

**POTTSVILLE PARKING AUTHORITY
POTTSVILLE, PENNSYLVANIA**

PUBLIC MEETING

Minutes

January 10, 2025

The regular meeting of the Pottsville Parking Authority will be held on the above date at 8 AM at City Hall 401 N. Centre Street, 2nd Floor Conference Room

In attendance were: William Messaros, Ian Lipton, Robert Hoppe, Thomas Campion, Ronald Dermo, James Humphrey, and Stephen Macola.

AGENDA ITEM #1 CALL TO ORDER
MOTION to nominate the slate of officers for 2025. Closed nomination and voted unanimously to accept the slate of officers, by Dermo / Hoppe.
MOTION passed.

AGENDA ITEM #2 PUBLIC COMMENT

AGENDA ITEM #3 EXECUTIVE SESSION
The Board entered Executive Session from 8:01 AM to 8:09 AM, to discuss personnel and legal matters.

AGENDA ITEM #4 Review of minutes from December 13, 2024 meeting.

- Requires motion to approve minutes
- **MOTION to approve December 2024 Minutes by Hoppe / Humphrey.**
MOTION passed.

AGENDA ITEM #5 Reviews of monthly revenue / expenses for December

- Highlights of Operating Income and Expense YTD:
 - Decrease in Net Income from November 30 (\$14,228.52) to December 31, 2024 (\$37,433.13) Final 2024 payment to Mar-Allen \$45,623.65 was issued in December 2024
 - Budgeted YTD net income 12 Month \$30,798.00
Actual income for 12 months 2024 \$31,485.80
 - Income from Park Mobile for the month of December 2024
 - 4,742 transactions
 - Net Income from Park Mobile for December \$8,718.75
 - Net Park Mobile 2024 YTD \$134,581.95, 2023 YTD \$136,548.85 decrease 12 Months YTD - \$1966.90 (8) day loss of revenue
Fees paid December 16 % \$1,668.00
 - Meter Income December 2024 \$6,827.55 compared with November 2024 \$5,6894.74
 - 2024 YTD Meter Income \$99,812.93 compared to 2023 YTD Total \$108,272.53 (down) \$8,459.60 for 12 months.
 - Income from T2 Enforcement ONLY, December 13 days
 - 347 tickets issued; 152 tickets paid
 - Total T2 enforcement revenue billed in December \$5,885.00

- Total MPS enforcement revenue billed in December \$1,085.00
Realized December income \$2,820.00
 - Collectively, enforcement officers issued on average 83 tickets per week during the month of December
 - Our balanced budget is predicated 163 tickets issued per week.
 - Larry Newswanger | 40 % of tickets
 - Dale Blum | 32 % of tickets
 - Pat Mahoney | 28 % of tickets
 - Total hours of enforcement labor for December 189
 - Loss of Revenue for December not only included Meter and Park Mobile App income, it included a loss of 30% of ticket revenue. There was no corresponding decrease in labor cost.
 - Magisterial income for December 2024 \$983.52
 - (2) CD's, CACL is currently 5.25% APY interest.
- Finally, the small municipal permit increase of 2% to 2.5% for 2025 will mitigate some of the reduction in revenue due to permits not renewed at the Mahantongo Deck.
- Permit revenue as of December 31, 2024 anticipated, NOT RECEIVED, \$115,500.00 based on invoice accounts receivables.
- **MOTION to accept the financial records approved by Hoppe / Dermo. MOTION passed.**

AGENDA ITEM #6

Parking Areas

- Mahantongo Deck.
 - EV Charging income received for November 2024 on December 14, 2024, \$147.80
 - EV \$5.00 charge for vehicles charging without a Municipal Permit produced (19) sessions = \$95.00 additional revenue and are included in the net income figures.
 - EV charging income for December not received \$203.94. Utility cost for December \$68.20 (628 kWh) Net income \$135.74
 - EV \$5.00 charging without a municipal permit (25) session \$125.00, net income from charging \$10.74
 - The (2) parking Kiosks Income for December was only \$72.50.
 - For the third month in a row usage and demand was lower than December 2023 -29% usage and -10 demand.
 - All regular enforcement and maintenance were performed in December 2024
- Capitol Deck
 - Phase 2. Steel repairs and drainage system replacement
Year 2024: (COMPLETE) Final payment for Mar-Allen of \$45,623.65 was made last week of December 2024.
 - Phase 3. Repair of retaining wall, epoxy crack seal and painting the steel. (RESCHEDULED) Year 2025.

Bensch has forwarded an (86) PAGE PROJECT MANUAL FOR THE PAINTING PHASE. Final phase of approved work to be completed by August 31, 2025, the Authority approved bid \$115,000.00 and \$120,000.00 to complete the final phase of the deck project. Bid are scheduled to be opened Wednesday, January 22, 2025

- All regular enforcement and maintenance were performed in December 2024.
- Union Station
 - The lot should be sealed and any cracks repaired in the next 12 to 18 months. The Authority could not assume the responsibility for the cost of this work estimated at a cost of \$40,00.00 to \$60,000.00. No action has been taken to resolve this maintenance issue. How does the Board wish to handle this potential problem with the Union Station tenants
Board requested the City Administration discuss the sealing of the parking lot with SEDCO and tenants of Union Station, requesting the tenants take responsibility for the cost of sealing the parking lot.
 - All regular maintenance and snow removal performed for December 2024.
- Arch Street
 - All regular enforcement and maintenance were performed in December 2024.
- John Potts Lot
 - All regular enforcement and maintenance was performed in December 2024.
- Pottsville Hotel
 - The (2) 15minute parking spaces between the Pottville Hotel and Dr Akbar's office are unavailable due to the collapse of the arch between the two building. This walkway between Centre and Progress continues to be closed. Sewer Authority must take additional action.
 - All regular enforcement of the 50 municipal permit spaces was performed as well as regular maintenance for December 2024.
- Alvernia Lot
 - The PPA has 35 total permits issued to date; (24) to Progressive Vision and (11) to Municipal Permit holders.

- All regular enforcement and maintenance performed in December 2024.
 - McGeever Pocket Park
 - All regular enforcement and maintenance performed December 2024.
 - Garfield Lot
 - All regular enforcement and maintenance performed in December 2024.
 - The apartment building adjacent to the diner. The Redevelopment Authority of the City has hired Kitsock to demolish the remainder of the building for parking. This demolition work has been completed.
 - Residential Permits
 - The Authority will continue to provide PHYSICAL PERMITS for 2024-2025. As of December 1, 2024 (137) new 24/25 permits have been purchased @\$50.00 each producing an income of \$6,900.00. **MOTION to eliminate permit purchases, meters and enforcement at the intersection of Wolfe Street to General George Joulwan East Side Park on East Norwegian Street. The Pottsville Police Department will mediate disputes that arise to the lack of residential parking in the specified blocks, by Humphrey / Dermo. MOTION passed.**
 - Municipal Permits
 - First quarter permit invoices mailed the week of November 25th.
 - \$115,500 revenue for 2025 permits due before January 13th is a current PPA receivable.
 - Special Pricing Request: Residents living in the 100 block of S. Centre Street and 100 and 200 blocks of Mahantongo Street was approved by PPA Board at the December 13, 2024 Meeting by unanimous vote.
 - Five additional Mahantongo Deck parking permits have been purchased by those residents effected by the special pricing.

AGENDA ITEM #7

Projects

- Enforcement
 - 347 tickets issued; 152 tickets paid T2 program.
 - MPS Safety Stick violations December 2024- 31 violations.

- \$35.00 tickets issued \$1,085.00, 8 tickets, \$280.00 paid
- Total Enforcement Revenue Billed - \$6,970.00
 - Realized December Income - \$2,820.00
 - Unrealized December Income - \$4,150.00
 - Magisterial income for December 2024 - \$983.52

The MPS team and the PPA’s Executive Director have agreed to a 90-day test to determine if the MPS units are viable for the City, We will not agree to payment of \$900.00 a month at a minimum for payment to MPS regardless of tickets issued and due for payment. This period would end on February 1st.

Currently (1) Vehicles are on the Scofflaw Report. The vehicle owners have been sent notification that if the tickets remain unpaid the vehicle if located will be towed and impounded.

Park Mobile

- 847 fewer parking sessions were recorded in December compared with November.
- \$1,666.25 decrease in net income was received during the (13) days of December 2024 compared to 19 days in November 2024.
- Average parking session based 123.5 hours during December increased from two hours to nearly two hours and thirty minutes, 30 minutes longer than both October and November and an increase of 45 minutes when compared with September 2024.
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- Parking Meters
 - Kevin Kline has assumed all responsibility for repair and the replacement of door locks for in-service meters as well as batteries, effective mid-November.
 - Meter income for December 2024 \$6,827.55 compared with November’s \$5,894.74 Note December had only 13 days of income due to (8) days of Free Holiday parking, from meters compared with 19 days in November.

AGENDA ITEM #8

OLD/NEW BUSINESS

- A review of electric bills at the Mahantongo Parking Deck, November 12 thru December 13, for the third month in a row usage decreased by 29% and demand decreased in comparison to 2023 by 10%.

DISCUSSION for M&T Bank’s request for renting 3 parking spaces in front of M&T Bank, on Centre Street. The M&T Bank Manager Mr. Sickle, will be notified that no decision has been made on his request and a final decision will be made by the February 14th Board Meeting.

AGENDA ITEM #9

ADJOURNMENT

MOTION to adjourn at 9:03AM by Dermo / Hoppe. MOTION passed.