.00. The retention of Swift Fence for this repair shall constitute a change order under the current improvements project contract for the repair of the parking garages. Mr. Eschleman made a motion to approve the change order. Second by Mr. Profit. The motion passed unanimously.

Mr. Matz confirmed that sidewalk repairs at the Authority garages have commenced. Overall, the improvements project is moving forward according to schedule except the unexpected repairs at the Reed and Court garage. As reported last month, it was discovered that certain of the beams in the Reed and Court garage had to be replaced. It is going to take approximately eight weeks to obtain the necessary material to complete the beam repairs. A repair and preventative maintenance report regarding all of the ongoing work at the Authority's parking garages was prepared by Desman and issued to the Board prior to the Board meeting.

b) Ordinance update

Mr. Matz confirmed that he appeared before City Council prior to the Authority's Board meeting. He appeared before Council to discuss the proposed ordinance to place stripes on City streets to designate specific parking spaces. Violations would be issued to vehicles parked over the lines. City Council expressed concern in regard to the proposed ordinance, including enforcement of the ordinance by the Authority. Mr. Profit said that the addition of the lines would create an additional two parking spaces on each side of a block.

Mr. Profit said that vehicles parking in the lines is essential to create more available parking to City residents. Mr. Matz said that the line striping can only occur with City approval. Mr. Profit suggested that the proposed ordinance should allow the Authority to have blanket approval to create the parking space lines. The Authority would determine the number of parking spaces in each block. This would be part of the Authority's CPR ("City Parking Relief") program. There would be a defined number of parking spaces in each block.

Mr. Eschleman said that the lines would help with the spacing of vehicles in his neighborhood. Mr. Laws said there is concern with individuals parking over lines and the effect that has on other vehicles parking within lines. Mr. Profit suggested that all vehicles parked over the lines would have to be ticketed as a means of enforcement to guaranty the use of the parking spaces created by the lines.

Mr. Laws also noted a danger with vehicles blocking the view of drivers at certain intersections in the City. He said that this problem is especially bad in certain areas of Perkiomen Avenue. Mr. Profit said that aggressive enforcement is needed. City Hall had previously called for less enforcement during the COVID-19 pandemic but it is now necessary to reinstate enforcement to previous, normal levels. Mr. Ganster said that the Authority will enforce the necessary violations to stem this problem.

Mr. Matz said that the metering of loading zones went live on May 1, 2021. Some companies have purchased unlimited use passes for the loading zones. Thus far, there have been no major issues with the metering of the loading zones.

c) Citywide Parking Relief (CPR) update

Mr. Matz confirmed that the Authority has purchased some properties as part of the Citywide Parking Relief program. He also confirmed that RAWA is helping supply certain materials free of charge for the lots. Mr. Matz expressed his gratitude to RAWA for its cooperation and help with the ongoing CPR program.

d) Operational audit

Larry Cohen and John Collins addressed the Board in regard to an Operations and Financial Assessment that they are preparing for the Authority. The completion of this Assessment is part of the Authority's strategic plan. The Authority is taking steps to become an accredited parking organization. The objective of the Assessment is to determine whether the Authority has effective revenue controls and reconciliations in place for managing and safeguarding all aspects of related revenue and collections. The Assessment also evaluates whether the Authority is meeting operational, financial and parking contractual requirements.

The Assessment will include certain recommended actions. For example, the Assessment suggests that any time a pay station is opened there should be two individuals present to assure there are no issues. It is recommended that there be one person from the Authority's operations and one person from the Authority's finance department. The Assessment also recommends two individuals present in the money room to ensure that all cash collected is deposited. The Assessment remains in a draft form at this time but will be finalized at a future date. Mr. Cohen commended Mr. McGrath and Ms. Sanzo for their work in the finance department of the Authority.

e) Employee safety

Mr. Ganster reported to the Board that he had conducted a special detail for double-parking enforcement. When an Authority employee would approach individuals that were double-parking, the employee would blow the horn of their vehicle and waive the individuals on. There were eighteen double-parking violations issued in one hour. Multiple individuals threatened Mr. Ganster and called him names during the enforcement. It was agreed that there is a safety concern for this enforcement and that the Authority's plans for contactless enforcement should be instituted when possible.

Mr. Matz said that the Authority is working on the automation of enforcement with T2. The T2 team was at the Authority last week. It is moving as fast as possible to create the necessary program for the Authority. However, there is no hard deadline of the completion as of yet.

f) Resumption of public events

Mr. Matz said that the Reading Symphony Orchestra had a recent event. He said that the Santander Arena is also scheduling events. Many events are being scheduled for the

October/November 2021 timeframe. He noted the benefit to the community of the resumed scheduling of events.

10) Director of Finance Report & Administration Report

Mr. McGrath submitted a written financial report for the period ending April 30, 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. The Board posed no questions.

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 June 14, 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) 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 6:18 p.m.