

## READING PARKING AUTHORITY

### **Minutes of Reading Parking Authority Board Meeting – July 19, 2022**

1) Meeting Called to Order.

The Reading Parking Authority's regular board meeting was called to order on July 19, 2022, at 5:30 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; and Maritza Colon, 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 Larisa Jack, Paragon Consulting.

5) Public Comment.

There was no public comment.

6) Employee Recognition.

Jessica Sanchez, Bernard Berroa, and Luis Torres, members of the Authority's Public Safety Division, were recognized for their actions on July 1, 2022, in detaining a carjacker who attempted to steal a vehicle following a Dreamcatcher concert at the Santander Arena. They were able to detain the carjacker until the Reading Police arrived on the scene. Mr. Profit thanked them for their actions and said that they went above and beyond expectations. Mr. Matz said that this encounter was only one example of their excellent work.

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. Mr. Laws made a motion to approve the minutes of the meeting held on May 17, 2022. Second by Ms. Colon. The motion passed unanimously.

8) Approval of Accounts Payable.

Mr. McGrath presented the accounts payable for 5/14/22 – 7/15/22, which totaled \$1,584,768.65. The Board did not hold a meeting in June so the payables represented roughly two months of time. Mr. Laws made a motion to approve the proposed payables. Second by Ms. Colon. The motion passed unanimously.

9) General Solicitor Report.

a) 900 Penn St. Lease

Mr. Boyer presented a proposed Lease Agreement with the City. Pursuant to its terms, the Authority would lease the City's properties at 924 – 932 ½ Streets for use as a parking lot. Mr. Boyer noted that the City has already approved the Lease Agreement. Mr. Profit made a motion to approve the Lease Agreement. Second by Ms. Colon. The motion passed unanimously. Mr. Matz said that the City is going to install lighting at this parking lot and RAWA is going to provide millings for use at the lot.

b) 800 Eckert St. Resolution

Mr. Boyer presented Resolution 2022-6, which proposes the Authority's purchase of the real property at 800 Eckert St. for the total amount of \$100,000.00. The property would be purchased as part of the ongoing Citywide Parking Relief Program to bring parking relief to the residents of the City. Mr. Profit noted that this particular area of the City has a large need for parking and confirmed with Mr. Matz that the proposed lot will provide 133 parking spaces. Mr. Profit made a motion to approve Resolution 2022-6. Second by Mr. Laws. The motion passed unanimously.

c) City MOU (radios)

Mr. Boyer presented a proposed Memorandum of Understanding between the City and the Authority for the provision of radios to the Authority. The Authority will pay the licensing and programming costs totaling \$1,632.00 for the radios. Mr. Profit made a motion to approve the Memorandum of Understanding. Second by Ms. Colon. The motion passed unanimously.

d) WFMZ Agreement

Mr. Boyer presented a proposed Trade Agreement between the Authority and WFMZ-TV. The Trade Agreement has a 5-year term that starts on January 1, 2023. WFMZ-TV will trade its marketing and advertising services totaling \$36,925.00 per year to the Authority for 25 parking spaces at the 2<sup>nd</sup> & Washington Parking Garage. Mr. Profit made a motion to approve the Trade Agreement. Second by Mr. Laws. The motion passed unanimously.

e) Towing Contractor RFP

Mr. Profit said he wants the Authority to hire its own contractor rather than use the City's towing contractor. He wants the Authority to have a written contract that fixes the amounts paid to the contractor and puts all terms and conditions in writing. Mr. Profit made a motion to authorize Mr. Boyer to develop and issue an RFP to advertise and hire a towing contractor for the Authority. Second by Mr. Laws. The motion passed unanimously.

f) T2 Systems

Mr. Profit made a motion to amend the July 19, 2022 Meeting Agenda to include the requested approval of an amendment to the existing contract with T2 Systems for its installation of gateless systems at the Authority's parking garages. Second by Ms. Colon. The motion passed unanimously.

Mr. Boyer advised the Board that T2 is requesting an amendment to its existing contract with the Authority. T2 conducted a site visit and confirmed that an amendment to its contract was needed due to additional materials and work that is necessary at some of the Authority's parking garages. Mr. Profit made a motion to approve the contract amendment to increase the total project cost to \$669,365.00. Second by Ms. Colon. The motion passed unanimously.

10) Executive Director Report.

Mr. Matz said that the Gateless Velocity Project is moving forward. The Authority is waiting for hardware to arrive. Phase 1 is scheduled to be installed and go live by 9/15/22.

Mr. Matz said that he recently met with PennDOT to discuss an expansion of on-street parking spaces in the City's Commercial Core by allowing parking on both sides of the street in certain blocks. After initial opposition, PennDOT is cooperating with the Authority to allow parking on both sides of the street in certain areas. However, PennDOT will not allow parking on both sides of Washington St. The proposed spaces will be metered.

a) Ordinance changes

The line striping pilot program is receiving positive feedback from City residents. The Authority has received numerous, positive emails regarding the program.

b) Events

Mr. Matz is meeting with the Royals and the Santander Arena regarding a possible sponsorship agreement moving forward.

c) Citywide Parking Relief (CPR)

Mr. Matz confirmed ongoing difficulty in completing the CPR parking lots due to City zoning restrictions and delayed approvals. Mr. Profit said that the City needs to take the parking

crisis seriously. The City is not showing an urgency to resolve the crisis. The City recently voted to stop the proposed transfer of the 513 S. 14 ½ St. (East Reading Pool) property to the Authority for use as a parking lot. Mr. Profit noted that area of the City is in need of available parking.

Mr. Matz said that work is continuing at 411 S. 3<sup>rd</sup> St. RAWA is tearing out the topsoil and it is providing millings for the lot. The work is about 75% complete. There will be 44 new parking spaces at this lot. RAWA is only charging its costs to the Authority and the Authority is saving money as a result.

d) Marketing – Agency 345

Mr. Matz presented a proposal from Agency 345 to provide public information and website services to the Authority. The services would focus on public education, special events, website optimization and would be meant to combat misinformation about the Authority. Upon discussion by the Board, it was agreed that the proposed marketing services would be obtained via an RFP. The Board instructed Mr. Boyer to develop and issue an RFP for the required services.

e) Fire Hydrant ticketing and towing

The Board discussed the current fire hydrant enforcement. Enforcement by the Parking Authority alone would be preferred. At present, the Reading Police Department is also enforcing fire hydrant violations. The fine plus towing for fire hydrant violations totals \$480.00, which the Board considers egregious.

f) Reading Housing Authority

Mr. Matz confirmed that he has had multiple meetings with the Reading Housing Authority. There was a recent meeting with approximately 150 Glenside residents in attendance. Mr. Matz said that Glenside has 502 housing units with only 317 available parking spaces. The Housing Authority is asking for the Parking Authority's assistance with parking.

One idea is to allow parking on both sides of Avenue A and Avenue B. This will add roughly 65 parking spaces and the only cost is paint. Another idea is Authority enforcement of the Housing Authority's existing parking lots. Residents would pay for reserved parking. The Housing Authority would provide maintenance and snow removal. The Parking Authority would paint stripes in the lots. A revenue share between the Parking Authority and the Housing Authority will be discussed.

The Authority has asked McCarthy Engineering to conduct a survey of the Glenside area and to propose possible parking solutions. McCarthy has discovered some property that could be used as a parking lot. The projected cost to create the lot is approximately \$200,000.00. A long-term lease between the Parking Authority and the Housing Authority would be needed. The lot could possibly accommodate 48 parking spaces. It was the consensus of the Board that any lease with the Housing Authority for this lot should permit the Parking Authority to recoup its costs to develop the lot because the Housing Authority will continue to own it. Mr. Matz suggested that a lease term of at least 10 years would likely be needed to accomplish this.

g) Public Safety Division

Mr. Matz confirmed that the Authority's Public Safety Division was doing a great job. He commended Mr. Ganster and the Public Safety Division team for their ongoing work. He noted the creation of a video for BCTV that highlights the work they are doing.

11) 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) 2021 Financial Audit – Herbein & Company

Megan Thompson and Linda Himeback from Herbein & Company appeared before the Board to discuss Herbein's audit of the financial statements of the Authority for the year ended December 31, 2021. Mr. Profit thanked Ms. Thompson and Ms. Himeback for their review. He said the Board would review the information presented.

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.

a) Union Contract

Larisa Jack from Paragon Consulting appeared before the Board via Zoom to discuss the proposed agreement between the Authority and AFSCME, District Council 88. The proposed agreement has an effective start date of January 1, 2022, with a term of three years. Mr. Matz confirmed that AFSCME has approved the proposed agreement. He said the agreement is similar to the one the City approved with AFSCME. After discussion of the proposed terms, Mr. Profit made a motion to approve the agreement. Second by Mr. Laws. The motion passed unanimously.

14) 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.

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 August 16, 2022, at 5:30 p.m. at the Reading Parking Authority.

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 6:44 p.m.