

READING PARKING AUTHORITY

Minutes of Reading Parking Authority Board Meeting – January 17, 2023

1) Meeting Called to Order.

The Reading Parking Authority's regular board meeting was called to order on January 17, 2023, at 12:00 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/Secretary.

Others Present: Nathan L. Matz, Executive Director; Bart Ganster, Director of Operations; Kari Bollinger, Finance Director; Claudia Hurwitz, Executive Assistant; and Mahlon J. Boyer, Esquire, General Solicitor.

5) Reorganization

Mr. Laws turned over conduct of the meeting to Mr. Boyer for the board reorganization and for the engagement of consultants.

Mr. Boyer asked for nominations for officers of the Authority Board for 2023. Mr. Laws made a motion to elect the following Board Members to the following offices: Chairman – Timothy J. Profit; Vice Chairman – Daniel Laws; Treasurer/Secretary – Keith Eschleman. Second by Mr. Eschleman. No other nominations were made, and Mr. Boyer called for a vote on the motion. The motion passed unanimously.

Mr. Boyer advised that the consultants and professionals engaged by the Authority in 2022 included: Solicitor - Bingaman Hess; Consulting Engineer – McCarthy Engineering; Auditor – Herbein and Human Resources – Paragon Consulting. Mr. Laws made a motion to engage the same consultants for 2023. Second by Mr. Eschleman. The motion passed unanimously.

Mr. Boyer then returned conduct of the meeting to Mr. Laws.

6) Public Comment.

There was no public comment.

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. Eschleman made a motion to approve the minutes of the meeting held on December 20, 2022. Second by Mr. Laws. The motion passed unanimously.

8) Approval of Accounts Payable.

The accounts payable for 12/17/22 – 1/13/23, in the total amount of \$779,500.95, were presented to the Board. Mr. Eschleman made a motion to approve the proposed payables. Second by Mr. Laws. The motion passed unanimously.

9) General Solicitor Report.

a) Resolution 2022-11: PMHIC

Mr. Boyer presented Resolution 2022-11. The resolution approves the Authority's entry into the Pennsylvania Municipal Health Insurance Cooperative as a means to obtain better rates for its employee healthcare coverage. Resolution 2022-11 was tabled at the December board meeting. Consensus to approve Resolution 2022-11 was subsequently reached to meet the deadline to join PMHIC. Mr. Laws made a motion to ratify the consensus of the Board to approve Resolution 2022-11 to permit the Authority to join PMHIC. Second by Mr. Eschleman. The motion passed unanimously.

b) Resolution 2023-1: Location of business office

Mr. Boyer presented Resolution 2023-1, which proposes an amendment to the Authority's by-laws to designate 430 S. 4th Street at the Authority's business office. Mr. Eschleman made a motion to approve Resolution 2023-1. Second by Mr. Laws. The motion passed unanimously.

c) RPA website information

Ms. Hurwitz and Mr. Boyer had previously discussed information that should appear on the Authority's website. Upon Mr. Boyer's recommendation, Mr. Eschleman made a motion to continue the posting of the Authority's board meeting minutes on the Authority's website. Second by Mr. Profit. The motion passed unanimously.

d) Comcast easement

Mr. Boyer discussed a requested easement that Comcast wants for the installation of a cable on the roof of the Front & Washington parking garage. Comcast does not propose any payment for the easement. Mr. Eschleman made a motion to authorize Mr. Boyer to request payment in the amount of \$1,000.00 from Comcast for the easement. Second by Mr. Laws. The motion passed unanimously.

10) Executive Director Report

Before beginning his Executive Director Report, Mr. Matz paid respect to Mr. Frank Denbowski who recently passed away. Mr. Denbowski had served as the Authority's previous Chairman. Mr. Matz said that Mr. Denbowski was a great chairman who died much too young. He thanked Mr. Denbowski for his outstanding service to the Authority.

a) Ordinance changes

Mr. Matz said that he recently appeared before City Council to discuss new parking stalls. City Council is deciding which areas to stripe first. Mr. Profit said that there should be a better process for deciding new parking stalls with more input from the Authority. Mr. Boyer suggested a greater discussion with City Council regarding a different process when City Council returns to the Authority with its list of blocks that are chosen for new parking stalls.

Mr. Matz provided an update regarding the pending ordinance to make Cotton Street one-way to add 180 on-street, free parking spaces. An in-person townhall meeting is scheduled for January 25, 2023 to allow residents to provide feedback. Mr. Matz and Mr. Ganster will attend the meeting. There will also be a second, virtual meeting to permit resident feedback.

Mr. Matz said that City Council recently denied 3 applications for residential parking on certain blocks. Mr. Matz emphasized that the residential permits only work when there is enough available parking. Otherwise, it forces residents to park in other areas that could be blocks away. Mr. Profit noted that limited spaces creates an unfair process and a decision to allow some residents but not others to get a permit to park on the block where they live.

b) Velocity update

Installation of more gateless systems in the Authority's parking garages is on hold. The software needs to be updated to allow customers to pay up to the point of exiting the garage. The Authority has stopped issuing tickets for people that pay late.

c) Wisesight update

Wisesight is going to monitor and enforce parking through cameras at some locations. Installation of the Wisesight system at the State Lot is moving forward. Trenching is being completed with the installation of cameras and lighting.

d) Events

The Authority has started to advertise reserved VIP parking for events. Also, the Authority reached an agreement with the Jehovah's Witnesses to allow them to park in certain of the Authority's garages for 3 weekends in July. They will barter with the Authority to pay for parking including the cleaning of the Authority's garages, mulching and some landscaping. Mr. Ganster said that the Jehovah's Witnesses will contact the Reading Eagle to confirm this partnership with the Authority.

e) Parking Expansion

Mr. Matz has had multiple meetings with the Administration to discuss the creation of additional parking around the City. One-way parking on Cotton Street is one of these initiatives.

f) Citywide Parking Relief (CPR)

Mr. Matz said that the Zoning Hearing Board approved the Authority's application for 625 McKnight Street. However, the Zoning Hearing Board denied the Authority's application for 1200 North 10th Street. Mr. Boyer suggested that the Authority appeal that decision while it continues discussions with the City regarding that property. Mr. Profit made a motion to authorize Mr. Boyer to file the zoning appeal. Second by Mr. Eschleman. The motion passed unanimously.

Mr. Matz also said that excavation is currently in process at 925 Cherry Street. Additional lighting will be installed. Signs and wheel blocks have been installed at 628 Avenue B. The Authority expects to receive the permission of the Housing Authority to begin renting spaces at that lot.

11) Director of Finance Report

A Financial Statement was issued to the Authority's Board of Directors prior to the meeting. Ms. Bollinger said that she had some concerns when reviewing the balance sheet accounts. She believes that the prior finance director was overstating revenue. The prior finance director was trying to reduce revenue on a monthly basis to correct the overstatement and may have captured around fifty percent of it. Ms. Bollinger made a correction, which resulted in a roughly \$200,000.00 reduction of stated revenue in December 2022.

Mr. Laws asked how the Authority's auditors would have missed the overstatement. She said it possible that an inexperienced person or one without government experience could have missed the overstatement because the prior finance director was providing the information to the auditors. Mr. Profit said that Herbein should be put on notice. There should be a meeting with Herbein to discuss the Authority's concerns.

12) 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.

13) HR Report.

There was no report.

14) 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.

15) 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.

16) Board Member Reports

Mr. Eschleman said that he was reappointed to the Authority's board of directors to 2027.

17) Old Business

None.

18) New Business

None.

19) Next Board Meeting

The next board meeting will be held on February 21, 2023, at 12:00 p.m. at the Reading Parking Authority, 430 S. 4th St., Reading, PA 19602.

20) 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 12:53 p.m.