

READING PARKING AUTHORITY

Minutes of Reading Parking Authority Board Meeting – June 20, 2023

1) Meeting Called to Order

The Reading Parking Authority's regular board meeting was called to order on June 20, 2023, at 12:00 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; 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. Rivera made a motion to approve the minutes of the meeting held on May 23, 2023. Second by Mr. Burford. The motion passed unanimously.

7) Approval of Accounts Payable

Accounts payable in the total amount of \$925,584.12 were presented to the Board. Mr. Burford made a motion to approve the proposed payables. Second by Mr. Rivera. The motion passed unanimously.

8) General Solicitor Report

a) 213 S. 11th Street Lease

Mr. Boyer presented a proposed lease for 213 S. 11th Street. The City owns the property. The Authority would lease the property for use as a parking lot. The Authority will make some improvements to the property including repair of the sidewalks and installation of electric service for lighting. The Authority is considering a mixed use of parking that may include spaces for RV's and boats. The parking lot will otherwise accommodate 83 parking spaces. The Authority will recoup its initial costs for improvements to the parking lot in roughly one to four years depending on occupancy. Mr. Profit made a motion to approve the lease. Second by Mr. Rivera. The motion passed unanimously.

b) 1200 N. 10th St. Stipulation

Mr. Boyer presented a stipulation to resolve the pending appeal of the Reading Zoning Hearing Board's decision regarding 1200 N. 10th Street. The property is owned by the Authority. The Authority wants to use it for parking. It will accommodate nine parking spaces. The Authority redesigned the parking lot. The City engineer has approved the new design.

Mr. Matz noted the high costs incurred for this particular parking lot due to present ordinance restrictions. The Authority incurred engineering and legal fees due to the zoning relief that had to be sought coupled with the redesign of the parking lot. Mr. Profit said that the Authority may have to reconsider its strategy for smaller lots due to the higher costs and lower return. Relief from the City regarding the design and use of these lots would help the Authority. It may be otherwise cost prohibitive and would reduce the Authority's ability to provide continued parking relief.

The proposed stipulation allows the Authority to move ahead with construction once the stipulation is approved by all parties to resolve the zoning appeal. Mr. Profit made a motion to approve the stipulation. Second by Mr. Rivera. The motion passed unanimously.

c) CPR Lot Bid Results

Bids received for the following projects were tabled to the July board meeting: 954 N. 10th St.; 1200 N. 10th St.; 625 McKnight St.; 1019 Penn St.; and 420 Spring Garden St. The bids were tabled to allow full attendance by all board members for discussion of the bids and the plans for each parking lot.

9) Executive Director Report

a) City of Reading update

Mr. Matz confirmed that the Authority has been meeting with City Council. Notes from the most recent workshop with the City were circulated to the Board members. Mr. Matz said that the City is considering an amended ordinance that will expand the parking stalls throughout the

City in a more streamlined manner. The City wants to provide a warning to residents for a first offense of the ordinance, which the Authority cannot logistically provide. Instead, Mr. Matz will suggest to the City that it provide a 30-day grace period to blocks that receive new parking lines. This will have the same effect. Those in violation of the ordinance will not receive a violation during the grace period. Mr. Ganster confirmed that there are very few violations of the parking stall ordinance in the areas where the parking lines have been placed.

Mr. Matz said that the Authority is continuing to work with the City to amend the current zoning ordinance to allow the Authority to provide new parking lots in a more cost-effective and streamlined manner. The ordinance changes offered by the Authority would apply to all public entities.

Mr. Matz said that new parking spaces have been added to N. 8th Street, Grape Street and Avenues A & B. The changes have provided 120 new on-street parking spaces. The Authority has received compliments for the new spaces. Mr. Ganster confirmed that the Authority is providing a 30-day grace period in these new areas.

Mr. Matz reviewed with the Board some proposed designs for new on-street parking in the 400-500 blocks of Penn Street. One of the favored options keeps the current turning lanes in place. The current size of the sidewalks would be reduced. The sidewalks are presently fifteen feet wide. The proposed designs are being reviewed by the Authority's traffic engineer. Mr. Profit favored the idea of adding new parking spaces but said that the Authority has to be cognizant of any traffic impacts that may result. Mr. Matz said the additional parking will carry a high cost that the City will need to pay most of. Mr. Rivera said that he would explore possible funding from PA for the project.

The developer of the 601 Penn Street property has received zoning relief. The developer had requested relief from the current ordinance that requires 1.5 parking spaces per apartment unit. That particular request for relief was denied.

b) Amnesty Program

The Authority has received roughly \$70,000.00 in payments through the Amnesty Program. Mr. Profit asked how much money was saved by those who participated in the program. Ms. Bollinger will determine that amount and report back to the Board.

Mr. Matz said that the Authority lost approximately \$200,000.00 in May because it did not immobilize vehicles. The total loss in revenue in three months is roughly \$500,000.00. The Authority has now issued physical window stickers to those whose vehicles may be immobilized. The warning allows individuals a fifteen day timeframe to contact the Authority and start a payment plan. Mr. Profit said that the Authority needs to enforce public safety violations and it has shown good faith in light of the Amnesty Program and the fifteen day warning. Mr. Ganster said that the Authority will always work with people to resolve outstanding violations. The Authority will allow payments plans as low as \$25 per month.

c) Velocity update

Mr. Matz has taken part in multiple meetings with T2. The Authority is working with T2 to create automated warnings for first offenses. Under the current system, a person has to appeal a violation to prove a first offense. The new warning system will save time and work on the part of the Authority.

Mr. Matz said that the installation of the gateless systems in the remaining Authority parking garages is moving forward. The Authority is trying to develop a system that will issue warnings to first-time offenders that park in a garage without payment. There would be an administration fee but no citation.

The Authority ordered 20 pay stations for the current downtown parking initiative. The pay stations will allow free parking for the first 10 minutes. The new pay stations should arrive in 1-2 weeks. Mr. Profit emphasized that good signage will be needed to confirm that people need to use kiosks instead of the meters that will be removed. It is better to have more signage now and to remove it later if warranted.

d) Wisesight update

Wisesight provided a new month of parking data. It confirmed that roughly half of those parking in the State Lot park there for less than ten minutes. Violations will start to be issued in June.

e) On-street parking expansion

i) Update

Mr. Matz said that he was going to attend a public meeting with the Reading Housing Authority at Glenside to explain updates to parking in that area. New on-street parking (67 spaces) has been added. Permit parking has also been added. There are also immediate tow zones that are painted in red. These zones must be free of vehicles to allow fire trucks to navigate the streets in this area. It is a safety issue.

Mr. Matz presented a new design proposal to expand on-street parking on S. 2nd Street. A bike lane would be added. The new design is under review by the Authority's traffic engineer. There is a potential for 153 new on-street parking spaces.

ii) Intersection Line Striping Proposal

The Board held a discussion regarding the purchase by the Authority of a paint machine to reline streets rather than the use of contractors. Use of contractors for this work is about double the cost of the machine. Mr. Profit made a motion to allow the Authority to purchase a paint machine via Costars in an amount not to exceed \$40,000.00. Second by Mr. Rivera. The motion passed unanimously.

f) Debt collection

There was no discussion of this topic.

g) Events

There was no discussion of this topic. See Executive Director Report.

h) Business Parking Relief

There was no discussion of this topic. See Executive Director Report.

j) Citywide Parking Relief (CPR)

There was no discussion of this topic. See Executive Director Report.

10) Director of Finance Report

a) Financial Statements

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

b) Expense Detail

Ms. Bollinger presented an expense detail to the Board. Mr. Profit thanked her for 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

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.

15) Board Member Reports

None.

16) Old Business

None.

17) New Business

None.

18) Next Board Meeting

Mr. Rivera made a motion to change the date of the next board meeting from July 18, 2023 to July 11, 2023 at 12:00 p.m. at the Reading Parking Authority, 430 S. 4th St., Reading, PA 19602. The change was made due to some board members and Authority staff being unavailable for the July 18 meeting. Second by Mr. Profit. The motion passed unanimously.

19) Executive Session

There was no executive session.

20) Adjourn

There being no further business of the Board, the meeting was adjourned at 1:26 p.m.