

READING PARKING AUTHORITY

**Minutes of Reading Parking Authority
Board Meeting – March 15, 2022**

1) Meeting Called to Order.

The Reading Parking Authority’s regular board meeting was called to order on March 15, 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.

Individuals Present

RPA Board Members:

Timothy J. Profit, Chairperson

Daniel Laws, Vice-Chairperson

Maritza Colon, Secretary

Keith Eschleman, Treasurer/Assistant Secretary

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

2) Pledge of Allegiance.

3) Moment of Silence.

4) Roll Call.

A roll call to confirm all individuals present for the meeting 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 February 15, 2022. Second by Ms. Colon. The motion passed unanimously.

7) Approval of Accounts Payable.

Mr. McGrath presented the accounts payable for March 2022, which totaled \$697,133.51. The proposed payables were sent to the Authority's Board of Directors prior to the meeting. Mr. Laws made a motion to approve the proposed payables. Second by Mr. Eschleman. The motion passed unanimously.

8) General Solicitor Report.

Discussion of a proposal from Olsen Design Group was tabled. Discussion of Resolution 2022-2 to grant PennDOT a temporary construction easement at 954 N. 10th Street was tabled.

9) Executive Director Report.

a) Construction update

Mr. Matz presented the final change order for the parking garage construction project in the amount of \$114,574.24. Among other things, the change order includes some final capstone flashing work that has to be completed at the 4th & Cherry parking garage. Mr. Profit made a motion to approve the change order. Second by Mr. Laws. The motion passed unanimously.

b) Ordinance changes

Mr. Matz said that the City approved some changes to its Snow Emergency Ordinance in February at the request of the Authority. He also said that the City changed the enforcement times for meters. Meters will only be enforced after 6:00 p.m. during the week and from 8:00 a.m. – 2:00 p.m. on Saturday. There will be no meter enforcement on Sunday. The City also discontinued event pricing for meters although the Authority had already stopped doing so. Mr. Profit noted his concern for businesses on Penn Street that need customer parking, which may be negatively effected by the lack of meter enforcement after 2:00 pm on Saturday. He suggested extension of the enforcement time to 5:00 pm.

Mr. Matz confirmed that the Authority had completed its recommendations to the City for zoning ordinance changes. These changes will permit the Authority to more easily provide parking lots throughout the City for use by residents. The zoning ordinance changes were the result of cooperative work between the Authority's staff, its solicitor and engineer, and Desman Design Management.

c) Events

Mr. Matz said that Jazz Fest will start soon. It will take place over 10 days. On April 2, there will be sold out events at the Arena, the Miller Center, the Performing Arts Center and the DoubleTree Hotel. There are roughly 10,000 event tickets sold for these events. It will be the Authority's biggest event night of the year. The next largest event is Winter Jam, which is scheduled to take place this week. The Authority is taking necessary action to meet the needs of these events.

Mr. Matz said there is new event pricing for community events. This is the result of collaboration between the City Administration, City Council and the Authority.

d) Citywide Parking Relief (CPR)

Mr. Matz said that the Authority is working at numerous properties across the City to build surface parking lots to relieve the parking crisis. The Authority is working at over 20 different locations.

e) Berks Arts Sponsorship

Mr. Matz said the Authority is going to continue its ongoing partnership with the Berks Arts Council for Jazz Fest. The Arts Council had noted a concern to the Authority about the cost for volunteer parking that is estimated at \$30,000.00. To alleviate this concern, the Authority proposes to be a Jazz Guarantor Sponsor for \$25,000.00 with a further cash commitment of \$5,000.00. Mr. Matz said that he spoke to the Authority solicitor to confirm the sponsorship meets the requirements of the Parking Authority Law. Mr. Profit confirmed his support for the proposed sponsorship as a means of ensuring Jazz Fest stays in the City. Mr. Profit made a motion to approve the proposed sponsorship at a total cost of \$30,000.00. Second by Ms. Colon. The motion passed unanimously.

f) First Friday Sponsorship

Mr. Matz said that the City will again hold its First Friday Downtown Block Party in 2022. The events are free to the public with live music, food trucks and other activities. The first block party in 2022 is scheduled for Friday, April 1. Free parking will be available in some of the Authority's parking garages because this is a City event. The Authority is proposing to be a Title Sponsor for the First Friday events at a total cost of \$15,000.00. Mr. Profit said that the Authority's sponsorship would help the City and support the downtown. Mr. Eschleman made a motion to approve the Authority's payment of \$15,000.00 to be a Title Sponsor. Second by Mr. Laws. The motion passed unanimously.

10) Director of Finance Report & Administration Report

Mr. McGrath confirmed that a February Financial Statement was issued to the Board for their review prior to the meeting. He said that the Authority had a positive month with expenses in line with budget. The Board posed no questions in regard to the financial report, but Mr. Profit

noted his appreciation to Mr. McGrath, Mr. Ganster and the Authority staff for their continuing work at the Authority and its dramatic turnaround over the past few years.

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

None.

18) Next Board Meeting

The next board meeting will be held on April 19, 2022, at 5:30 p.m. at the Reading Parking Authority.

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 6:19 p.m.