

READING PARKING AUTHORITY

Minutes of Reading Parking Authority Board Meeting – January 24, 2022

1) Meeting Called to Order.

The Reading Parking Authority's regular board meeting was called to order on January 24, 2022, 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, Treasurer/Assistant Secretary (*participated remotely*)

Others Present: Nathan L. Matz, Executive Director; Michael McGrath, Director of Finance; Bart Ganster, Director of Operations; Kristen Stubblebine, Communications & Special Project Manager; Claudia Hurwitz, Executive Assistant; Mahlon J. Boyer, Esquire, General Solicitor; and Danielle Reardon, Paragon Consulting.

2) Pledge of Allegiance.

3) Moment of Silence.

4) Reorganization.

Mr. Profit announced that Julia Domena had issued a letter of resignation as a board member of the Authority prior to the meeting. Mr. Profit made a motion to accept her resignation. Second by Mr. Eschleman. The motion passed unanimously.

Mr. Profit then turned over conduct of the meeting to Mr. Boyer for the Board reorganization and for the engagement of professionals and consultants.

Mr. Boyer asked for nominations for officers of the Authority Board for 2022. Mr. Laws made a motion to elect the following Board Members to the following offices for 2022: Chairperson – Timothy J. Profit; Vice Chairperson – Daniel Laws; Secretary – Maritza Colon; Treasurer/Assistant Secretary - Keith Eschleman. That motion was seconded by Ms. Colon. No other nominations were made, and Mr. Boyer called for a vote on the motion. The motion passed unanimously.

Mr. Boyer confirmed that the consultants and professionals engaged by the Authority in 2021 were: Solicitor - Bingaman Hess; Consulting Engineer – McCarthy Engineering; Auditor – Herbein & Company; and Human Resources Consultant – Paragon Consulting. Mr. Profit made a motion to engage the same consultants and professionals for 2022. Second by Mr. Laws. The motion passed unanimously.

Mr. Boyer then returned conduct of the meeting to Mr. Profit.

5) 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.

6) Public Comment.

There was no public comment.

7) 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, Ms. Colon made a motion to approve the minutes of the meeting held on December 21, 2021. Second by Mr. Laws. The motion passed unanimously.

8) Approval of Accounts Payable.

Mr. McGrath presented the accounts payable for January 2022, which totaled \$1,177,154.95. The proposed payables were sent to the Authority’s Board of Directors prior to the meeting. Ms. Colon made a motion to approve the proposed payables for January 2022. Second by Mr. Laws. The motion passed unanimously.

9) General Solicitor Report.

There was no report from Mr. Boyer.

10) Executive Director Report.

a) Construction update

Mr. Matz confirmed that a construction status report from Desman was issued to the Board Members for their review prior to the meeting. Other than continuing work on the garage elevators, the garage construction project is scheduled to end in February 2022.

b) Ordinance changes

Revisions to the City's Snow Emergency Ordinance were submitted to City Council for review. The revisions were based on input from Council. The revised ordinance will be advertised and then considered by Council for approval.

Mr. Matz also confirmed that he is working with the Solicitor and McCarthy Engineering in regard to possible zoning changes for the new surface lots the Authority is constructing.

c) Events

Mr. Matz said there were multiple event cancellations due to COVID and weather events.

d) Citywide Parking Relief (CPR)

Mr. Matz said that an update regarding the CPR program was distributed to the board members prior to the meeting. The Authority continues to review potential properties for use as surface lots to bring much needed parking relief to City residents.

11) Director of Finance Report & Administration Report

Mr. McGrath confirmed that a December Financial Statement was issued to the Board for their review prior to the meeting. It also contained year-end statements for the Authority. The Board posed no questions in regard to his report.

12) 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.

13) HR Report.

There was no report from Ms. Reardon.

14) 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.

15) 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.

16) Board Member reports

There were no reports.

17) Old Business

None.

18) New Business

None.

19) Next Board Meeting

The next board meeting will be held on February 15, 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.

20) 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 5:44 p.m.