

READING PARKING AUTHORITY

Minutes of Reading Parking Authority Board Meeting – October 19, 2021

1) Meeting Called to Order.

The Reading Parking Authority's regular board meeting was called to order on October 19, 2021, at 5:43 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

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; Danielle Reardon, Paragon Consulting and Mahlon J. Boyer, Esquire, General Solicitor.

Members of Public: Jeremy Long, Reading Eagle, Diane Benson, Barbara Rolon, Sheila Perez, and Maria Vializ.

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.

Ms. Stubblebine read the Authority's Public Participation Policy prior to any public comments being made. Ms. Sheila Perez then addressed the Board. She thanked the Authority for holding a meeting with City residents. Close to 100 people attended the meeting. She would like to see further action on the possible use of grants to provide off-street parking at homes. Mr. Profit said that no other parking authority has attempted to create new parking options like the Reading Parking Authority via its on-going Citywide Parking Relief program. He said there is no quick fix to the current parking issues but the Authority is committed to finding solutions.

Ms. Vializ addressed the Board. She said she is handicapped. Matos towed her vehicle from Penn St. and she has to pay \$800.00 plus the outstanding parking tickets to get her vehicle back. Mr. Profit told Ms. Vializ that the Authority will immediately contact her about this situation to see if it can be resolved.

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 September 28, 2021. Second by Ms. Colon. The minutes were unanimously adopted.

7) Approval of Accounts Payable.

Mr. McGrath presented the accounts payable for October 2021, which totaled \$721,442.20. The proposed payables were sent to the Authority's Board of Directors prior to the meeting. Mr. McGrath said that the payables were normal. He said that the two largest payments were Nathan's Contracting and the City of Reading. Mr. McGrath confirmed that Nathan's Contracting is paid once per month if it submits invoices for work it has completed. The Authority does not make multiple payments per month to Nathan's Contracting. Mr. Profit made a motion to approve the proposed payables for October 2021. Second by Mr. Eschleman. The motion passed unanimously.

8) General Solicitor Report.

a) 420 Spring Garden St.

Mr. Boyer presented Resolution 2021-10 to approve the Authority's purchase of 420 Spring Garden St. for the total amount of \$5,000.00. Mr. Profit made a motion to approve the Resolution. Second by Mr. Eschleman. The motion passed unanimously.

b) 633 Mulberry St.

Mr. Boyer presented Resolution 2021-11 to approve the Authority's purchase of 633 Mulberry St. for the total amount of \$3,000.00. Mr. Profit made a motion to approve the Resolution. Second by Mr. Eschleman. The motion passed unanimously.

c) BCTV proposal

Discussion regarding a proposal from BCTV was tabled.

9) Executive Director Report.

a) Construction update

Mr. Matz said that the on-going construction at the Authority's parking garages is on schedule. Weekend work at the Poplar & Walnut Garage is set to begin. The Garage will be shut down for two specific weekends. The Authority strategically chose weekends with no scheduled events to minimize the intrusion caused by the closure of the Garage.

b) Ordinance changes

Proposed changes to the City's current snow ordinance are being drafted for submission to City Council.

c) Events

The Reading Royals season has started. Games are well attended. The Authority worked with the Santander Arena on the Royals season and its opening. The Authority is the largest sponsor for the Royals this year.

d) Other matters

The Authority is planting 85 trees in conjunction with the Shade Tree Commission. Mr. Matz thanked Berks Nature, the Authority's maintenance employees and the City's Department of Public Works in assisting with tree planting.

10) Director of Finance Report & Administration Report

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

12) HR Report.

Danielle Reardon congratulated Mr. Matz on receiving the 40 Under 40 Award from the National Parking Association. The Award recognizes parking professionals under the age of 40 who make a difference in the parking or transportation industry.

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

None.

17) New Business

None.

18) Next Board Meeting

The next board meeting will be held on November 16, 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 6:10 p.m.