

READING PARKING AUTHORITY

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

1) Meeting Called to Order.

The Reading Parking Authority's regular board meeting was called to order on September 20, 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 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 Larisa Jack, Paragon Consulting.

5) Public Comment.

There was no public comment.

6) Employee Promotion.

Luis Torres appeared before the Board in recognition of his promotion to Sergeant in the Authority's Public Safety Division. Mr. Torres was commended for his 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 August 23, 2022. Second by Mr. Eschleman. The motion passed unanimously.

8) Approval of Accounts Payable.

Mr. McGrath presented the accounts payable for 8/18/22 – 9/16/22, which totaled \$1,009,659.19. Mr. Laws made a motion to approve the proposed payables. Second by Mr. Eschleman. The motion passed unanimously.

9) General Solicitor Report.

a) Award of Digital Marketing Bid

Mr. Boyer confirmed that two bids were submitted in response to the Authority's Digital Marketing RFP. Both bids were properly submitted. Agency 345 was the qualified low-bidder. Mr. Laws made a motion to award the digital marketing bid to Agency 345. Second by Mr. Eschleman. The motion passed unanimously.

b) WiseSight Agreement

Mr. Boyer presented an agreement between WiseSight and the Authority. WiseSight proposes a field test for digital tracking for parking enforcement. There would be an initial 60-day test of the proposed system. Afterwards, the Authority can choose to keep the WiseSight system or terminate the agreement. Mr. Boyer said further revisions to the agreement are needed but there would not be substantive changes such as the field test duration, option to terminate or pricing. Mr. Eschleman made a motion to approve the WiseSight agreement subject to solicitor review. Second by Mr. Laws. The motion passed unanimously.

c) RHA Lease Agreement

Discussion of a possible lease agreement between the Parking Authority and the Housing Authority was held. The Parking Authority would lease parking lots owned by the Housing Authority for use by its residents. The Parking Authority would issue parking permits for the lots and would provide parking enforcement at the lots. The Parking Authority would provide signage and line striping. All other costs for capital improvements or maintenance would be paid by the Housing Authority, which already maintains the lots including snow and ice removal. The Parking Authority and the Housing Authority will continue discussions regarding a lease agreement.

10) Executive Director Report.

a) Ordinance changes

Mr. Matz appeared before City Council on September 6, 2022. He discussed the parking stall ordinance. Members of Council were surprised by the lack of violations issued. Council will consider an ordinance to make the parking stall program permanent. Mr. Matz also noted a recent reduction in the spacing for fire hydrants. Combined with the parking stalls, this will help to maximize available on-street parking.

Discussion was held regarding Mr. Matz's proposal to make Cotton St. a one-way street. This would potentially double the available parking over a ten-block area and would provide roughly 250 additional parking spaces. A bike lane could also be added. Mr. Matz has spoken to multiple individuals at the City, including the City Engineer and the Fire Marshal. They are in favor of making Cotton St. one-way.

b) Events

The gateless Velocity systems are being installed at the Convention Center, South Penn and Reed & Court parking garages. The system will be activated on October 1, 2022. There is a large event scheduled at the Arena on October 6, 2022.

The Authority offered reserved VIP parking at the State Lot for a sold out event last year. Depending on sales, the VIP parking at the State Lot may be expanded from just the front row of the parking lot to the entire parking lot.

c) Citywide Parking Relief (CPR)

The Authority has submitted four separate permits to the City for new surface lots. The City Engineer has noted his opposition to using one of the lots because vehicles back into traffic. Work on the 932 Penn St. lot is continuing. Trees are being cut. RAWA is providing millings.

d) Reading Housing Authority

Mr. Matz is exploring on-street parking on both sides of the streets in Glenside. He rode on one of the City's fire trucks to evaluate whether the two-sided parking would pose an issue for fire responders. The Authority is reviewing the use of red zones where towing of vehicles would be absolute. Fire trucks are not able to navigate certain turns due to the presence of parked vehicles, which the red zones would eliminate.

e) Velocity Update

This was discussed in the Events section as noted above.

f) Commercial Core On-Street Parking

The Authority is continuing to work with the City for parking on both sides of the street in certain areas of the Commercial Core, including 4th Street and 6th Street. McCarthy has completed its work on the proposal and the Authority will continue to work with the City to implement this change.

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.

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.

No report.

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 October 18, 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 6:23 p.m.