

READING PARKING AUTHORITY

**Minutes of Reading Parking Authority
Board Meeting – July 11, 2023**

1) Meeting Called to Order

The Reading Parking Authority’s regular board meeting was called to order on July 11, 2023, at 12:00 p.m. by Keith Eschleman, Treasurer. 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: Keith Eschleman, Treasurer; Kerry Burford, Secretary; Carlos Rivera, Assistant Secretary/Assistant Treasurer; and Patricia Vasquez.

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. Burford made a motion to approve the minutes of the meeting held on June 20, 2023. Second by Mr. Eschleman. The motion passed unanimously.

7) Approval of Accounts Payable

Accounts payable in the total amount of \$900,246.26 were presented to the Board. Mr. Eschleman made a motion to approve the proposed payables. Second by Mr. Burford. The motion passed unanimously.

8) General Solicitor Report

a) CPR Lot Bid Results

Mr. Boyer said that the Authority's consulting engineer, McCarthy Engineering had issued multiple RFP's for work needed to complete surface parking lots at several locations. Mr. Boyer reviewed the contractor bids that McCarthy received including McCarthy's recommendations for the award of bids and its confirmation of those bidders that had submitted bids in compliance with the bidding requirements. As a new member to the Board, Ms. Vasquez abstained from voting on the bids because she did not have information about the projects, the bidders nor plans regarding the surface lots in question.

i. 954 N. 10th Street

H&K Group was the confirmed low bidder at \$140,883.46. Mr. Eschleman made a motion to award the project to H&K Group. Second by Mr. Burford. The motion passed unanimously.

ii. 1200 N. 10th Street

Mr. Boyer said that the prior denial of zoning relief for this property was still on appeal. Upon the recommendation of Mr. Boyer, Mr. Rivera made a motion to reject all of the bids submitted for this project. Second by Mr. Burford. The motion passed unanimously.

iii. 625 McKnight Street

Construction Masters Services ("CMS") was the confirmed low bidder at \$752,961.50. Gaver Industries had submitted a bid substantially lower than the other bidders for this project, which Gaver then withdrew. Mr. Rivera made a motion to award the project to CMS. Second by Mr. Burford. The motion passed unanimously.

iv. 1019 Penn Street

Mr. Boyer said that the bid on this project included three options. Each bidder was required to provide bids for all three options. Gaver Industries failed to submit a bid for all three options and only bid on Option Two. Therefore, its bid was rejected. CMS submitted a bid for all three options and it was the low bidder for each.

Mr. Matz said there are sinkholes at this lot. There are also trees breaking the macadam. He said Option One is a band-aid approach that only focuses on the worst areas of the lot. Option Two includes necessary repairs and a repaving of the lot. Option Three includes that same work but also removes the entrance/exit on Court Street, which is estimated to cost an additional \$44,000.00. Mr. Matz recommended an award of the bid for Option Two including the add/alternate for stone if needed to repair the sinkholes.

Mr. Rivera made a motion to award the Option Two bid to CMS at a total cost of \$62,680.00 including the add/alternate (A.1 and A.2) for \$4,650.00. Second by Mr. Burford. The motion passed unanimously.

v. 420 Spring Garden Street

The Board discussed pending issues with this lot including the need for lighting and security cameras. The low bid for this lot was submitted by CMS at a total amount of \$75,097.00. This lot will have 28 parking spaces. Mr. Matz suggested repairs to bring the lot into compliance with City requirements but at a lesser scale than the work for which bids were submitted. Mr. Rivera made a motion to reject all bids submitted for this project. Second by Mr. Eschleman. The motion passed unanimously.

Mr. Ganster presented two quotes from Brian Parrino for the demolition and repair of the sidewalks at this lot, which were obtained via Costars. Mr. Rivera made a motion to approve the retention of Brian Parrino for the demolition and repair of the sidewalks at a cost not to exceed \$12,000.00.

b) Santander Agreement Update

Mr. Boyer confirmed that the prior Parking and Revenue Agreement with SMG, which operates the Santander Arena and the Santander Performing Arts Center on behalf of the Berks County Convention Center Authority, in which the Parking Authority shared some of its parking revenue with the Convention Center Authority, expired on June 30, 2023. The Solicitor for the Convention Center Authority sent Mr. Boyer a proposed new agreement that would run from July 1, 2023 to June 30, 2024 with automatic one year renewals. As before, the Parking Authority would share some of its parking revenue collected at events with the Convention Center Authority. Mr. Rivera made a motion to reject the proposed agreement. Second by Ms. Vasquez. The motion passed unanimously.

9) Executive Director Report

a) Omega Systems Addendum

Mr. Matz confirmed that Omega is the Authority's IT vendor. Omega has presented an addendum to add security for the Authority's IT system that will include ongoing staff training for cyber security. The addendum will be added to the current contract between Omega and the Authority and will correspond to the same contract term. Mr. Rivera made a motion to table the proposed addendum until the August board meeting for further review of the addendum terms and the services being proposed. Second by Mr. Eschleman. The motion passed unanimously.

b) City of Reading Update

Mr. Matz confirmed that the Authority has been taking part in strategic planning meetings with the City. The next scheduled meeting is July 13.

City Council approved an ordinance to expand parking stalls citywide. The new ordinance creates a more streamlined process for the approval of new areas for the installation of parking stalls. City Council approval will now be via resolution instead of ordinance. Mr. Ganster said that individuals are parking within the stalls. The Authority issues very few citations for violations of the ordinance.

A draft amendment of the City zoning ordinances has been presented to the City's planning commission. These amendments have been under review for two years. The Authority had requested specific changes because the current zoning requirements increase the Authority's cost to construct new parking lots. Few of the changes requested by the Authority were adopted into the proposed amendments.

City Council approved the proposed lease for the City's property at 213 S. 11th Street. The Authority will lease the property from the City for use as a surface parking lot.

Mr. Matz said that he attended a public meeting at Glenside to discuss changes to and the expansion of on-street parking. He said the meeting went well.

c) Amnesty Program

Mr. Matz said that 1031 individuals have taken part in the Amnesty Program. The Authority has collected roughly \$122,000.00 via the Amnesty Program. Mr. Rivera made a motion to extend the Amnesty Program for an additional month. Second by Mr. Eschleman. The motion passed unanimously.

d) T2 Update

Mr. Matz said that the Authority ordered 20 kiosks that will be installed on Penn Street as part of the pilot program to replace the current parking meters. One kiosk will be installed on each side of the block. The kiosks will communicate directly with the Authority. The first 10 minutes of parking will be free.

e) Wisesight Update

Enforcement via Wisesight began at the State Lot on July 1, 2023. Citations are being mailed.

f) CivicSmart Update

There was no update regarding CivicSmart.

g) Sensen.AI Update

The Authority is in discussion with Sensen regarding a pilot program for auto-enforcement. More information regarding this pilot program will be presented at the August board meeting.

h) RAWA MOU

Discussion was held regarding a proposed lease between the Authority and RAWA for the Authority's old office at 613 Franklin Street. The Authority had the property appraised for a possible sale or lease. The appraised lease amount is \$2,000.00 – \$2,500.00 per month. RAWA would like to lease the property for an emergency off-site dispatch center. The proposed terms are \$1,500.00 per month paid to the Authority plus RAWA's payment of utilities. RAWA will also provide water to the Authority at its 430 South 4th Street property for free, which is roughly \$1,000.00 per month. RAWA will also be responsible for interior maintenance. The Authority will provide internet service, a security system and parking for 6-7 vehicles at the South Penn garage for use by RAWA employees. The Authority will be responsible for exterior maintenance and improvements. The building will be leased as-is with no fit-outs or improvements provided by the Authority. Mr. Rivera made a motion to approve the proposed lease agreement. Second by Mr. Burford. The motion passed unanimously.

i) Citywide Parking Relief (CPR)

There was no specific update regarding the CPR program. The award and rejection of submitted bids for CPR lots were discussed and voted upon earlier in the meeting.

j) RHA Update

Updates regarding the Reading Housing Authority were covered earlier in the meeting, including, specifically, the meeting at Glenside. Further updates were provided to the Board in the Executive Director Report circulated to the Board prior to the board meeting.

k) Penn Street Redesign

Mr. Matz said that McCarthy is still working on the Penn Street redesign. The Authority in consultation with McCarthy is trying to reduce the previous five options to two options for Board and City review.

l) RSO

Mr. Matz presented a proposal for advertising in the RSO program for 2023-2024. The proposed advertising was not included on the Authority's posted agenda. Mr. Rivera made a motion to amend the agenda to include consideration of the RSO advertising on the agenda. Second by Ms. Vasquez. The motion passed unanimously.

Discussion of the RSO advertising then proceeded. Mr. Rivera asked if the advertising was in compliance with the Authority's Charitable Giving Policy. Mr. Matz said that the use of funds was not charitable but an expenditure for advertising. Mr. Boyer said that the expenditure would comply with the Charitable Giving Policy because attendees of RSO events use the Poplar & Walnut Garage and because it is a payment for advertising and not a charitable contribution. Mr. Rivera made a motion to approve advertising in the RSO program at an amount not to exceed \$2,500.00. Second by Ms. Vasquez. The motion passed unanimously.

10) Director of Finance Report

A Financial Report was submitted to the Authority's Board of Directors prior to the meeting. The Board posed no questions in regard to the report.

Ms. Bollinger said that there were recent meetings with Boyer & Ritter for internal process improvements. Boyer & Ritter is going to make recommendations to the Authority including a move away from manual input of data that is subject to human error.

The Authority's audit of its 2022 financials is on-going. There has also been discussions with Fulton Bank regarding the use of Fulton's positive pay option to verify payments made by the Authority.

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.

Mr. Rivera said that the Authority's social media accounts should promote the extension of the Amnesty Program that the Board approved. There was also discussion regarding signage in the Authority's parking garages. The Authority is moving all of the garages to the gateless system. An example of possible new signage was provided to the Board. The signage will be standardized across all of the garages. Ms. Vasquez said the Spanish language on the signs should be more noticeable. Mr. Matz confirmed that the Authority uses Costars vendors to purchase and install the signage. The Authority needs reliable vendors because the signage installation is time-sensitive. Mr. Rivera emphasized the need to get multiple quotes for the best pricing.

15) Board Member Reports

Mr. Eschleman welcomed Ms. Vasquez as a new member of the Board.

16) Old Business

None.

17) New Business

Mr. Rivera said that Mr. Laws is no longer a board member. Mr. Laws was the vice-chairman. Mr. Rivera made a motion to appoint Mr. Eschleman as vice-chairman, which he agreed to accept. Second by Ms. Vasquez. The motion passed unanimously.

Mr. Rivera had been serving as the Assistant Secretary/Assistant Treasurer for the Board. Mr. Burford made a motion to appoint Mr. Rivera as treasurer, which he agreed to accept. Second by Mr. Eschleman. The motion passed unanimously.

Mr. Rivera made a motion to appoint Ms. Vasquez as Assistant Secretary/Assistant Treasurer, which she agreed to accept. Second by Mr. Burford. The motion passed unanimously.

Upon the conclusion of the noted motions, the current officers of the Board were confirmed as follows:

- Timothy J. Profit, Chairman
- Keith Eschleman, Vice-Chairman
- Kerry Burford, Secretary
- Carlos Rivera, Treasurer
- Patricia Vasquez, Assistant Secretary/Assistant Treasurer

18) Next Board Meeting

Ms. Vasquez made a motion to change the time of future board meetings, including the August 15, 2023 board meeting, from 12:00 pm to 5:00 pm. Second by Mr. Rivera. The motion passed unanimously. The next board meeting will be held on August 15, 2023 at 5:00 p.m. at the Parking Authority's facility at 430 S. 4th Street, Reading, PA 19602. Mr. Boyer said that the new time for the meetings will need to be advertised.

19) Executive Session

An executive session to discuss personnel matters and potential litigation was announced with no action to be taken upon its conclusion.

20) Adjourn

There being no further business of the Board, the meeting was adjourned at 1:53 p.m.