

READING PARKING AUTHORITY

Minutes of Reading Parking Authority Board Meeting – August 23, 2022

1) Meeting Called to Order.

The Reading Parking Authority's regular board meeting was called to order on August 23, 2022, at 5:40 p.m. by Timothy J. Profit, Chairman. It was held at the Reading Parking Authority, 613 Franklin Street, Reading, PA 19602, pursuant to notice published and posted according to law.

2) Pledge of Allegiance.

3) Moment of Silence.

4) Roll Call.

A roll call to confirm all individuals present for the meeting was taken. The following individuals were present for the meeting:

RPA Board Members: Timothy J. Profit, Chairman; Daniel Laws, Vice-Chairman; Maritza Colon, Secretary and 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.

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. Mr. Laws made a motion to approve the minutes of the meeting held on July 19, 2022. Second by Mr. Eschleman. The motion passed unanimously.

7) Approval of Accounts Payable.

Mr. McGrath presented the accounts payable for 7/16/22 – 8/17/22, which totaled \$1,328,823.55. Mr. Eschleman made a motion to approve the proposed payables. Second by Mr. Laws. The motion passed unanimously.

8) General Solicitor Report.

a) Herbein Audit

At the July Board Meeting, Herbein & Company presented its audit of the Authority's 2021 financial statements. Board members were given an opportunity to review Herbein's report following that meeting. There being no questions nor comments posed by the Board, Mr. Profit made a motion to approve Herbein's audit report. Second by Mr. Eschleman. The motion passed unanimously.

b) Royals/Santander Agreement

Mr. Boyer presented a proposed sponsorship agreement between the Authority, the Santander Arena and the Reading Royals. Mr. Profit said the agreement meets the Authority's goals in promoting downtown businesses and, in turn, parking in the downtown area. The Authority has previously sponsored the Arena and the Royals. Mr. Profit made a motion to approve the agreement. Second by Mr. Eschleman. The motion passed unanimously.

c) Reading Elevator – Owner Allowance

Mr. Boyer confirmed the Authority's request to amend its current agreement with Reading Elevator to include a ten percent (10%) owner's allowance. The Board had previously approved the retention of Reading Elevator for the modernization of the elevators in the Authority's parking garages. Mr. Profit made a motion to amend the Reading Elevator agreement to include a ten percent (10%) owner's allowance. Second by Mr. Eschleman. The motion passed unanimously.

d) Ratification of Retention of Boyer & Ritter

Mr. Boyer confirmed that the Board had by consensus previously approved the retention of Boyer & Ritter to perform a forensic audit for the Authority. Mr. Laws made a motion to ratify the retention of Boyer & Ritter. Second by Ms. Colon. The motion passed unanimously.

9) Executive Director Report.

a) Ordinance changes

Mr. Matz said that he is going to appear before City Council on September 6, 2022. He also said that the provisional line striping to create parking stalls is going well. The line striping began on July 11, 2022. With twice-per-day checks, the Authority has only issued 71 violations for individuals parked over the lines. Mr. Profit said that he has received numerous requests for the parking stalls in other areas of the City.

Mr. Matz said that the Authority submitted multiple zoning applications for properties it wants to use as parking lots. To date, there has been no response. Mr. Profit said that the City has a parking crisis that needs to be addressed. He also said that the Authority should be involved with decisions regarding parking in the City.

Mr. Matz said that he met with the City regarding the use by residents of their backyards for parking. The City may commit \$1,000,000.00 towards the project. The project may carry a high administrative cost. Mr. Profit said that the City should first focus on flat lots that do not require significant grading or retention walls. The focus should also be in areas that have a greater need for parking.

b) Events

There were only a few downtown events in August.

c) Citywide Parking Relief (CPR)

The Authority is working on its new parking lot in the 900 block of Penn Street. The Authority is leasing the property from the City. The Authority is trenching for lighting, it has ordered light poles, it is cutting trees and it is waiting for millings to place on the lot.

The placement of millings at the Authority's 411 S. 3rd St. lot is 75% complete. The millings placement has stalled while RAWA waits for new millings. By consensus, the Board approved the Authority's purchase of millings to complete the lot.

d) Reading Housing Authority

Mr. Matz said that Mr. Boyer is drafting a proposed lease between the Parking Authority and the Housing Authority. Also, current calculations suggest that adding parking stalls via line striping in Glenside will create an additional 65 on-street parking spaces.

Discussions to add an additional parking lot in Glenside are ongoing. Rather than build a new parking lot towards the end of the development, the focus has now changed to a possible parking lot next to the existing ones. This could potentially create 50 additional parking spaces.

e) Velocity Update

The project start date is September 14, 2022 with a go live date on October 1, 2022. ParkMobile will have to be used during the installation process.

f) Commercial Core On-Street Parking

The Authority is continuing to work with the City and PennDOT to create parking on both sides of the street in certain blocks in the Commercial Core. PennDOT has already approved the two-sided parking in some blocks.

10) Director of Finance

a) Finance & Administration Report

Mr. McGrath confirmed that a Financial Statement was issued to the Authority's Board of Directors prior to the meeting. The Board posed no questions in regard to the Financial Statement.

b) Omega Systems Agreement

Mr. McGrath presented an IT services agreement between Omega Systems and the Authority. It is a five-year agreement. Omega is the Authority's current IT provider. There will initially be an increase of roughly \$2,000/month, but that cost will diminish as the Authority retires servers and moves to a cloud-based system. It will take roughly one-year to retire the servers at which point the monthly cost will be almost identical to the current cost under the old contract. Mr. Profit made a motion to approve the IT services agreement with Omega. Second by Mr. Eschleman. The motion passed unanimously.

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.

No report.

13) Office Administration Report

Cindy Sanzo and Judi Badillo 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 September 20, 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 6:42 p.m.