

READING PARKING AUTHORITY

Minutes of Reading Parking Authority Board Meeting – December 21, 2021

1) Meeting Called to Order.

The Reading Parking Authority's regular board meeting was called to order on December 21, 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*)

Maritza Colon, Secretary (*participated remotely*)

Keith Eschleman, Assistant Secretary/Assistant Treasurer

Others Present: Nathan L. Matz, Executive Director (*participated remotely*); 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. Eschleman made a motion to approve the minutes of the meeting held on November 22, 2021. Second by Mr. Laws. Upon a vote taken, the motion was unanimously approved.

7) Approval of Accounts Payable.

Mr. McGrath presented the accounts payable for December 2021, which totaled \$848,153.16. 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 December 2021. Second by Ms. Colon. Upon a vote taken, the motion was unanimously approved.

8) General Solicitor Report.

Mr. Profit called an executive session at 5:35 p.m. to discuss possible litigation and the purchase of real property. The executive session ended at 5:43 p.m. and the meeting returned to regular public session.

a) Spring Garden St. properties

b) Mulberry St. properties

Mr. Boyer presented Resolution 2021-12. It approves the filing of a Declaration of Taking in regard to the following properties: 422, 424, 426 and 436 Spring Garden Street as well as 627, 629 and 635 Mulberry Street. Mr. Boyer confirmed that the Authority already owns multiple properties at the Spring Garden Street and Mulberry Street locations to create new surface parking lots as part of the Authority's ongoing Citywide Parking Relief ("CPR") program that provides new parking options for City residents. The Spring Garden Street and Mulberry Street properties in question are needed to build the planned surface lots. Mr. Boyer said that each of the property owners were contacted multiple times with purchase offers but there was no response.

Mr. Profit said that the Authority tried very hard to avoid the use of eminent domain. Fair offers were made to the property owners with no response. The Authority needs to move forward with the CPR program to provide parking relief in the City.

Mr. Laws made a motion to approve Resolution 2021-12. Second by Mr. Eschleman. Upon a vote taken, the motion was unanimously approved.

9) Executive Director Report.

a) Construction update

Mr. Matz said that a construction status report with updates was provided by Desman Design Management and circulated to the Board prior to the meeting. Construction on the Repair and Preventative Maintenance of the Authority's Parking Garages should be completed in January 2022.

b) Ordinance changes

Mr. Matz said that the Authority had presented suggested revisions to the City's Snow Emergency Ordinance to the Administration for review and consideration. The Authority is waiting for a response from the Administration with a planned submission to City Council thereafter. The suggested revisions will help the Authority more effectively remove snow from the City's commercial core district. Mr. Profit confirmed that the Authority will use its resources to assist the City in snow removal to open the downtown as quickly as possible following a snow event.

c) Events

Mr. Matz reported that the Reading Royals have cancelled some games due to COVID-19 outbreaks. He also confirmed that the Authority distributed flyers for event patrons. The flyer provides options and education for exiting the parking garages after events. The flyer was handed out to patrons, sent via email and is available on the Authority's website.

Mr. Matz also said that the Authority is moving towards gateless systems at its garages. A gateless system has been installed at the 4th & Cherry Garage. The Authority is waiting for signage and pay-stations at the Garage before activating the new system. The Authority will look to install the gateless system at its other garages after this beta-test of the system at the 4th & Cherry Garage.

d) 430 S. Fourth St. property

Mr. Matz said that the Authority's current administrative office is not large enough to accommodate its operations. Mr. Profit also noted that the current office is not conducive to the public. The lobby is small. Mr. Matz said that only 4 people are allowed in the lobby at one time, which creates lines of people outside of the office.

Mr. Matz said that the Authority had reviewed the possible renovation of the maintenance facility at the South Penn Garage for use as administrative offices. However, the projected costs for the renovation were too high. The South Penn Garage renovation would have created an additional 2200 sq. ft. of space at a projected cost of \$1,400,000.00 without any contingencies and owner allowance. With those factors included, the cost could have been as high as \$2,000,000.00.

Mr. Matz said a possible solution has been found. The Authority has reviewed the use of the 430 S. Fourth St. property for its administrative office. The property has a building with 8000

sq. ft. The property is being offered at a sale price of \$900,000.00. The property has 54 off-street parking spaces and a drive through window that could accommodate after-hours payments. There is also a large basement that could be used for storage and an ATM machine that customers could use to make payments.

Mr. Boyer presented Resolution 2021-13 to approve the purchase of the 430 S. Fourth St. property by the Authority for a total cost of \$900,000.00. Mr. Profit made a motion to approve Resolution 2021-13. Second by Mr. Eschleman. Upon a vote taken, the motion was unanimously approved.

e) Upsafety statement of work

Mr. Matz presented a Statement of Work from Upsafety for the custom development of video evidence during the issuance of violations. Video recording will be available to parking enforcement officers to confirm double parking violations with each video automatically attached to the issued violation. Video storage for double parking violations will be provided by Upsafety at no charge. Storage fees would be charged for videos taken of different violations if the Authority expands the use of videos beyond double parking. The total cost for the project is \$43,050.00. Mr. Profit said that the use of video recording for double parking violations will assist the Authority in handling appeals. Mr. Matz said that Upsafety will credit some of the cost for the project back to the Authority if other parking authorities adopt the use of this video recording technology in their parking enforcement. Mr. Eschleman made a motion to approve the Upsafety statement of work. Second by Mr. Laws. Upon a vote taken, the motion was unanimously approved.

10) Director of Finance Report & Administration Report

a) November 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 confirmed that he provided the Authority's proposed 2022 budget to the Board at the November board meeting. Mr. Profit said that the 2022 budget provides increased monthly payments to the City, a grant program for City residents to create parking at their homes and continued funding for the CPR program to create new parking lots throughout the City to provide parking relief to City residents. The 2022 budget also includes the installation of gateless parking at the Authority's garages to improve event parking. Mr. Profit said that the Authority is planning significant improvements in 2022. Mr. Profit said that he was pleased with the budget and he asked for its approval. Mr. Eschleman made a motion to approve the Authority's 2022 budget. Second by Ms. Colon. Upon a vote taken, the motion was unanimously approved. Mr. Profit thanked Mr. McGrath for his good work and timeliness in preparing the 2022 budget.

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

None.

17) New Business

a) 2022 Board Meeting dates

Mr. Profit confirmed the proposed board meeting dates for 2022. Mr. Laws made a motion to approve the proposed 2022 board meeting dates. Second by Ms. Colon. Upon a vote taken, the motion was unanimously approved. Mr. Profit noted his desire to have future Authority meetings in person rather than remote.

18) Next Board Meeting

The next board meeting will be held on January 18, 2022, at 5:30 p.m. at the Reading Parking Authority. 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 6:09 p.m.