

READING PARKING AUTHORITY

Minutes of Reading Parking Authority Board Meeting – December 20, 2022

1) Meeting Called to Order.

The Reading Parking Authority's regular board meeting was called to order on December 20, 2022, at 12:09 p.m. by Daniel Laws, Vice-Chairman. It was held at the Reading Parking Authority, 430 S. 4th 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; and Keith Eschleman, Treasurer/Assistant Secretary.

Others Present: Nathan L. Matz, Executive Director; Bart Ganster, Director of Operations; Kari Bollinger, Finance Director; Claudia Hurwitz, Executive Assistant; Mahlon J. Boyer, Esquire, General Solicitor; and Larisa Jack, 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. Eschleman made a motion to approve the minutes of the meeting held on November 15, 2022. Second by Mr. Laws. The motion passed unanimously.

7) Approval of Accounts Payable.

The accounts payable for 11/12/22 – 12/16/22, in the total amount of \$944,231.22, were presented to the Board. Mr. Laws made a motion to approve the proposed payables. Second by Mr. Profit. The motion passed unanimously.

8) General Solicitor Report.

a) Resolution 2022-11: PMHIC

Mr. Boyer presented Resolution 2022-11. The resolution would approve the Authority's membership in the Pennsylvania Municipal Health Insurance Cooperative ("PMHIC"). PMHIC is a cooperative comprised of municipal authorities. PMHIC purchases employee benefits for the municipal authorities. It is meant to reduce the cost of the benefits. There are normally lower annual increases in the cost of the benefits with increases capped at 20%. The Authority would have to remain a member of the cooperative for 3 years or pay a penalty to leave early.

Mr. Profit cautioned that membership in PMHIC would cause the Authority to lose its power to negotiate directly with healthcare companies. The Board requested more information regarding the Authority's current healthcare costs, the increases that have occurred over the past 3 years and the other offers that were made for the Authority's healthcare benefits in 2023. A decision on Resolution 2022-11 was tabled pending a review of more information.

b) Berks County Parking Agreement

Mr. Boyer presented a proposed agreement between the Authority and Berks County. It has a 5-year term for 360 parking spaces at \$87.00 per space for parking at the Reed & Court Garage and the Poplar & Walnut Garage. The price per space would not increase during the term. Berks County requested its ability to reduce the number of parking spaces every six months upon 30 days notice. After discussion held, Mr. Laws made a motion to approve the agreement but the County will only be permitted to request a reduction in the number of parking spaces on an annual basis with a maximum decrease of 10% of the number of rented spaces. Second by Mr. Profit. The motion passed unanimously.

c) WiseSight Agreement

Mr. Boyer presented a proposed agreement with WiseSight. Pursuant to the agreement, WiseSight will provide off-street camera enforcement at the Authority's surface lot at 644 Penn St. There will be a 90-day trial of the system. At the end of the trial period, the Authority will have the choice to keep the system or reject it. If the system is kept, the agreement will start a 3-year term with fixed pricing. The Authority will have the right to cancel the agreement during the term after the first year upon 90 days notice. If the system is rejected, WiseSight will remove its hardware at its cost and the agreement will end. Mr. Laws made a motion to approve the agreement. Second by Mr. Eschleman. The motion passed unanimously.

d) R&R Fish Parking Agreements

Mr. Boyer presented two Parking Facilities Agreements with R&R Fish, LLC, the current owner of 522-524 and 527-529 Court Street. Pursuant to the Agreements, the Authority will provide a combined total of 65 non-reserved residential parking spaces at the Reed & Court Garage. R&R Fish will be required to pay for the parking spaces on a monthly basis once a certificate of occupancy is issued for its Court Street properties. R&R Fish or subsequent owners

of the property will be required to pay for the parking spaces until the use of the property ends. Mr. Profit made a motion to approve the Agreements. Second by Mr. Laws. The motion passed unanimously.

e) Madison 2020, LLC – terminate agreement

Mr. Boyer confirmed that Madison 2020, LLC and the Authority had an agreement dating back to 2020. It reserved 79 parking spaces for Madison at the Chiarelli Parking Garage at a cost of \$8,000.00 per year. Madison needed the parking spaces to comply with zoning for its property at 400 Washington St.

Madison did not make any of the annual payments, with a balance of \$24,000.00 owed to the Authority. Mr. Boyer contacted Madison in writing on multiple occasions regarding the balance owed and suggesting discussions of a new agreement if Madison wanted to. Madison did not contact Mr. Boyer. He therefore issued a 10-day notice to cure due to Madison's failure to pay the balance owed. Madison did not make the required payment. Therefore, Mr. Boyer suggested a termination of the agreement. Mr. Eschleman made a motion to terminate the agreement between the Authority and Madison. Second by Mr. Laws. The motion passed unanimously.

f) Withdrawal of OOR Appeal

The Board had by consensus given Mr. Boyer authority to withdraw a pending appeal of the Office of Open Records decision that granted in part an appeal filed by Wally Scott. Mr. Eschleman made a motion to ratify the withdrawal of the appeal. Second by Mr. Profit. The motion passed unanimously.

9) Executive Director Report

a) Ordinance changes

Mr. Matz said that he appeared before City Council to discuss no parking signs and enforcement. The 7:00 a.m. start time for Authority enforcement of no parking signs was discussed with Council. The Authority will continue with this start time. Mr. Matz is scheduled to appear before City Council again on January 3, 2023. He will discuss line-striping and the expansion of on-street parking in the Commercial Core at that time.

Mr. Matz confirmed that Mayor Moran introduced an ordinance to Council on December 19, 2022 to make Cotton Street one-way traffic to add over 150 on-street parking spaces. The ordinance can be voted on by Council at its January 9, 2023 meeting.

Mr. Matz met with the City's consultant to discuss some proposed changes to the City's zoning ordinance. The City is supportive of some of the changes but opposed to others. Discussions with the City regarding these changes will continue.

b) Events

Mr. Matz said that the gateless systems installed at some of the Authority's parking garages are working well. The Authority is planning to install the gateless system at more of its parking garages in April 2023. The Authority has been working with the DoubleTree to install kiosks in the hotel for use by patrons. T2 was able to lower the transaction time at the kiosks from 60 seconds to 16 seconds to assist the hotel with highly attended events.

The Authority is continuing to work on Reserved VIP parking for events. It is going well. Reserved VIP parking is double the normal event rate. The Authority is going to market this parking for events.

c) Citywide Parking Relief (CPR)

Mr. Matz confirmed that he and Mr. Boyer recently attended zoning appeal hearings in regard to the surface lots at 625 McKnight St. and 1200 N. 10th St. Mr. Matz said that the hearing for 625 McKnight St. went well, and the variances will be granted. He said there were some business owner complaints about 1200 N. 10th St. because 3 on-street parking spaces will be lost. However, the proposed lot has 9 parking spaces so there is still a net gain of 6 spaces in this area. Mr. Boyer said that the Zoning Hearing Board may put conditions on its approval of the variances for 1200 N. 10th St. to accommodate the business owners and to provide some guarantee to them for parking availability at the lot. Decisions in both appeals will be issued in January.

d) Reading Housing Authority

The signs for installation in Glenside are done and ready for pickup. The Authority is continuing to work on the proposed off-street parking area.

e) Velocity Update

There are no issues to report on the gateless systems currently installed at 4 of the Authority's parking garages.

f) Parking Expansion

The Authority is continuing to work with the City on expanded on-street parking in the Commercial Core. Mayor Moran may present the expanded parking in January.

g) 2023 Meeting Dates

The Board reviewed the proposed meeting dates for 2023. The board meetings will begin at 12:00 p.m. and will take place at the Parking Authority's office at 430 S. 4th Street. Mr. Eschleman made a motion to approve the proposed meeting dates. Second by Mr. Laws. The motion passed unanimously.

h) 2023 Budget

The Board reviewed the Authority's proposed budget for 2023. The draft budget was circulated to the Board at its November meeting. Mr. Matz confirmed that there were no major changes in the proposed budget since the November meeting. Mr. Eschleman made a motion to approve the budget. Second by Mr. Laws. The motion passed unanimously.

10) Finance Report

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.

11) Director of Operations Report

An Operations Report was submitted to the Authority's Board of Directors prior to the meeting. Mr. Ganster confirmed that work on the roof replacement at the 430 S. 4th Street office is underway and scheduled to be done by December 31, 2022. The Authority hopes to complete all renovations at the 430 S. 4th Street office by March 31, 2023. The deadline for completion is weather dependent.

12) HR Report.

There was no report.

13) Office Administration Report

An Office Administration Report was submitted to the Authority's Board of Directors prior to the meeting. The Board posed no questions in regard to the report.

14) Communications & Special Projects Report

A Communications and Special Projects Report was submitted to the Authority's Board of Directors prior to the meeting. The Board posed no questions in regard to the report.

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 January 17, 2023, at 12:00 p.m. at the Reading Parking Authority, 430 S. 4th St., Reading, PA 19602. Notice to the public to confirm the date and new time of the meeting will be published.

19) Adjourn.

Mr. Laws 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 1:11 p.m.