

**POTTSVILLE PARKING AUTHORITY
POTTSVILLE, PENNSYLVANIA**

PUBLIC MEETING

Minutes

April 12, 2024

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 was: Ian Lipton, Bill Messaros, Mike Weres, Ron Dermo, Thomas Campion Jr, Steve Macola, Bob Hoppe, John Levkolic, Tom Palamar & Savas Logothetides.

AGENDA ITEM #1 CALL TO ORDER

AGENDA ITEM #2 EXECUTIVE SESSION

The Board went into Executive Session from 8:31 AM to 8:40, to discuss personnel matters.

AGENDA ITEM #3 Review of minutes from March 8, 2024 meeting.

- Requires motion to approve minutes
- **MOTION to accept the minutes approved by Hoppe / Weres.**

AGENDA ITEM #4 Reviews of monthly revenue / expenses for March 2024

- Highlights of Operating Income and Expense YTD:
 - Increase in Net Income from February 29- (\$9,362.82) to a positive \$9,346.28 for March 31, 2024
 - Budgeted YTD 3 Month \$7,699.38
Increase \$25,918.39 over projected income for 3 Month
 - Income from Park Mobile for the month of March 2024 included
 - 6,102 transactions compared with February 2024
Net Income from Park Mobile for March \$11,819.90
 - Fees paid March 16.2 % \$2,342.50
 - Meter Income March 2024 \$9,996.31 compared with February 2024 \$8,614.40
 - 2024 YTD Meter Income \$25,559.51 compared to
2023 YTD Total \$29,107.64
(down) \$3,548.13
 - Income from Enforcement March 21 days
 - 502 tickets issued; 238 tickets paid
 - Realized March income \$4,078.00
 - Collectively, enforcement officers issued on average 119 tickets per week during the month of March.
 - Ron Koscil | 40 % of tickets
 - Dale Blum | 21% of tickets
 - Pat Mahoney | 39 % of tickets

- Total hours of enforcement labor for March 168
- Magisterial income for March 2024 \$1,331.27.

- Monday, February 12, 2024 Board Approval to move)2) CD's totaling \$460,379.45 APR of 5.22%, were rolled over for an additional six months with interest income calculated at \$12,015.90 Income for March \$2,002.19

- Snow and Ice removal costs will exceed last year's level. Snow removal expenses and credits for charge backs to Alvernia and Union Station are listed on this March P & L from February storms.
MOTION to accept the financial reports approved by Weres / Dermo.

AGENDA ITEM #5

Parking Areas

- Mahantongo Deck.
 - EV Charging income January \$119.69, February \$153.09 2024 received 4/2/2024 total, \$443.83.
 - EV Charging for March 2024 is \$150.20 gross income, 986 Kwh of electric cost \$118.00, (44) charging sessions, net income deducting energy cost equals \$17.20
 - EV Station Policy for Vehicles remaining at a charging station more than (1) additional hour following the completion of a fully charged vehicle. IDLE VEHICLE FEE, also vehicles without a municipal permit using the charging stations are not currently paying for parking. Those non permitted vehicles should be charged the \$1.00@ hr. parking fee. Currently no income is paid by those vehicles during the time they are located at a charging station. See PROPOSAL: Board Discussion and Decision.
MOTION TO ACCEPT: Approved by Hoppe / Dermo, MOTION passed unanimously.

 - The (2) parking Kiosks interface with Park Mobile and UP Safety/T2., kiosks are fully operational.
 - Higher than expected electric invoices, the January and February periods continue to report a 24% increase in demand we have requested PPL to perform an audit, it was performed on Wednesday April 10,2024. The elevator doors were opening and closing on the third level of the deck, subsequently Otis found the problem and resolved it the last week of March. We are committed to making the deck energy efficient! To date we have not received the results of the energy audit.

 - All regular enforcement and maintenance were performed in March 2024.

- Capitol Deck

- The Authority notified Mr. Knecht at Benesch on January 23, 2024 the steel repairs must be completed by Mar-Allen 2nd and 3rd quarter of 2024, Phase 2 work to be completed in 2024 = \$121,004.50. The Authority received notification from John Knecht that due to our delay to complete this work until 2024 a 6% increase for materials and wages and an increase for bonding of 4% increases the anticipated expense of the project by \$9,261.10 a final total of \$130,261.10. John Knecht suggested two items could be delayed until 2025. Epoxy Injection Crack Seal \$6,649.00 and Retaining Wall rehabilitation \$14,330.00 may safely be delayed until 2025. Higher than expected snow removal and the pickup truck purchase increase expenses by \$17,000.00 adding the additional \$9,000.00 for this phase of the project increases overall expenses to \$26,000.00.

Delaying the two items, \$20,000.00 until 2025 would increase the costs by \$1,387.63. Please review John Levkolic's comments from his email of March 8th BOARD DECISION REQUESTED

MOTION TO APPROVE by Dermo / Messaros, Weres. Hoppe opposed. MOTION passed.

- Tuesday, March 5th, at 7:42 AM, an individual was caught on camera throwing a rock through (2) panels of glass on the North Stair tower. We have reported it to our insurance company, and had Muncy replace three panels of glass the week of March 23rd at an installed cost of \$550.00 well below the insurance deductible.
- All regular enforcement and maintenance were performed in March 2024.

○ Union Station

- Union Station has been billed 40.62% for Snow removal. The reimbursement was received end of March.
- Reading Blue Mountain and Northern Railroad lease agreement awaiting acceptance by the railroad. Attorney Campion has not received a response as of the preparation of this April 2024 Agenda!

Solicitor Campion is to contact Jolene Buscher regarding the contract.

- All regular maintenance performed for March 2024.

○ Arch Street

- The Produce truck provider, Mr. Dennis Levan, has advised the Authority that his health will not permit the intended program to go forward.

- All regular enforcement and maintenance were performed in March 2024.
- John Potts Lot
 - All regular enforcement and maintenance were performed in March 2024
- Pottsville Hotel Lot
 - Who is responsible regarding liability for their transient guests? I believe the Authority should have an agreement with the hotel Attorney Campion to review lease with Hotel to determine if any changes limiting Authority liability must be added. BOARD DECISION REQUESTED.
An additional addendum to the current lease will be sent to the current owners of the Pottsville Hotel for approval, resolving any liability issues.
 - All regular enforcement of the 50 municipal permit spaces was performed as well as regular maintenance for March 2024.
- Alvernia Lot
 - The University will occupy an additional (25) bringing the total to (75) conventional spaces and (6) ADA accessible spaces. The Authority has increased the request for reimbursement for snow removal to 66.94% of invoice. The Authority has been reimbursed for all snow removal.
 - All regular enforcement and maintenance performed in March 2024.
- McGeever Pocket Park
 - All regular enforcement and maintenance performed March 2024. The Authority has added (1) on street space to the (4) in the park.
- Garfield Lot
 - All regular enforcement and maintenance performed in March 2024. The Redevelopment Authority, with planned restoration of the diner, accepted bids to demolish the apartment building to provide for Restaurant parking. Low bid was still nearly \$40,000.00 more than the Redevelopment Authority will be capable of funding. Alternatives are being reviewed.
- Residential Permits

- New permit count for July 1, 2023 thru June 30, 2024 currently sits at 154, income \$7,450.00.
- **Tom Palamar discussed with the Board a possible resolution to the issue of property owners in the six and seven hundred blocks of East Norwegian and East Arch Streets having sufficient parking spaces. No solution formulated; however, Mr. Palamar, Mr. Lipton and Chief Morrow are to meet regarding the possibility of the Police Department resolving parking disputes with residents in those areas surrounding LVHN. Executive Director Lipton is to circulate possible solutions following that, as yet, unscheduled meeting.**

○ Municipal Permits

- Second quarter permit invoices were mailed the week of March 11th. This is the first test of the Authority handling delinquent virtual permit holders.
Virtual permits have saved the Authority \$1,700.00, the cost of new physical permits.
Currently there are 12 delinquent 2nd quarter permit holders.

AGENDA ITEM #6

Projects

○ Enforcement

- 502 tickets issued; 238 tickets paid
- Tickets issued in March 2024 - \$8,960.00
 - Realized March Income - \$4,078.00
 - Unrealized March Income - \$4,882.00
- Currently one vehicle is on the Scofflaw list to be towed and impounded.
- The Stripe Verifone P400 Credit Card Terminal will be deactivated October 1, 2024. T2 is recommending a replacement BBPOS WisePOS E. Pricing on this new terminal is now currently \$460.00 docking Station and Terminal and \$500.00 for software configuration. I will negotiate with T2 for a discount.
Resolution to the purchase of new hardware was discussed, the Authority will purchase the appropriate product at a price negotiated by the Executive Director.
- The Authority is using a new documentation feature when appearing before Magistrate Reiley that allows the enforcement officer to provide the Magistrate with a photo of the vehicle windshield with the ticket attached.
- MPS, the Technology platform for enforcement “Safety Stick units” (9) have been installed the week of December 11th along with corresponding signage.

- They have not gone live; Chief Morrow has not given permission to MPS to use the Police Department's ORI to process lookup on Sentry Link for plate numbers of Vehicle owners with violations. The Judicial system (AOPC) permits the Authority to access plates from T2 with the Authority's ORI. MPS does not permit the Authority's ORI to be used.

Tuesday, April 9th, the Parking Authority received permission to use the Authority's ORI to perform Parking Citations processing between the Pottsville Parking Authority and GOV CIO to access Nlets motor vehicle data on MPS's behalf.

In the interim, a board member discussed the issue with the Republican-Herald. As a matter of Policy, it is requested that the Board clarify who is authorized to speak for the Pottsville Parking Authority. It is generally best if Legal Counsel speaks with the media. POLICY DECISION regarding Parking Authority Board Decision communicating with Media.

A conference call with MPS to resolve implementation with Chairman Messaros and Executive Director Lipton and Mike Ascher, Vice President of Sales and Engineering, and his associate, Ken Wollins was scheduled for 11:00 AM.

Park Mobile

- 471 more parking sessions recorded in March compared with February.
 - Average parking session based 189 hours during March is two hours.
 - Park Mobile added Multi-Factor Authentication for both enforcement as well as administration as an added layer of security to thwart hackers.
- Parking Meters
 - Prior to the Logger Jogger April 20th Mike Botto has replaced 250 cloudy meter lenses at a cost of \$3.30 each total of \$825.00 plus freight from Canada.
 - Meter income for March 2024 \$9,996.31 compared with February's \$8,614.40.

AGENDA ITEM #7

OLD/NEW BUSINESS

- The T2 Gettysburg one-day conference is June 6, 2024. We encourage the attendance of a Board member.

- Residential Parking Permits issued in the vicinity LVHN, Problem. Discussion by Board and any changes to be determined at the April 12 Board Meeting. Tom Palamar has expressed interest in discussing this issue with the Authority Board prior to the Board making any decision.
- Event Application received from PADCO for use of ALL Pottsville Parking Authority facilities for the Yuengling Stars and Stripes Summer Concert Saturday July 13, 2024. Parking Permit holders may not be able to park in all facilities on Friday, July 12th. I believe some clarification regarding use of each facility is required. The Authority may be required to move some permit holders for a portion of Friday July 12th. Board Feedback Welcome.
Permit holders will be notified on June 10th and again July 1st that they will be temporarily relocated on July 12th to the Capitol Deck parking lot.

AGENDA ITEM #8

PUBLIC COMMENT

AGENDA ITEM #9

ADJOURNMENT

MOTION to adjourn Dermo / Weres at 9:48.