

READING PARKING AUTHORITY

Minutes of Reading Parking Authority Board Meeting – April 18, 2023

1) Meeting Called to Order.

The Reading Parking Authority's regular board meeting was called to order on April 18, 2023, at 12:07 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; Keith Eschleman, Treasurer; Kerry Burford, Secretary and Carlos Rivera, Assistant Secretary/Assistant Treasurer.

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 March 28, 2023. Second by Mr. Burford. The motion passed unanimously.

7) Approval of Accounts Payable.

Accounts payable in the total amount of \$252,863.49 were presented to the Board. Mr. Laws made a motion to approve the proposed payables. Second by Mr. Burford. The motion passed unanimously.

8) General Solicitor Report.

a) Madison 2020 – authorize collection action

Mr. Boyer said that the Authority had previously entered into a Parking Facilities Agreement with Madison 2020. Madison agreed to pay the Authority \$8,000.00 per year to reserve 79 parking spaces at the Chiarelli Parking Garage. Madison was supposed to make payment to the Authority in 2020, 2021 and 2022, but it failed to do so. Madison owes the Authority a total amount of \$24,000. The Authority terminated the Parking Facilities Agreement with Madison due to Madison's payment default. Mr. Profit made a motion to approve the filing of a lawsuit against Madison to recover the \$24,000 balance owed. Second by Mr. Laws. The motion passed unanimously.

9) Executive Director Report

a) Ordinance changes

Mr. Matz said that City Council recently passed an ordinance to increase the no-parking sign fee from \$16 to \$25. The new rate will go into effect on May 1, 2023.

City Council did not approve the proposal to make Cotton Street one-way to increase the available on-street parking. Mr. Laws said that he spoke to some residents in that area regarding this issue. They were in favor of the one-way traffic to create new parking. Mr. Profit said that the change to one-way would have created approximately 180 on-street parking spaces. Mr. Burford said that some members of City Council had noted potential issues with loading zones and safety as reasons for opposition to the proposed change.

Mr. Matz confirmed that the Mayor is going to introduce new ordinances to create more on-street parking. There are eight streets on which changes will take place. The changes will create approximately 310 more available on-street parking spaces. There will be no changes in the direction of traffic.

After discussion held, the Authority Board said that it would reach out to City Council to schedule a meeting with Council to express the Board's concerns regarding parking and the difficulty that the Authority is having in create new parking options due to opposition to some of its proposals and the difficulty in creating new surface parking lots under current ordinance requirements.

b) Amnesty Program

Mr. Matz said that the previously discussed Amnesty Program was put into effect. It is being actively advertised by the Authority. Mr. Boyer said the City Council solicitor contacted him about the Authority's ability to offer the program. Mr. Boyer confirmed to the solicitor that the City had previously assigned on-street parking enforcement to the Authority via a cooperation agreement. The amended cooperation agreement from 2020 included the Authority's collection and retention of revenue from on-street parking. The Authority, in turn, is required to pay a fixed

flat rate to the City each year that it pays in monthly installments. Mr. Boyer confirmed to the solicitor that the Authority's Amnesty Program is permissible without City approval pursuant to the current cooperation agreement.

c) Velocity update

Mr. Matz said that T2 launched an update of its software. The Authority is not installing any more gateless systems in any of the parking garages until T2 changes the software to allow visitors to pay to the point they leave the garage.

d) WiseSight update

WiseSight is still in the data collection stage at the 644 Penn St. parking lot (State Lot). The authority staff has been trained in regard to the WiseSight system. The Authority is waiting for the final data from WiseSight. There should be a report at the May board meeting.

e) CivicSmart Proposal

Mr. Matz said that CivicSmart uses cameras for meter enforcement. This avoids claims of favoritism and decreases the chance of worker injury. The cameras are meant for parallel parking. Mr. Matz said that the Authority may use CivicSmart and WiseSight depending on the location of enforcement.

Mr. Matz presented a proposal from CivicSmart for a pilot test of its system. CivicSmart will provide smart meters for free as part of the pilot program. Mr. Matz said that he prefers kiosks instead of meters. There are already kiosks in multiple locations. Mr. Profit said that meters still have use in certain areas. Mr. Profit made a motion to approve the proposed pilot of the CivicSmart system at a total cost of \$4,116.00. The full contract price for the CivicSmart system shall be subject to further board approval. Second by Mr. Rivera. The motion passed unanimously.

f) Events

According to Mr. Matz's report, Jazz Fest was a success with very little issues. Visitors liked the option to purchase weekend passes for parking.

g) On-street parking expansion

Mr. Rivera confirmed that the Mayor is going to introduce a new ordinance to increase on-street parking. The current changes will create an additional 310 on-street parking spaces.

f) Citywide Parking Relief (CPR)

The Authority is waiting for approval from the city engineer for the new design of the 1200 N. 10th Street parking lot. The Authority had previously submitted a zoning application for this parking lot, which was denied by the Zoning Hearing Board. The Authority subsequently filed an appeal of that decision, which remains pending at this time. Mr. Boyer said that a stipulation

between the Authority, the City and the Zoning Hearing Board may be possible after the city engineer approves the current proposed design.

10) Director of Finance Report

a) Finance Report

Ms. Bollinger submitted a Finance Report to the Board prior to the board meeting. Mr. Matz said that employee wages were higher than normal because there were three payrolls. Mr. Rivera questioned a payment made to Paragon Consulting. Ms. Bollinger confirmed that the payment to Paragon included prior services in March and its services in April.

b) Audit Planning letter

Mr. Matz confirmed that Boyer & Ritter provided a formal letter to confirm its scope and timing for the audit of the Authority's 2022 financial statements. The Board had previously approved the retention of Boyer & Ritter at the March board meeting.

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.

An HR 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) 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.

a) DESMAN Wayfinding Proposal

Mr. Matz presented a proposal from Desman to provide a condition assessment of signage and wayfinding for eight of the Authority's parking garages. The intent would be uniform signage and wayfinding packages for the entire garage system. Mr. Profit said that he did not see the need to engage Desman for this work. The Authority should be able to do a self-assessment to confirm any signage that is needed in the parking garages. Mr. Matz said that there have been complaints about garage signage and that the only effective resolution would be based on a professional review

and assessment. By consensus, the Board agreed that it would not move forward with the proposal from Desman.

15) Board Member Reports

None.

16) Old Business

Mr. Matz said that McCarthy Engineering is going to create templates for the Authority to continue with the installation of on-street parking stalls. The templates will show curb cuts, stop signs, etc. The use of the templates will create consistency across the City.

Mr. Matz also confirmed that he met with the Reading Library regarding concerns that were made during the public comment session at the March board meeting.

17) New Business

None.

18) Next Board Meeting

The next board meeting will be held on May 16, 2023 at 12:00 p.m. at the Reading Parking Authority, 430 S. 4th St., Reading, PA 19602.

19) Executive Session

Mr. Profit announced that an executive session was going to be held in regard to personnel matters, pending litigation and to consider the purchase or lease of real property. It was confirmed that no action would be taken upon the conclusion of the executive session.

20) Adjourn

There being no further business of the Board, the meeting was adjourned at 1:11 p.m.