

READING PARKING AUTHORITY

**Minutes of Reading Parking Authority
Board Meeting – August 16, 2021**

1) Meeting Called to Order.

The Reading Parking Authority’s regular board meeting was called to order on August 16, 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, 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.

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, Executive Director; Michael McGrath, Director of Finance; Bart Ganster, Director of Operations; Kristen Stubblebine, Communications & Special Project Manager; and Mahlon J. Boyer, Esquire, General Solicitor.

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. Eschleman made a motion to approve the minutes of the meeting held on July 20, 2021. Second by Ms. Domena. The minutes were unanimously adopted.

7) Approval of Accounts Payable.

Mr. McGrath presented the accounts payable for August 2021, which totaled \$563,446.91. The proposed payables were sent to the members of the Board prior to the meeting. Mr. McGrath said that the payables were normal. He said that the two largest payments were to the City of Reading (which is a monthly payment) and a Fulton Bank loan payment. Mr. Eschleman made a motion to approve the proposed payables for August. Second by Ms. Colon. The motion passed unanimously.

8) General Solicitor Report.

a) VADE

Mr. Boyer said that the Board had issued an Intent to Award at the July Board Meeting for VADE's proposed camera enforcement system at the Authority's office. Subsequently, VADE provided a contract that Mr. Boyer reviewed and revised. Initially, VADE was going to charge \$1,500.00 for a 3-month trial period. However, VADE has agreed to charge only \$500.00 for the 3-month trial period.

Mr. Boyer confirmed that his requested revisions to the VADE contract were accepted by VADE and said that the Board could move forward with the approval of the contract if it wanted to retain VADE for the 3-month trial period for the camera enforcement system at a total cost of \$500.00. Ms. Domena made a motion to approve the contract with VADE. Second by Mr. Eschleman. The motion passed unanimously.

b) Comcast

Michael McGrath had been in contact with Comcast for fiber optic service to replace the current coaxial service. Mr. McGrath said that there are constant interruptions with the coaxial service and said that fiber service will eliminate those interruptions. Comcast estimates a 99.99% uninterrupted service. The proposed contract with Comcast provides percentage decreases in the monthly invoice amount for periods of lost connectivity. Mr. McGrath also said that the new fiber technology would help with the communications with the parking garages. The Comcast contract for fiber service increases the yearly cost by \$4,000.00 over the coaxial service. Mr. Profit made a motion to approve the proposed contract with Comcast. Second by Ms. Domena. The motion passed unanimously.

c) Mitel

Mr. Boyer presented a proposed contract between the Authority and Mitel for a new phone service. Mr. McGrath said that the current phone system cannot be upgraded. The Mitel contract would provide new hardware and a new phone service. He said that there are constant issues with the current phone system. The new phone system would allow the Authority to place individuals into a holding queue, which is unavailable at this time. The new service is cloud-based. Mr. Profit asked if the new fiber service from Comcast can accommodate the phone service. Mr. McGrath said that it will. Mr. McGrath estimates that the Authority will save approximately \$37,000.00 per year and have better service with Mitel. Mr. Profit made a motion to approve the contract with Mitel. Second by Ms. Domena. The motion passed unanimously.

9) Executive Director Report.

a) Construction update

Mr. Matz said that there was a delay in repairs to the Reed & Court Garage because of the steel needed for the repairs. Total project completion is slated for December 2021 although Mr. Matz anticipates that the completion date may be pushed into 2022. He also noted that the Authority met with Reading Elevator. Reading Elevator's maintenance of the Authority elevators has started.

b) Ordinance changes

There were no updates in regard to City Ordinance changes.

c) Events

Mr. Matz said that the Authority is celebrating the return of live events to downtown Reading. The past Friday evening marked the first major downtown event since the COVID-19 pandemic put a stop to public gatherings in March 2020. During the interim, the Authority made some significant changes to event parking. First, the Authority transitioned largely to a cashless environment, which was taken as one of several steps to enhance the Authority's financial procedures. Prior to March 2020, event attendees would pay cash when they entered the garages. Now, attendees pay as they exit. Most use credit or debit cards. This is a more secure system that increases the Authority's ability to reconcile and report on event revenue. The recent events were the first that required processing of a large volume of transactions upon exit. Authority staff members were onsite to facilitate the process. Mr. Matz noted his appreciation to the Authority staff for the services they provided to the Jazz Fest fans.

Mr. Matz said that the Authority is working to address certain issues that arose with recent events. The Authority is conducting a beta test of a gateless system at the 4th & Cherry garage. Also, there were some issues with event parking at the on-street meters. Some attendees did not realize they had to pay for event parking at the meters. The Authority will provide better notice to event attendees for payment at the meters. Parking tickets that were issued to event attendees at the meters have been dismissed.

d) Snow Proposal

Mr. Matz said that the Authority owns eight parking garages that are made of concrete. Salt and water have a drastic effect on concrete. Salt/water can flow to the rebar, which then rusts and expands and breaks the concrete. The Authority is going to move to snow removal options that are chloride (salt) free. This will help prevent large future repairs.

Mr. Matz suggested the need for a consultant to evaluate the Authority's facilities and provide recommendations and training for snow removal. Specific diagrams and notebooks for future guidance would be provided to the Authority for its employees.

Mr. Matz presented a proposal from Winterstone, LLC. Winterstone has offered to provide consulting services to the Authority at a cost of \$2,000.00 per month. Mr. Profit asked what term the consultant would serve. Mr. Boyer said that the current proposal had a 60-day termination. However, Mr. Profit said that he would prefer a standard 30-day termination provision.

Mr. Matz emphasized that the Authority needs guidance for future snow removal and it needs to update and acquire better snow removal equipment. Mr. Ganster confirmed that the consultant is providing guidance on the needed equipment. Mr. Matz said that the Authority lost approximately \$150,000.00 in meter revenue due to the snow during the last winter season. Proper and efficient snow removal could help to reduce that lost revenue. A snow removal plan for the City's downtown commercial core would be beneficial to the City and also beneficial to the Authority. Proper snow removal could also provide invaluable savings to the Authority on a long-term basis at its parking facilities.

Mr. Profit made a motion to approve the Consulting Services Agreement with Winterstone, LLC with a 6-month limit, a 30-day termination provision and a maximum cost of \$2,000.00 per month. Second by Mr. Laws. The motion passed unanimously.

10) Director of Finance Report & Administration Report

Mr. McGrath submitted his finance report to the board members prior to the meeting. The Board posed no questions in regard to his report.

11) Director of Operations Report

Mr. Ganster submitted his operations report to the board members prior to the meeting. The Board posed no questions in regard to his report.

12) HR Report.

No report.

13) Office Administration Report

Cindy Sanzo and Abril Ortiz submitted their office administration report to the board members prior to the meeting. The Board posed no questions.

14) Communications & Special Projects Report

Kristen Stubblebine submitted her communications and special projects report to the board members prior to the meeting. The Board posed no questions.

15) Board Member reports

None.

16) Old Business

None.

17) New Business

None.

18) Next Board Meeting

The next board meet will be held on September 21, 2021 at 5:30 p.m. at the Reading Parking Authority. The meeting will be a hybrid of in-person attendance and via Zoom in keeping with COVID-19 mitigation efforts. 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, the meeting was adjourned at 6:22 p.m.