

READING PARKING AUTHORITY

Minutes of Reading Parking Authority Board Meeting – November 22, 2021

1) Meeting Called to Order.

The Reading Parking Authority's regular board meeting was called to order on November 22, 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, 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*)

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.

A roll call to confirm all individuals present for the meeting, whether in person or remotely, was taken. A quorum of the Authority's Board of Directors was present.

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 October 19, 2021. Second by Mr. Eschleman. The minutes were unanimously adopted.

7) Approval of Accounts Payable.

Mr. McGrath presented the accounts payable for November 2021, which totaled \$1,546,169.32. The proposed payables were sent to the Authority's Board of Directors prior to the meeting. Mr. Eschleman made a motion to approve the proposed payables for November 2021. Second by Mr. Laws. The motion passed unanimously.

8) General Solicitor Report.

There was no report from the Solicitor.

9) Executive Director Report.

a) Construction update

Mr. Matz said that construction at the Poplar & Walnut Garage has been completed. The entire renovation project should be completed at the beginning of February 2022. In regard to the elevator modernization, there is a delay in that project due to the worldwide microchip shortage.

b) Events

The Authority has created a flyer for patrons with suggestions for exiting the parking garages after events. For example, the flyer suggests use of parking garages farther from the venue and the use of surface lots.

c) Holiday donations

Mr. Matz detailed donations that the Authority made last year, including a donation to the Salvation Army. Board consensus for the Authority to make the same donations as last year was given.

10) Director of Finance Report & Administration Report

a) October financials

Mr. McGrath submitted his financial report to the Authority's Board of Directors prior to the meeting. The Board posed no questions in regard to his report.

b) 2022 Budget

Mr. McGrath presented the Authority's proposed 2022 budget to the Board. It projects a six percent (6%) increase in revenues. Mr. McGrath said that part of the increase is tied to events. Events restarted in 2021, which created only a partial year of revenue. There should be a full year of event revenue in 2022.

Mr. McGrath also noted that the Authority's expenses will increase in 2022. The monthly payments to the City will increase. Inflation will affect the cost of multiple items used by the Authority including gas and materials purchased for maintenance and operations. Employee wages are also set to increase. At present, the current healthcare plan is scheduled to increase in cost by twenty percent (20%). However, that is a projected amount and it is hoped that the increase will be less.

Given the increase in expenses, and even with the projected increase in revenues, Mr. McGrath anticipates that the Authority's operating income will be less in 2022 than it was in 2021. Mr. McGrath confirmed that a detailed analysis of the proposed 2022 budget was provided to the Board for their review prior to the board meeting. He said passage of a budget for 2022 would be needed at the December Board Meeting.

c) Documents for Capital Reserve Fund

Mr. McGrath discussed the capital reserve account that the Authority Board had approved as part of the Authority's 2021 budget. Fulton Bank made a recent request for signatures from the Board officers for that account, which Mr. McGrath obtained.

11) Director of Operations Report

Mr. Ganster submitted his operations report to the Authority's Board of Directors prior to the meeting. The Board posed no questions in regard to his report.

12) HR Report.

There was no report from Ms. Reardon.

13) Office Administration Report

Cindy Sanzo and Abril Ortiz submitted their office administration report to the Authority's Board of Directors 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 Authority's Board of Directors prior to the meeting. The Board posed no questions.

15) Board Member reports

There were no reports.

16) Old Business

Mr. Matz discussed a proposal from BCTV that had been tabled at the October board meeting. The proposal offers annual messaging and marketing opportunities to the Authority including ten Public Service Announcement videos and the distribution/publication of press release content that will include an email blast and publication via Facebook. The total annual cost for the BCTV services is \$4,750.00. The proposal calls for a 3 year commitment. After discussion by the Board, Mr. Laws made a motion to approve the Authority's retention of BCTV pursuant to the terms of the proposal with a 1 year not 3 year commitment. Second by Mr. Eschleman. The motion passed unanimously.

17) New Business

None.

18) Next Board Meeting

The next board meeting will be held on December 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. 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 5:51 p.m.