

READING PARKING AUTHORITY

Minutes of Reading Parking Authority Board Meeting – February 28, 2023

1) Meeting Called to Order.

The Reading Parking Authority's regular board meeting was called to order on February 28, 2023, at 12:38 p.m. by Timothy J. Profit, 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) 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 January 17, 2023. Second by Mr. Eschleman. The motion passed unanimously.

7) Approval of Accounts Payable.

The accounts payable for 1/14/23 – 2/24/23, in the total amount of \$1,144,145.28, were presented to the Board. Mr. Eschleman made a motion to approve the proposed payables. Second by Mr. Laws. The motion passed unanimously.

8) General Solicitor Report.

a) Resolution 2023-2: purchase of 503-513 N. 9th Street

Mr. Boyer presented Resolution 2023-2. The resolution proposes the purchase of 503-513 N. 9th Street from Our City Reading for the total amount of \$34,500.00. Combined with properties located at 501 and 515 N. 9th Street, the Authority plans to build a surface parking lot as part of its ongoing Citywide Parking Relief program. Mr. Profit made a motion to approve Resolution 2023-2. Second by Mr. Eschleman. The motion passed unanimously.

b) Resolution 2023-3: purchase of 422-426 Spring Garden Street

Mr. Boyer presented Resolution 2023-3. The resolution proposes the purchase of 422-426 Spring Garden Street. The Authority had filed to take the properties via eminent domain but reached an agreement with the owner to purchase the properties for a total amount of \$10,800.00 in lieu of condemnation. Mr. Profit made a motion to approve Resolution 2023-3. Second by Mr. Laws. The motion passed unanimously.

c) 515 N. 9th Street

Mr. Boyer said that McCarthy Engineering confirmed that 515 N. 9th Street is vacant after McCarthy was asked to design the surface parking lot at 501-513 N. 9th Street. An appraisal of 515 N. 9th Street confirms that the property has a fair market value of \$8,250.00. Mr. Laws made a motion to authorize Mr. Boyer to contact the owner of 515 N. 9th Street to make an offer of \$16,500.00 to purchase the property in keeping with the Authority's ongoing practice to offer double appraised value to individual property owners when purchasing properties for the Citywide Parking Relief program. Second by Mr. Eschleman. The motion passed unanimously.

d) Comcast easement: Front & Washington Garage

Mr. Boyer said that he was in contact with Americomm to discuss the Comcast request to install an overhead wire on the roof of the Front & Washington Garage. Comcast agreed to the revisions Mr. Boyer made to the easement including a payment of \$1,000.00 by Comcast to the Authority for the easement. Mr. Boyer added language to the easement to confirm that the easement itself, including the overhead cable and its maintenance, may not interfere with the Authority's use of the Front & Washington Garage. Mr. Laws made a motion to approve the easement. Second by Mr. Eschleman. The motion passed unanimously.

e) Termination of Otis Maintenance Contract

As part of the modernization of the Authority's elevators at the parking garages, the maintenance contracts for the elevators were transferred to Reading Elevator. Otis Elevator Company performs maintenance on the elevators located at the 2nd & Washington Garage. The 5-year term of the Otis contract for this work will end in 2023. The Authority is required to notify Otis of the Authority's intent to cancel the contract, or it will renew for an additional 5-year term. Mr. Profit made a motion to terminate the contract with Otis and to authorize Mr. Boyer to issue a

notice of termination to Otis. Maintenance of the elevators at 2nd & Washington will be transferred to Reading Elevator. Second by Mr. Eschleman. The motion passed unanimously.

f) Naming of 625 McKnight Street parking lot

Mr. Boyer said that Mr. Matz had developed the idea to name the 625 McKnight Street parking lot for Frank Denbowski. Mr. Boyer confirmed that doing so is in conformity with the Authority's Naming Rights Policy. Mr. Matz said that Mr. Denbowski was a dedicated member of the Authority's board of directors and a dedicated public servant. Mr. Profit said that Mr. Denbowski had made a life-long commitment to bettering the City and helping its residents. Mr. Profit made a motion to approve the naming of 625 McKnight St. for Mr. Frank Denbowski. Second by Mr. Laws. The motion passed unanimously.

g) T2 Statement of Work

Mr. Matz said that T2 had presented a proposal to assist the Authority with automating payment plans. Individuals wanting to make payment plans would be able to do so via the internet rather than traveling to the Authority's office. Discussion was held in regard to the amount T2 would charge for this service. It was agreed that Mr. Matz should talk to T2 about lowering its requested price for the proposed service. The Board did not take action on T2's proposal.

9) Executive Director Report

a) Sponsorships

Mr. Matz said that the Olivet Boys & Girls Club was seeking a donation from the Authority. The Board discussed whether such a donation was in compliance with the Authority's Charitable Giving Policy that requires the Authority to make donations that further the purpose of the Authority. The Board did not approve a donation to Olivet in light of the Authority's Charitable Giving Policy.

Mr. Matz said that Berks Arts was seeking a Jazz Fest sponsorship from the Authority plus seven parking spaces at the 5th & Cherry surface lot for employee parking for one year. Mr. Matz said that a sponsorship at the Jazz Sustainer level is \$25,000.00. The donation is considered in-kind due to the parking that is purchased for the Jazz Fest event. Mr. Profit made a motion to approve the Jazz Sustainer sponsorship and seven free spaces at the 5th & Cherry lot. Second by Mr. Eschleman. The motion passed unanimously.

b) Ordinance changes

Mr. Matz confirmed that City Council had approved line striping for parking spaces in the City. The Authority is working with McCarthy Engineering to reduce the cost of work to paint the lines. Mr. Matz also said that City Council has not yet approved the one-way traffic on Cotton Street. Further, Mr. Matz said that he had met with the City to discuss zoning ordinance changes to make the creation and approval of surface lots easier. The City has approved most but not all

of the Authority's requested changes. All of the changes will need to be taken before City Council for approval.

c) Velocity update

The Authority is working with T2 to change the gateless software to allow people to pay up to the point they leave a parking garage. This new payment method may be complete by April. Mr. Profit asked if there is an average rate of non-payment violations. Mr. Matz said that it varies and depends on particular garage uses. Central court tends to create the highest number of violations.

d) Wisesight update

Wisesight has completed the installation of its system at the State Lot. The system is in a testing stage at this time.

e) Events

The Authority has started to market reserved VIP parking for events. This will be offered at the Convention Center garage for Jazz Fest.

f) Parking Expansion

The Authority is continuing to meet with the Mayor and his administration to create additional parking around the City including the proposal for one-way traffic on Penn Street. The Authority has had some preliminary discussions with INF Associates to prepare a proposal and long term plan for EV charging system-wide. Discussion was held in regard to current limitations in charging technology and the recoupment of costs for electricity provided to consumers at charging stations. Mr. Profit suggested that it might be better to have a pay per use model. He also said the Authority should quantify how many people are asking for charging stations. Installation of charging stations may be premature. Mr. Matz said that INF is going to provide its proposal at no charge for further consideration.

g) Citywide Parking Relief (CPR)

The 925 Cherry St. parking lot is complete and ready for rent starting on March 1. The Glenside parking lots at 628 Ave. A and 1300 Ave. C are fully leased. The Authority is continuing discussions with the City in regard to the design of 1200 N. 10th Street.

10) Director of Finance Report

Ms. Bollinger submitted a Finance Report to the Board prior to the board meeting. The Board posed no questions in regard to the report.

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

None.

16) Old Business

None.

17) New Business

None.

18) Next Board Meeting

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

19) Adjourn.

Mr. Profit announced that an executive session was going to be held to discuss personnel matters and the purchase of real estate 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 1:28 p.m.