

MINUTES

Reading Parking Authority

September 26, 2012

The Reading Parking Authority held their meeting on Wednesday, September 26, 2012 at 5:30 P.M. in their office at 613 Franklin Street, Reading, PA.

Board Members Present

George Cook, Chairman

Mike Polyak, Vice Chairman

Mark Cianciosi, Treasurer

Dr. Gary Wegman, Board Member

Bernardo Carbajal, Board Member

Others Present

Lawrence Lee, Executive Director, RPA

Christina Gilfert, Finance Manager, RPA

James Lillis, Solicitor

Guest(s)

Don Spatz, Reading Eagle

Susan Angstadt, Reading Eagle

Donna Reed, City Council

William Frymoyer, AFSCME

Felix Freytiz, RPA Shop Steward

Phil Hornberger, RPA Employee

Lenin Agudo, Community Development Director

Steve Buck, Stevens & Lee

Frank Snyder, City Resident

John Aregius, WFMZ

The meeting was called to order by the Chairman of the Board at 5:30 PM.

The Chairman welcomed new members Bernardo Carbajal and Dr. Gary Wegman. The Chairman made a motion to remove Lawrence Lee as Executive Director effective immediately. Mr. Carbajal seconded the motion. There was discussion on the motion. Motion 2012-47 passed 3-2 with Mr. Polyak and Mr. Cianciosi providing the dissenting votes.

Public Comments

Ms. Reed expressed her disappointment in the Board's decision to remove the Executive Director.

Executive Session

The board went into executive session to discuss the details of the tentative union contract.

Reading and Approval of the Minutes

Motion 2012-44 was made by Mr. Polyak to accept the minutes from the last meeting. The motion was seconded by Mr. Cianciosi. The motion passed. Mr. Wegman abstained.

Correspondence

None.

Executive Director's Report

South Penn Repair

Repairs were completed on the South Penn garage on 24 August. Water proofing of the four effected garage levels will commence on 15 & 16 September and be completed on 6 & 7 October. The garage will be closed these two weekends to prevent damage to the newly applied surface. The final pay application will include a partial payment for the change order for the water proofing application.

DoubleTree Pedestrian Bridge

On 28 August the Authority pursued a prevailing wage application from the Department of Labor and Industry on behalf of Burkey Construction for the project. The data was provided to the contractor and a subsequent increase to the contract from \$39,173 to \$41,763 resulted. The contract will be provided to the board for their consideration at the 26 September board meeting.

Authority Ticket Complaints

The Authority had captured statistical data relative to customer ticket complaints. The intent in providing these numbers to the board is to show our unbiased review of customer ticket complaints.

	Dismissed	Valid	Total	% Dismissed
2011	283	592	875	32%
2012	186	399	585	32%
Totals	469	991	1460	32%

Employee Health Care 2013

The Authority received a reply to our request for BlueCross Insurance for 2013. Unfortunately, the quote was 72% higher than the original quote. The Authority has decided on HighMark insurance with an 11% increase over last year's premium.

Parking Authority Worker's Comp & General Liability Insurance

The Authority met with our insurance broker to discuss insurance for 2013. Our experience modification factor increased in 2012 from 1.736 to 2.170. Our existing insurance expires the last day of November.

Reading & West Reading Corridor

Lee Olsen of Olsen Design Architects discussed a signage initiative to city council relative to way finding for visitors coming to the City of Reading. I offered to be part of the group to discuss signage as it relates to finding parking garages and lots to assist customers not familiar with the city. Approximately five years ago Walker Parking Consultants did an analysis of our parking structures as it related to hourly fees and meter fees. Way finding signage was a portion of that study that was not funded. This could be a good opportunity to enhance a system in need of upgrade.

Lighting Initiative

The Authority has completed repairs to the emergency lighting system at the Front & Washington garage. The extensive work has resulted in a consolidation of electrical boxes to simplify the lighting upgrade and reduce electric consumption at this facility. Second & Washington is the next garage to have the lighting signature reduced. The emergency generator will also require electrical rewiring.

Hardware/Software Upgrades

The Parking Authority is pursuing upgrades to our computer technology and network systems. All equipment and software has been ordered and partially paid. Systems back up files initiatives are already underway. Memory upgrades have been completed and replacement computers are ordered. Cloud Processing of Clancy data is to be completed next week. The server is to be replaced not later than 15 October.

Final Audit

The final audit for the \$6.0MM grant obtained for the DoubleTree Convention Center garage was held on 13 & 14 September 2012. Mr. Randy LaCroix from the governor's office of the budget conducted the audit and no deficiencies were noted.

Hot Topics

The executive director appeared on the BCTV thirty minute show entitled "Hot Topics". A number of parking initiatives and problems were discussed.

Data Line Conversion

The Authority has ordered the last two data phone lines from Frontier Communications to replace our data lines from Verizon at the DoubleTree and Poplar & Walnut garages. The Authority has also ordered a Comcast high speed data line for the office to ensure maximum potential for data flow. The changes also necessitated a new fire wall that requires an additional piece of hardware at a cost of \$1,000.

Parking Ordinances

The executive director and Mr. Mike Polyak met with city council members to discuss changing meter enforcement within the one block radius of the Sovereign Center during events. Council voted unanimously to change the ordinance back to 6PM enforcement effective 10 September. Further, the executive director requested immediate towing for violators with five (5) outstanding tickets instead of the existing twenty-four hour waiting period. Council has agreed to look at the recommendation at the Monday council meeting. The Authority has experienced a rash of thief's of our boots which range in cost from \$400-\$600.

Continuing Education

The executive director has registered for a continuing education program – Unemployment Benefits and Relief from Charges to be given in Camp Hill, PA on 10 October 2012. The program is based on understanding UC benefits, relief from charges, separation eligibility, willful misconduct and the impact of the new UC Reform law.

Our PEO supervisor will be attending the PA Parking Association meeting in Pittsburg from 19-21 September.

2012 Budget Review

The Finance Manager addressed the financial status of the Budget/Revenue for 2012.

-Operating Budget: The Authority is \$174,705 under budget for operations. Some of the line items are paid up front (elevator contracts, insurance, etc.) which skews early budget compliance. The high cost of worker's compensation insurance for 2012 is also adversely affecting budget projections.

-Revenue Report: The Authority revenues are \$27,965 ahead of last year's revenue at this time. The garage's revenues are up \$125,618 over last year, but violations are down \$165,196. Back logs in the courts are being addressed by the administrative courts.

-Cash Flow: The cash flow as of 31 August 2012 is \$5,891,089 compared to \$5,894,765 in 2011.

Motions for the Board

1. That the board passes a motion to accept the minutes from the last board meeting. Motion 2012-44.
2. That the board accepts the accounts payable from the previous meeting. Motion 2012-45.
3. That the board approved the contract with Burkey construction for \$41,763 for the installation of a pedestrian bridge on the northwest corner of the Doubletree garage. Motion 2012-46. The motion was made by Mr. Cianciosi and seconded by Mr. Polyak. The motion passed.
4. That the board removes Lawrence Lee as Executive Director immediately. Motion 2012-47.

5. That the board approves the Union Contract. Motion 2012-48. The motion was made by Mr. Cook and seconded by Mr. Polyak. The motion passed.

6. That the board appoints Mr. Polyak as Vice Chairman. Motion 2012-49. The motion was made by Mr. Cook and seconded by Mr. Wegman. The motion passed.

7. That the board appoints Mr. Cianciosi as Treasurer. Motion 2012-50. The motion was made by Mr. Cook and seconded by Mr. Polyak. The motion passed.

8. That the board appoints Ms. Christina Gilfert to Acting Executive Director for a period of six months. Motion 2012-51. The motion was made by Mr. Cook and seconded by Mr. Polyak. The motion passed.

9. That the board extends the agreement for the sale of 112 N. 5th Street by 45 days contingent on the purchase of the property at 100 N. 5th Street. Motion 2012-52. The motion was made by Mr. Carbajal and seconded by Dr. Wegman. The motion passed.

Solicitor's Report: None

Approval of Accounts Payable

Motion 2012-45 was made by Mr. Cianciosi and seconded by Mr. Polyak to accept the accounts payable. The motion passed.

Old Business

The new website generated \$800 in August from the online ticket payments. The return on investment will be approximately 20 months.

New Business

The solicitor is working on an agreement with Wohlsen Construction to utilize the ground level of the Doubletree Garage for offices during the construction of the convention center.

Mr. Wegman inquired if there were any type of residential permits available to the residents. Mr. Cook explained the residential permit parking procedure.

Executive Session

Executive session was to discuss a real estate transaction. The meeting adjourned at 8:10pm.

RPA Next Regular Meeting

The next board meeting is scheduled for 24 October 2012.