

# **MINUTES**

## **Reading Parking Authority**

**May 27, 2015**

The Reading Parking Authority held their meeting on Wednesday, May 27, 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

Larry Miccicke

### **Absent**

### **Others Present**

Patrick Mulligan, Executive Director, RPA

Christina Gilfert, Finance Director, RPA

Brian Boland, Solicitor

### **Guest(s)**

Vaughn Spenser, Mayor

Don Spatz, Reading Eagle

Rich Lukesh

Daniel Giandomenico

Lee Olsen, Olsen Design Group

Juliana Gil, Olsen Design Group

The meeting was called to order by Mr. Wegman at 5:35 pm

### **Public Comments**

None

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

A Motion 2015-15 was made by Mr. Cianciosi to accept the minutes from the April board meeting. The motion was seconded by Mr. Murin. The motion 2015-15 passed.

### **Correspondence**

None

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

#### **Meetings**

I participated in the Main Street Business Opportunity meetings held to educate area businesses on grant opportunities and matching fund opportunities available to them through the city. The Mayor attended and spoke each of these meetings, as well as Chuck Broad, Lenin Agudo, Craig Poole and myself. I met with the Reading Police Department, the Reading Department of Public Works and the organizers of the Reading 120. The RPD is currently looking at the number of road closures that would be needed and will notify the RPA of the number of "No Parking" signs needed.

#### **Pay Station**

The Luke II pay station has been in operation for 72 days in the State Lot. We continue to have issues with the coin acceptor and the machine has required more maintenance and attention from staff than what was anticipated although we continue to collect in excess of 45% of the revenue by credit/debit card.

Two IPS Machines have been installed in 6C. Signs will be installed by the end of the week. IPS shipped the machines without the Lithium ION batteries. I am waiting for the delivery of these batteries to start the trial. The batteries are needed for memory storage when solar power is not available.

#### **Maintenance Supervisor**

Rich Lukesh and I have completed the interviews. We are currently checking references on one key candidate.

#### **Mobile Now – Merchant Account**

Mobile Now is ready to roll out their Friendly Merchant program. They have asked me to identify several merchants to participate in a trial program which I already have. More on this by the June meeting.

## General Maintenance

We removed the wood barricades that separated the two exit lanes at Poplar and Walnut and replaced them with reflective delineator pylons. These are flexible and will cause less damage should they come in contact with a vehicle. We continue to have elevator issues. We replaced the four emergency phones in the elevators at PW. We bought the phones at cost and installed them ourselves for \$2160.00. ThyssenKrupp, our designated service provider provided a significant higher quote which I felt was unreasonable.

## Farmers Market

Just a reminder that the Farmers Market starts on June 4<sup>th</sup> on the north side of the 400 block of Penn Street. The official ribbon cutting ceremony starts at 11:30 am. The RPA is considered a Penn Street Market Partner which exceeds all other sponsorship levels due to ability to provide free parking for vendors and shoppers.

## Motions

1. A motion was made by Mr. Murin and seconded by Mr. Cianciosi to approve the minutes 2015-15 The motion passed.
2. A motion to approve accounts payable was made by Mr. Murin and seconded by Mr. Cianciosi for April 2015-16 The motion passed.
3. A motion to approve our debt service payment of \$107,590.43 2015-17 A motion was made by Mr. Miccicke and seconded by Mr. Cianciosi to use funds from our reserve account and from our operating account to pay the debt service. The motion 2015-17 passed.
4. A motion to approve the completed financial statement. 2015-18 A motion was made by Mr. Miccicke and seconded by Ms. Chambers. The motion 2015-18 passed
5. A motion to approve the renewal of the St. Joes monthly contract was made by Ms. Chambers and seconded by Mr. Cianciosi. The motion 2015-19 passed.
6. A motion to approve the ENTECH Contract 2015-20 was made by Mr. Murin and seconded by Ms. Chambers. The motion 2015-20 passed.
7. A motion to adjourn the meeting – 2015-21 was made by Mr. Murin and seconded by Mr. Cianciosi. The motion 2015-21 passed.

## Solicitor's Report:

None

## Approval of Accounts Payable

A motion to approve the accounts payable report was made by Mr. Murin and seconded by Mr. Cianciosi. The motion 2015-16 passed.

## Old Business

## New Business

The board reviewed and approved two new contracts with current customers. ENTECH a local firm is moving their offices from the American building to the Gateway building. They will be moving from the 4<sup>th</sup> & Cherry garage to the 2<sup>nd</sup> & Washington garage and have signed a ten (10) year parking contract.

St. Joseph Health System renewed their yearly contract and increased their space allotment from 225 to 230 spaces.

Lee Olsen and Julianna Gil from the Olsen Design Architectural Group provided a preliminary review of the ADA facility audit of all parking garages and parking lots that the RPA manages. The ADA audit was commissioned by the ED several months earlier. The audit was requested to insure the RPA was in compliance with the changes in the ADA code that occurred in 2009. Mr. Olsen and Ms. Gill will return in a couple of months to provide the final version of the report.

### **Other Business**

Brian Boland from Kozloff Stoudt reviewed the revised demand pricing ordinance and the changes the RPA board wanted to see including the setting of rates and determine the maximum rate to be set by Council and the creation of additional zones with in the zones we have now.

The ED made a recommendation to the board to hire a new Maintenance Supervisor. The board accepted the recommendation and an offer was extended.

### **Executive Session**

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

The meeting adjourned at 8:54 pm

### **RPA Next Regular Meeting**

The next board meeting is scheduled for June 24, 2015