

# **MINUTES**

## **Reading Parking Authority**

**January 29, 2013**

The Reading Parking Authority held their meeting on Wednesday, December 18, 2013 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

Larry Miccicke, Board Member

### **Absent**

Bernardo Carbajal, Secretary

### **Others Present**

Patrick Mulligan, Executive Director

Christina Gilfert, Finance Director, RPA

James Lillis Solicitor

### **Guest(s)**

Don Spatz, Reading Eagle

Daniel Giandomenico, RPA Employee

The meeting was called to order by Mr. Wegman @ 5:30 pm

### **Public Comments**

None

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

Motion 2013-64 was made by Mr. Murin to accept the minutes from the November board meeting. The motion was seconded by Mr. Cianciosi. The motion passed.

### **Correspondence**

None

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

#### **Mobile Now**

We met with John Oglesby, CEO of Mobile Now and two of his associates and was given brief presentation of their new residential parking program. It's mainly based on using LPR technology but is very user friendly allowing residents to be able to sign up by computer. Pricing information will be forthcoming.

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

ThyssenKrupp has completed the installation second elevator in Popular and Walnut garage. Both have been inspected and are running.

#### **1019 Penn Street Lot**

The lighting had been installed. Due to the snow, we have fallen behind on installing all the necessary signage. Monthly permits have been ordered. I would like to recommend the following pricing structure. \$25.00 per month for residents/\$30 per month for non-residents and the mobile now payment system would charge \$1.00 per hour for hourly parking with no limit until we see a demand to limit the time.

#### **Commercial Property/Liability Insurance**

We have a new policy from the Rigg Darlington Group. We are still with SWIF the overall cost has decreased by \$5,911.00.

#### **2014 Board Meeting Dates**

1/22, 2/26, 3/26, 4/23, 5/21, 6/23, 7/20, 8/20, 9/24, 10/22, 11/19 & 12/17

#### **Request to Move Vacation time into 2014**

When I started on May 4<sup>th</sup>, the board granted me three weeks' vacation time. Due to my schedule, I have only been able to use one (1) weeks of time (7 days) I am asking the board to allow me a onetime extension to move two (2) weeks' vacation time into the New Year to be used no later than March 31, 2014.

#### **Budget 2014**

Capital Expenditures are as follows:

Club Cab Replacement w/plow \$32,000.00 (replacing a 19 year old vehicle)

DVR for Poplar and Walnut	\$10,000.00 Upgrade
Chiarelli Elevator	\$53,612.00 Elevator Modernization and door replacement
Poplar & Walnut	\$524,000.00 Expansion joint replacement and repointing of loose bricks

A few additional notes –

- Computer expense includes 6 new computers with Microsoft office
- Wages include adding a part-time HR professional
- The CDC contribution has its own line item
- Bank charges are increased due to additional bank fees
- Utilities are lower due to the sale of the Wyndham Hotel and the continuation of energy conservation

**Overall the budget only increased 3.5%**

## Motions

### Motions for the Board

1. A motion was made to approve the minutes from November by Mr. Murin and seconded by Mr. Cianciosi. The motion passed 2013-64
2. A motion was made by Mr. Murin and seconded by Mr. Miccicke to approve accounts payable. The motion 2013-65 passed.
3. A motion was made by Mr. Murin and seconded by Mr. Miccicke to add the ED to the Resolution of Municipal Entity. The motion 2013-66 passed.
4. A motion was made by Mr. Cianciosi and seconded by Mr. Murin to approve the rate schedule of 1019 Penn Street lot. The rates are \$25.00 per month for residents, \$30.00 per month for non-residents and \$1.00 per hour for daily parking using Mobile-Now. The motion 2013-67 passed.
5. A motion was made by Mr. Cianciosi and seconded by Mr. Murin to approve the parking agreement with Reading Hospitality, LLC. The motion 2013-68 passed.
6. A motion was made by Mr. Miccicke and seconded by Mr. Murin to approve the \$2MM requested by the City for the 2014 budget. The motion 2013-69 passed.
7. A motion was made by Mr. Murin and seconded by Mr. Miccicke to approve the 2014 RPA budget. The motion 2013-70 passed.
8. A motion was made by Mr. Mr. Murin and seconded by Mr. Cianciosi to approve the board meetings for next year. The motion 2013-71 passed.
9. A motion was made by Mr. Murin and seconded by Mr. Miccicke to approve the observed 2014 Holiday schedule. The motion 2013-72 passed.
10. A motion made by Mr. Cianciosi and seconded by Mr. Miccicke to approve the ED's request for a onetime extension of vacation time. The motion 2013-73 passed.
11. A motion was made by Mr. Cianciosi and seconded by Mr. Murin to hire a part-time Human Resources manager. A stipulation was added that the HR manager address the board at the March 26<sup>th</sup> board meeting for a review. The motion 2013-74 passed.
12. A motion was made by Mr. Murin and seconded by Mr. Miccicke to adjourn the meeting. The motion 2013-74 passed.

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

None

### **Approval of Accounts Payable**

Motion 2013-65 was made by Mr. Murin and seconded by Mr. Miccicke to accept the accounts payable. The motion passed.

## **Old Business**

## **New Business**

The board inquired about the new shelter opening by Mary's Shelter and who would be handling the parking for them.

## **Other Business**

## **None**

## **Executive Session**

Executive Session was to discuss potential litigation on an employee issue.

The meeting adjourned at 9:15 pm

## **RPA Next Regular Meeting**

The next board meeting is scheduled for February 26, 2014