

READING PARKING AUTHORITY

**Minutes of Reading Parking Authority
Board Meeting – September 26, 2023**

1) Meeting Called to Order

The Reading Parking Authority’s regular board meeting was called to order on September 26, 2023, at 3:00 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, Keith Eschleman, Vice-Chairman; Kerry Burford, Secretary; and Patricia Vasquez, 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.

Mr. Boyer announced that Carlos Rivera had resigned from the Board.

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. Eschleman made a motion to approve the minutes of the meeting held on August 15, 2023. Second by Mr. Burford. The motion passed unanimously.

7) Approval of Accounts Payable

Accounts payable in the total amount of \$647,356.22 were presented to the Board. Mr. Burford made a motion to approve the proposed payables. Second by Mr. Eschleman. Mr. Profit, Mr. Eschleman and Mr. Burford voted in favor of the motion. Ms. Vasquez abstained from voting

because she had not been able to review the board documents in sufficient detail prior to the meeting. Mr. Profit asked that all board members review the board documents before attending the board meeting. Ms. Vasquez asked that board meeting documents be provided as far in advance of board meetings as possible to allow board members sufficient time to review everything.

Mr. Profit requested a new process for Board member review of Authority credit card purchases. Board members should receive the credit card statements. They can then ask for receipts and other supporting documentation for specific purchases at their discretion.

8) General Solicitor Report

a) Special Counsel Report

Mr. Boyer said that the Board had approved the retention of special counsel at the August board meeting to investigate some employee complaints. Mr. Boyer confirmed that special counsel had completed their investigation and had issued a final report. There would be no further work by special counsel.

b) Wisesight Contracts

Mr. Boyer said that the Board at the August board meeting had approved the Wisesight agreements for 1200 N. 10th Street and 213 S. 11th Street if the total cost for both was \$1000.00 per month. Subsequent to the August meeting, Wisesight modified the agreements. The proposed monthly charge for 1200 N. 10th Street is now \$199.00 and the charge for 213 S. 11th Street is now \$800.00 per month. The total for both is now \$999.00 per month in compliance with the Board's request. Mr. Profit made a motion to approve the new agreements with Wisesight for 1200 N. 10th Street and 213 S. 11th Street. Second by Mr. Eschleman. The motion passed unanimously.

c) 1019 Penn Street – change order

Mr. Boyer said that the Board had by consensus approved a change order for the ongoing construction at 1019 Penn Street. The change order is in the total amount of \$10,035.00 and is based on the removal of tree stumps, the demolition and removal of a concrete apron and sidewalk as well as the regrading of the driveway transition entrance and exit slope. Mr. Profit made a motion to ratify the approval of the change order. Second by Mr. Eschleman. The motion passed unanimously.

d) 625 McKnight Street – change order

Mr. Boyer said that the Board had by consensus approved a change order for the ongoing construction at 625 McKnight Street. The change order is in the total amount of \$15,225.00 and is based on the use of wooden light poles instead of metal ones and the use of 1" diameter electric conduit. Mr. Profit made a motion to ratify the approval of the change order. Second by Mr. Eschleman. The motion passed unanimously.

e) 10-Minute Parking Resolution

Mr. Boyer presented Resolution 2023-6 to the Board. Pursuant to the powers granted under City Ordinance 576-502(B), the Authority is going to allow the first ten minutes of parking for free on Penn Street effective September 1, 2023 for a 60-day pilot program that ends on October 31, 2023 unless extended by the Board. Mr. Profit made a motion to approve the resolution. Second by Mr. Eschleman. The motion passed unanimously.

Mr. Profit said that the Authority should consider the first fifteen minutes of parking for free in the future. Mr. Matz confirmed that the free parking does not begin until the driver enters their vehicle's license plate number in the kiosk.

f) Amendment of Authority By-Laws

Mr. Boyer will draft and provide proposed amendments to the Authority's by-laws.

g) Board Member Code of Conduct

Mr. Boyer will draft and provide a proposed code of conduct for board members.

h) Parking Fine Reduction

Mr. Boyer said that the City approved an ordinance that reduces the current fines for parking violations. Mr. Matz appeared before City Council and confirmed that the proposed reductions will result in a reduction of issued fines of \$1,400,000.00 on an annual basis. Mr. Boyer said that it will be necessary to meet with the City to discuss the Authority's payment to the City pursuant to the Amended Cooperation Agreement. The Authority will no longer be able to pay the same amount. The payment will need to be reduced for 2024 and moving forward due to the decrease in the fines.

i) 2024 Payment to City

Mr. Boyer covered this during the discussion of the Parking Fine Reduction.

j) SOP for Authority Purchases

Mr. Profit asked Mr. Boyer to draft a proposed SOP for Authority purchases that the Board and the Authority could review.

k) Employee Retirement Plan Amendment

Mr. Boyer said that the Authority is reviewing an amendment of its retirement accounts to permit employees to take loans against their retirement funds. Ms. Bollinger said that the employee loans would only apply to the 401(a) retirement accounts for vested employees. Mr. Profit made a motion to allow vested employees to borrow funds from their 401(a) accounts.

Second by Mr. Burford. Upon a vote taken, Mr. Profit, Mr. Burford and Ms. Vasquez voted in favor of the motion and the motion passed. Mr. Eschleman voted against the motion.

l) Executive Director Employment Agreement

Discussion of the Executive Director's employment agreement was tabled.

9) Executive Director Report

a) RSO

Mr. Matz said that he met with the RSO. The RSO is asking for two Authority security members for the planned RSO concert dates. There are nine concerts scheduled. Security will be posted at the corner of 6th and Walnut Streets and farther down on Walnut Street. Mr. Ganster said that the cost to provide the security for each concert is roughly \$50.00. The RPA will collect event rate revenue for each concert. Mr. Eschleman made a motion to approve the posting of two security members by the Authority during the nine RSO concerts. Second by Mr. Burford. The motion passed unanimously.

b) Berks Art Mural

Mr. Matz said that Berks Arts Council was proposing a mural painted by a Reading High Student to cover some windows of an elevator shaft at the South Penn garage. The total cost to the RPA to install the mural would be about \$3,000.00. After discussion held, the installation of the mural was not approved.

c) Winter Wonderland Ice Skating

Mr. Matz said that the City is requesting a contribution by the Authority towards the Winter Wonderland Ice Skating including free parking. Last year, the Authority, the City and RAWA each contributed \$5,000.00. Mr. Profit made a motion to approve a contribution of \$5,000.00 towards the Winter Wonderland Ice Skating noting that it benefits children living in the City and noting further that the City is making the request. Second by Mr. Eschleman. The motion passed unanimously.

d) IMAX

Mr. Matz said that he had further discussions with the IMAX theatre regarding its current parking agreement. The agreement dates back to 2007. It has a 29-year term. Pursuant to that agreement, IMAX was provided 130 reserved parking spaces at the 2nd & Washington garage, Monday through Friday from 11:00 am to 5:30 pm. IMAX otherwise receives free parking at the 2nd & Washington Garage, the Front & Washington Garage and the Chiarelli Garage for its customers at night, on the weekends and on holidays.

IMAX is permitted by the parking agreement to reduce its reserved parking at the 2nd & Washington Garage by 20% each year. IMAX has exercised this right each year for the past 3

years. Absent any change to the agreement, IMAX can continue the 20% reductions on an annual basis while maintaining the free parking for its customers on evenings, weekends and holidays.

IMAX is now offering to enter into a new agreement with the Authority that will include an annual payment of \$32,400.00 with 2% yearly increases and 17,600 free guest passes. IMAX's prior offer was rejected by the Board at the August board meeting as too low. Mr. Profit said that he would be agreeable to the current offer but he would want the guest passes donated and not used by the Authority. The tickets could be donated to school students.

Mr. Matz said that the gates at 2nd & Washington have been removed because the gateless system is being installed. IMAX will need two new kiosks to accommodate the gateless parking and it will need signage for its customers. Mr. Matz said that IMAX should pay for these items.

Upon consideration of the annual 20% reserved parking reductions IMAX can exercise, and upon calculating the long-term financial effects versus the current offer being made, the Board by consensus agreed that IMAX's current offer should be accepted.

Mr. Profit made a motion to approve a new parking agreement with IMAX. Pursuant to that agreement, IMAX will pay \$32,400.00 per year with 2% yearly increases, will provide 17,600 free guest passes, and will pay for new kiosks and signage for the gateless parking. The yearly payment by IMAX will be fixed and not subject to reduction. Second by Mr. Eschleman. The motion passed unanimously.

e) City Update

Mr. Matz said that the Authority and City are scheduled to meet for another City Workgroup on November 2, 2023. He said that SCTA is currently reviewing the proposed on-street parking expansion at Brookline Plaza and 2nd Street. Mr. Matz also noted that the Authority had recent discussions with the consultant that is helping to revise the City's zoning ordinance regarding parking lots. A meeting with the consultant, the City and the Authority will be scheduled to discuss the proposed zoning amendments.

f) Construction Update

The Authority encountered an issue during the construction of the 625 McKnight St. lot. Underground caverns were discovered. The caverns had to be broken up, filled and then compacted. The work took about one week. Mr. Matz said the contractor did an excellent job in compacting the parking lot. The Authority also decided to use concrete instead of brick on the existing retaining walls to save money on the project. Mr. Ganster estimates that the parking lot will be ready for use by the middle of October.

The Authority through its consulting engineer is moving forward with temporary use permits for parking lots at 213 S. 11th Street and 925 Cherry Street (both City owned properties) and for normal zoning permits for parking lots at 905 Green Street and 631 Mulberry Street (both Authority owned properties).

g) T2 update

Mr. Matz said that the installation of the gateless parking system has moved ahead in the remaining parking garages. All of the garages will be operating under the new gateless system.

h) Wisesight Proposals

Mr. Matz presented Wisesight proposals for 905 Green Street and 631 Mulberry Street. Mr. Matz said that Wisesight has presented the least expensive option for monitoring the parking lots. Mr. Profit asked if the parking lots are ready for use. Mr. Matz said that they are not. Mr. Profit made a motion to approve the Wisesight proposals for 905 Green Street and 631 Mulberry Street if Wisesight adds contract language that confirms it will not charge anything until the lots are ready for use. Second by Mr. Eschleman. The motion passed unanimously.

i) Citywide Parking Relief (CPR)

Mr. Matz provided an update regarding current CPR properties. Mr. Matz's executive director report provides an update on 16 different lots that the Authority is working on or has finished. Four of the noted lots are fully rented.

10) Director of Finance Report

The Financial Statements of the Authority as of August 31, 2023 were circulated 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

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

Ms. Vasquez said that there should be signage at the Poplar & Walnut garage to confirm that some of the elevators are out of operation and when the work on the elevators will be finished. She also noted lighting issues in one of the stairwells at the garage. Mr. Ganster said that the lighting is being repaired.

16) Old Business

Mr. Burford asked if the curbs had been repainted on 4th Street. Mr. Ganster said that the work is moving forward but there were some delays due to the regulations that have to be followed. The work should be complete next week.

17) New Business

None.

18) Next Board Meeting

The next board meeting will be held on October 17, 2023 at 5:00 p.m. at the Reading Parking Authority, 430 S. 4th Street, Reading, PA 19602.

19) Executive Session

An executive session to discuss personnel matters was announced at 4:14 pm with possible action to follow. The executive session ended and the regular session resumed at 5:51 p.m. No action was taken when the regular session resumed.

20) Adjourn

There being no further business of the Board, the meeting was adjourned at 5:52 p.m.