

## READING PARKING AUTHORITY

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

1) Meeting Called to Order.

The Reading Parking Authority's regular board meeting was called to order on November 15, 2022, at 12:00 p.m. by Timothy J. Profit, Chairman. It was held at the Reading Parking Authority, 430 S. 4<sup>th</sup> 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; 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. Laws made a motion to approve the minutes of the meeting held on October 25, 2022. Second by Mr. Eschleman. The motion passed unanimously.

7) Approval of Accounts Payable.

The accounts payable for 10/15/22 – 11/11/22, in the total amount of \$853,342.73, were presented to the Board. Mr. Laws made a motion to approve the proposed payables. Second by Mr. Eschleman. The motion passed unanimously.

8) General Solicitor Report.

a) Resolution 2022-7: Spring Garden/Mulberry St. properties

Mr. Boyer presented Resolution 2022-7. It approves the taking by eminent domain of certain properties on Spring Garden Street and Mulberry Street. The Authority owns adjacent properties and plans to combine them for use as a parking lot as part of the Authority's Citywide Parking Relief program. The Board had previously approved the taking of these properties but a new resolution was needed due to the passage of time. Mr. Laws made a motion to approve Resolution 2022-7. Second by Mr. Eschleman. The motion passed unanimously.

b) Resolution 2022-8: Eckert St. properties

Mr. Boyer presented Resolution 2022-8. After discussion, the Board decided that it would not take action on this Resolution at this time.

c) Resolution 2022-9: Rose St. properties

Mr. Boyer presented Resolution 2022-9. After discussion, the Board decided that it would not take action on this Resolution at this time.

d) Resolution 2022-10: Social Media Policy

Mr. Boyer presented Resolution 2022-10. It proposes the adoption by the Authority of a Social Media Policy. The Policy governs the use of the Authority's social media accounts. Mr. Laws made a motion to approve Resolution 2022-10. Second by Mr. Profit. The motion passed unanimously.

e) Reading Hospitality Lease Amendment/Settlement

Mr. Boyer presented a proposed Lease Amendment between Reading Hospitality, LLC and the Authority. The Lease Amendment amends a lease between Reading Hospitality and the Authority from December 19, 2013. That lease concerns Reading Hospitality's use of the Authority's Convention Center Garage. The Lease Amendment requires Reading Hospitality to make certain payments to the Authority including monthly payments for garage maintenance beginning in January 2023. It also requires Reading Hospitality to withdraw pending litigation that was filed by Reading Hospitality against the Authority in 2018. Mr. Laws made a motion to approve the Lease Amendment. Second by Mr. Profit. The motion passed unanimously.

f) J.M. Young Contract

Mr. Boyer confirmed that J.M. Young submitted a Performance Bond, Payment Bond and Certificate of Insurance in response to a Notice of Intent to Award bid that the Authority had issued. J.M. Young is going to replace the roof at the Authority's new administrative office at 430 South 4<sup>th</sup> Street. Mr. Eschleman made a motion to issue a Notice to Proceed to J.M. Young. Second by Mr. Laws. The motion passed unanimously.

9) Executive Director Report

a) Ordinance changes

Mr. Matz said that he is going to appear in front of City Council on December 5, 2022. One topic of discussion will be no parking signs. Council wants a 7:00 a.m. start time for no parking signs. Mr. Matz confirmed that the Authority only enforces no parking signs on complaint. Mr. Matz will likely discuss with Council an increase in the commercial rate for the no parking signs without an increase for residents, the City or PennDOT.

b) Events

There has been a noticeable increase in event parking violations with the gateless system. The Authority is reviewing available data to confirm times/uses where the violations are more prevalent. The Authority will make recommendations once its review and analysis is complete.

c) Citywide Parking Relief (CPR)

There are two pending zoning appeals, one for 625 McKnight St. and the other one for 1200 N. 10<sup>th</sup> Street. The Authority wants to use these properties for new parking lots as part of the Authority's Citywide Parking Relief program. A hearing on both appeals is scheduled for December 14, 2022.

Poles have been installed at 925 Cherry Street and millings are being delivered.

d) Reading Housing Authority

The lease with the Reading Housing Authority was signed. The Authority is waiting for signs to post at the Glenside parking lots. The Authority is going to reline the Glenside parking lots and reposition the handicap parking. The Authority is working on a proposal for a 128 car parking lot at Glenside, which has received support from City Hall.

e) Velocity Update

The gateless systems have been installed at the South Penn, Reed & Court and Convention Center garages. The systems are in operation. The Authority is working through some minor issues.

f) Parking Expansion

The TPD Traffic Engineer sent letters of support for new on-street parking in the Commercial Core, Glenside, Cotton St. and Grape St. The proposed parking was presented to the Mayor. He is in support of the proposed parking.

g) 2023 Budget

A draft budget for 2023 was circulated to the Board members. They will review the proposed budget and contact the Authority with questions, concerns or proposed changes prior to the December board meeting. The 2023 budget will be submitted for final approval at the December board meeting.

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. The Board posed no questions in regard to the report.

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

Mr. Eschleman made a motion to change the time of the next board meeting from 5:30 p.m. to 12:00 p.m. Second by Mr. Laws. The motion passed unanimously.

The next board meeting will be held on December 20, 2022, at 12:00 p.m. at the Reading Parking Authority, 430 S. 4<sup>th</sup> St., Reading, PA 19602. Notice to the public to confirm the date and new time of the meeting will be published.

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 1:08 p.m.