

MINUTES

Reading Parking Authority

April 22, 2015

The Reading Parking Authority held their meeting on Wednesday, April 22, 2015 at 5:30 P.M. in their office at 613 Franklin Street, Reading, PA.

Board Members Present

Dr. Gary Wegman, Chairman

Larry Murin, Vice-Chairman

Mark Cianciosi, Treasurer

Ashley Chambers

Absent

Larry Miccicke

Others Present

Patrick Mulligan, Executive Director, RPA

Christina Gilfert, Finance Director, RPA

George Balchunas, Solicitor

Guest(s)

Vaughn Spenser, Mayor

Chris Turtell, Herbein & Company

Don Spatz, Reading Eagle

The meeting was called to order by Mr. Murin @ 5:34 pm

Public Comments

None

Reading and Approval of the Minutes

A Motion 2015-11 was made by Ms. Chambers to accept the minutes from the March board meeting. The motion was seconded by Mr. Cianciosi. The motion 2015-11 passed.

Correspondence

Two items have been received. 1. A city employee slipped and fell on some ice at the Poplar & Walnut garage. They have retained an attorney and this is being mitigated by our insurance company. 2. Received a positive thank you note from a person that attended an event at the SPAC. The ED gave her \$5.00 initially so they may exit the garage.

Executive Director's Report

Meetings

I met with Dave Kline from the Reading Eagle Company/WEEU Radio/ Pretzel City Productions concerning the use of 300 Cherry St lot/Judy's Lot for a concert. Free event! An Americana music jam hosted by Robert Hassler, with special musical guests to be announced. Presented by Downtown Reading Improvement District, Reading Parking Authority and Berks Country Fest. The event is from 12:00 noon to 3:00 pm. Will not affect Judy's business and Judy has bought into the idea.

Manager Performance Evaluations

As requested our two managers returned their performance reviews to the ED. I am currently finishing them and will review with Rich Lukesh next week and forward them to the board.

Pay Station

The Luke II pay station has been in operation for 38 days on the State Lot. There have been a few minor issues with the machine, mainly a hardware issue which has been fixed. Revenue collected is slightly higher for the same period of time in previous years with approximately 45% of the transactions being Debit/Credit cards and not coins.

The two pay stations to be installed at the 6th & Cherry lot will be shipped to us on April 27th.

Garage Lighting

The lighting project for South Penn has essentially been completed except for a few minor projects which will be completed on rainy days. We are now moving forward with correcting and converting our roof lights and parking lot lights at 7W to LED. This change will also include stairwells. And exterior lighting that has not already been changed.

General Maintenance

The tires wore out on the Bob Cat and it was time to purchase new ones. They were expensive but much needed. We have started to patch the sidewalk along Cherry St next to the SP garage. The harsh

winter and salt took a toll. I am getting these patched and repaired before the spring graduations start. The tree stumps that were left after cutting down the dead trees behind SP next to the tracks have been removed in cooperation with the city. New trees will be planted in the coming weeks. With the warmer weather, we have started power washing our garages as well. All four emergency phones in the elevators at PW need to be replaced. They are original and there are no replacement parts available due to their age. Currently getting quotes, but the total replacement cost may be several thousand dollars.

Open Positions

We currently have an ad running for a part-time PEO position that has opened up. As I stated in a previous communications we have received applications from 12 interested parties for the Maintenance Supervisor position.

ENTECH/2W

ENTECH, an engineering firm located here in Reading at 4th & Cherry was looking for new office space. Thankfully they chose to stay in Reading and are moving to the Gateway building and we are retaining a valued client. We are finalizing a new ten (10) year parking contract with them for 2nd & Washington garage. A total of sixty (60) spaces will initially be taken with up to 90 available under the terms of the contract. Terms will not be disclosed until finalized.

Motions

1. A motion to approve the minutes 2015-11 was made by Ms. Chambers and seconded by Mr. Cianciosi. The motion 2015-11 passed.
2. A motion to approve accounts payable for March was made by Mr. Cianciosi and seconded by Mr. Murin. The motion 2015-12 passed.
3. A motion 2015-13 was made by Ms. Chambers and seconded by Mr. Cianciosi to approve a new contract with BCHC. The motion 2015-13 passed.
4. A motion 2015-14 to approve the contract with Pennoni/Quinn proposal to replace an expansion joint at PW. A motion was made by Ms. Chambers and seconded by Mr. Murin. The motion 2015-14 passed.
5. A motion to adjourn the meeting 2015-15 was made by Ms. Chambers and seconded by Mr. Murin. The motion 2015-15 passed. The meeting adjourned at 7:53 pm

Solicitor's Report:

None

Approval of Accounts Payable

A motion to approve the accounts payable report was made by Mr. Cianciosi and seconded by Mr. Murin. The motion 2015-12 passed.

Old Business

The ED is still pursuing a lift on behalf of the board request to research the possibility of having a lift at our disposal to allow the RPA to continue to wash windows w/o having to hire an outside company to do so.

The Chairman asked the ED to reach out to Chief Heim and see if our PEO staff can be helpful in providing on-street support for the Reading 120.

New Business

Chris Turtell from Herbein + Company presented to the board the 2014 financial statement for the Reading Parking Authority. Major points to note that the RPA is experiencing decrease in revenues that can be attributed to several areas. 1. Parking citation revenue has decreased by 300k from the District Judges and due to weather conditions. 2. Decreased revenue of 3% from special events due to new revenue sharing contracts with both the Santander Arena and the Reading Royals which decreased the RPA's overall share. On the expenditure side, the changes from 2013 to 2014 were relatively unchanged with most of the expenditures being in repairs and maintenance of and the rebuilding of elevators still is a significant portion of the expenditures. However, our expenditures on utilities has decreased by 17% which is a direct result of our energy conservation program. Herbein + Company audits based on the "Yellow Book" policies and they were pleased to report that no deficiencies were identified by using the "yellow Book" standard.

A new contract for the board to consider with Berks County Health Center. They formally occupied the 10th & Penn lot, with the move, they are occupying space in both the South Penn lot and BARTA lot at Market Rate of \$82.00 for South Penn and \$67.00 at BARTA. A motion to approve was presented and approved.

A proposal was presented by the ED from both Houck Services and Pennoni Engineering/ Quinn Construction to replace the failed expansion joint at PW. The board decided that the Pennoni/Quinn was the low bidder and authorized the ED to sign the contract as long as reimbursable fees do not exceed \$500.00. The ED confirmed the not to exceed fee and signed the contract. Not to exceed fee of \$500.00 was written into the contract signed by the ED.

Other Business

The ordinance to set the on-street parking rates has been sent back to Brian Boland for re-writing and to be presented to the board at the May board meeting and to insure the board has taken the appropriate steps and understanding prior to moving the document back to City Council

Executive Session

Was to discuss to discuss a real-estate and a personnel matter

The meeting adjourned at 7:53 pm

RPA Next Regular Meeting

The next board meeting is scheduled for May 27, 2015