

# **MINUTES**

## **Reading Parking Authority**

**June 24, 2013**

The Reading Parking Authority held their meeting on Wednesday, June 24, 2013 at 5:30 P.M. in their office at 613 Franklin Street, Reading, PA.

### **Board Members Present**

Dr. Gary Wegman, Acting Chairman

Larry Murin, Board Member

Mark Cianciosi, Treasurer

Bernardo Carbajal, Secretary

### **Absent**

Larry Miccicke, Board Member

### **Others Present**

Patrick Mulligan, Executive Director

Christina Gilfert, Finance Director, RPA

James Lillis, Solicitor

### **Guest(s)**

Don Spatz, Reading Eagle

Jeffery Elliott, Kolzoff Stoudt

Michael Setley, Concord Public Finance

The meeting was called to order by Mr. Wegman @ 5:45 pm

### **Public Comments**

Marvin Colman and Marie Colman approached the board concerning a ticket they received for parking during street sweeping. They were advised by the board to take the matter up with a district judge. They were additionally advised that the board was not a place to adjudicate tickets.

### **Reading and Approval of the Minutes**

Motion 2013-30 was made by Mr. Murin to accept the minutes from the May board meeting. The motion was seconded by Mr. Wegman. The motion passed.

### **Correspondence**

Received a letter from David S. Sobotka concerning parking during events at the Sovereign Performance Art Center along the 500 0block of Walnut Street. The ED spoke with Mr. Sobotka to acknowledge the receipt of the letter and told him he would look into it when performances resume in September.

The RPA received a letter of concern from Anne Matesie with Service Access & Management, Inc. They are monthly parkers in the Doubletree garage. Her staff was concerned about the JW parkers and insuring they had proper space. The ED discussed with her the issue and her staffs concerns and resolved the problem.

### **Executive Director's Report**

#### **Wyndham Garage**

The Authority continues to wait for the owner to get new parking equipment. Once the new parking equipment is installed then we can remove the pay station and cancel the communication lines. Monthly permit payments continued to come to the Authority office for the first part of May while future payment instructions are being distributed to all the customers. The Authority continues to bill for validations and process daily credit card payments.

#### **Garage Upgrades**

We have completed the replacement of the sub-floor and laid new rubber tile in the two elevators along Cherry Street in the South Penn Garage. The elevators in the Chiarelli Garage are scheduled next. We continue to move forward ward with the installation of the Pay-on foot machine in the Reed & Court garage as well as activating the credit card in/out system for that garage. This pay-on-foot machine was ordered in such a fashion by my predecessor, that it does not accept or give coins as change. The cost to retrofit the machine is too expensive, therefore I am recommending a rate change for the Reed & Court Garage. (Additional details of the rate change will come at the actual meeting)The sign package has been delayed to insure it falls in line with the color scheme of the Penn Charter designs. Effective June 26<sup>th</sup>, all exterior windows of all stair wells and elevator shafts in all parking garages will be cleaned with a completion date of June 27<sup>th</sup>. Some of these windows have not been cleaned in excess of 25 years.

The JW meetings have started and this year they have agreed to wash all camera lenses in the garages along with all signage, emergency call boxes and height bars.

Within the next two weeks Reed and Court garage will be completely restriped. South Penn will receive some updating as well as Chiarelli

#### **Equipment Repairs and Removal**

Our four year old Tennant sweeper head gasket blew and originally we were looking at spending in excess of \$5,000.00 to repair. Initial inspection by Tennant Services indicated misuse by the operator. Investigation by our supervisors indicated something else and due to the RPA conducting regular maintenance on this machine and tenant could not conclude the actual reason of the occurrence, therefore, Tennant offered to split the bill, our actual direct cost is \$2,042.30

We removed two aging vehicles from our fleet. One 1990 3500 GMC Sierra Dump (23 years old) with Transmission and 4WD case needing to be rebuilt or replaced and a 1986 2500 Sierra Pickup (27 years old) body and drive train completely worn out. The 1990 was sold to one of our employees for \$2,500.00 (Penske originally offered us \$800.00) and the 1986 was sold to an employee for \$200.00 (Penske originally offered us \$350.00) The RPA came out ahead by \$1550.00 combined.

### **Annual Fire Inspection**

Dry Stand pipe testing is set to start on June 27<sup>th</sup> and a completion date of the first week of July. We are waiting on the Reading Fire Marshall to install the caps.

### **Meetings**

I have met with Lee Olson individually and reviewed his main street design initiative. I agreed to join his Main Street Design Committee.

I have met with Charles Broad, from the Downtown Improvement District. Shared some ideas and agreed to keep each other in the loop as it pertains to parking related topics.

I met with two business owners to hear their ideas and concerns. I met with Michael Leifer from the Peanut Bar as well as Denton and Ronald Buckley to hear their concerns.

I received a letter of concern David S. Sobotka, Attorney who has a building on the 500 block of Walnut Street concerning the parking of oversized vehicles on this block and has asked for some help in resolving this issue.

### Motions for the Board

1. That the board passes a motion to accept the minutes from the previous board meeting. Motion 2013-30.
2. The board made a motion to allow the ED to engage with Fulton Bank on lower interest rates for Parking Revenue Note Series, 2011, A 2011 and 2012 Motion number 2013-31
3. The board made a motion to establish new parking rates at the Reed & Court Garage. Motion number 2013-32
4. That the board accepts the accounts payable. Motion 2013-33
5. That the board made a motion to acquire new credit cards for the RPA, 2013-34.

### **Solicitor's Report:**

None

### **Approval of Accounts Payable**

Motion 2013-33 was made by Mr. Murin and seconded by Mr. Cianciosi to accept the accounts payable. The motion passed.

### **Old Business**

The board instructed the ED to engage Mobile Now in a contract to establish a pay by cell system.

### **New Business**

Michael Setley present to the board an opportunity to refinance the outstanding notes for a lower interest rate. The board gave approval to Mr. Setley to discuss with Fulton Bank to acquire a reduction in the interest rate from 3.15% to 2.65% A motion 2013-31 was made by Mr. Carbajal and second by Mr. Murin. Motion passed.

A new rate structure was proposed by the ED since the new pay station does not accept or dispense coins. A motion 2013-32 was made by Mr. Murin and 2<sup>nd</sup> by Mr. Carbajal. Motion Passed.

RPA Management requested new credit cards for both the office and maintenance. Metro Bank was engaged. Maintenance high credit was established at \$12,000.00 and the office high credit at \$5000 A motion made by Mr. Carbajal and seconded by Mr. Murin 2013-34 was passed.

### **Other Business**

None

### **Executive Session**

Executive Session was to discuss potential litigation on an employee issue and real-estate

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The meeting adjourned at 8:30 pm.

### **RPA Next Regular Meeting**

The next board meeting is scheduled for June 26, 2013