

## READING PARKING AUTHORITY

### **Minutes of Reading Parking Authority Board Meeting – May 17, 2022**

1) Meeting Called to Order.

The Reading Parking Authority's regular board meeting was called to order on May 17, 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.

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, Chairperson; Daniel Laws, Vice-Chairperson; 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. Eschleman made a motion to approve the minutes of the meeting held on April 19, 2022, with a revision to confirm the Greater Reading Chamber Alliance ("GRCA") will pay the Authority \$150.00 for the Penn Street Market season, not weekly, pursuant to a Memorandum of Understanding between the GRCA and the Authority. Second by Mr. Laws. The motion passed unanimously.

7) Approval of Accounts Payable.

Mr. McGrath presented the accounts payable for 4/15/22 – 5/13/22, which totaled \$1,924,248.10. The proposed payables were sent to the Authority's Board of Directors prior to the meeting. Mr. McGrath said that the proposed payables included a payment to purchase the Riverfront Credit Union property and two payments to the City of Reading totaling \$293,500.00.

Mr. Eschleman made a motion to approve the proposed payables. Second by Ms. Colon. The motion passed unanimously. Mr. Profit recused himself from voting on payments made to Savage 61 Chrysler Dodge and Savage Kia.

8) General Solicitor Report.

a) Resolution 2022-5

Mr. Boyer presented Resolution 2022-5 to the Board. The resolution increases the amount of a check that the Authority's Executive Director and Director of Finance are permitted to issue from \$1,000.00 to \$10,000.00. Any amounts higher than \$10,000.00 have to be approved by the Board prior to issuance. No matter the amount, all payments issued by the Executive Director and the Director of Finance have to be listed and presented to the Board each month. Mr. Profit made a motion to approve the resolution. Second by Mr. Eschleman. The motion passed unanimously.

9) Executive Director Report.

a) Ordinance changes

Mr. Matz said that City Council recently approved an increase of the fire hydrant fine from \$100 to \$200. He said that the location of fire hydrants will be marked in the lane of travel on some City streets. These markings will be made in conjunction with the marking of parking stalls, which was approved as a pilot program on 31 blocks in the City.

Mr. Matz also confirmed that City Council recently approved revisions to Part 8 of the City's parking ordinances. The revisions were prepared by the Authority and submitted to the City to update the statutory language and to remove portions of the ordinances that were no longer applicable such as the issuance of criminal penalties for parking violations.

b) Events

Mr. Matz said that work on the installation of gateless parking will begin in September at three of the Authority's parking garages that handle event parking. The Authority's 4<sup>th</sup> & Cherry garage is the only one that presently has gateless parking.

c) Citywide Parking Relief (CPR)

Mr. Matz said that City Council may take action on the transfer of the East Reading Pool property to the Authority for use as a parking lot.

d) Architectural Services Proposal

Mr. Matz said that work has begun at the former Riverfront Credit Union property to prepare it for use as the Authority's new administration office. The Authority is performing some of the rehabilitation work, such as painting, to decrease the cost of the project. Mr. Profit asked when the Authority can move into the property. Mr. Matz said that he could not provide a fixed

date because the property has to undergo an architectural and engineering review and assessment. The building's roof will need to be replaced. A recent review of the roof revealed multiple leaks.

Mr. Matz presented an Architectural Services Proposal from Olsen Design Group for services related to the renovation construction at the former Riverfront Credit Union property. The total fixed fee cost for Olsen's work is \$26,320.00, which includes schematic design, design development and construction documents; bid, review and award of contracts; as well as construction observation and contract administration. Mr. Eschleman made a motion to approve the retention of Olsen Design Group pursuant to the proposal terms. Second by Ms. Colon. The motion passed unanimously.

e) MEP Proposal

Mr. Matz presented a proposal from McCarthy Engineering Associates, Inc. to perform mechanical, plumbing, fire protection and electrical engineering and design services for the former Riverfront Credit Union property to prepare it for use as the Authority's new administration office. The total fixed fee cost for the design and construction administration phases of the project is \$39,500.00. Mr. Eschleman made a motion to approve the retention of McCarthy Engineering Associates, Inc. pursuant to the proposal terms. Second by Ms. Colon. The motion passed unanimously.

10) Director of Finance Report & Administration Report

Mr. McGrath confirmed that an April 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. Mr. McGrath said that event revenue in April was the highest he had seen in his tenure and included larger events like Jazz Fest and concerts that included Breaking Benjamin and Slipknot. Mr. McGrath noted that the audit of the Authority's 2021 financials is ongoing. The audit report should be ready for presentation at the June board meeting.

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. No action was taken on the union contract.

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 June 21, 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 5:54 p.m.