

**POTTSVILLE PARKING AUTHORITY
POTTSVILLE, PENNSYLVANIA**

PUBLIC MEETING

Minutes

February 9, 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 (via phone call), & Dale Blum.

AGENDA ITEM #1

CALL TO ORDER

- **Pottsville Parking Authority Board reorganization for 2024**
- **Review proposed Slate of Officer Authority Solicitor, Authority Engineer**
- **Close nominations and Vote.**
- **MOTION to accept the reorganization list approved by Hoppe / Dermo.**

AGENDA ITEM #2 EXECUTIVE SESSION

Executive Session was held from 7:58 AM to 8:21 AM, personnel matters were discussed. Solicitor and Board to render decisions on or before the March Board Meeting.

AGENDA ITEM #3

Review of minutes from January 12, 2024 meeting.

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

AGENDA ITEM #4

Reviews of monthly revenue / expenses for January 2024

- Highlights of Operating Income and Expense YTD:
 - Decrease in Net Income from December 31, 2023 - \$18,3543.79
January 31,2024 \$9,317.82
 - Budgeted YTD 1 Month \$2,566.46
Increase \$6,751.36 from projected income for 1 Month
 - Income from Park Mobile for the month of January 2024 included
 - 5308 transactions compared with December 2023
 - Net Income from Park Mobile for January \$10,960.75
 - Fees paid January 15.8% \$2,057.80
 - Meter Income January 2024 \$7,408.98 compared with December 2023 \$8,798.33
 - 2024 YTD Meter Income \$7,408.98 compared to
2023 YTD Total \$9,495.86
(down) \$2,086.88
 - Income from Enforcement January 21 days
 - 464 tickets issued; 232 tickets paid
 - Tickets issued for January 2024 \$8,600.00
 - Realized January income \$3,862.00
 - Collectively, enforcement officers issued on average 110 tickets per week during the month of January.

- Ron Koscil | 41 % of tickets
- Dale Blum | 48 % of tickets
- Pat Mahoney | 10 % of tickets
- Total hours of enforcement labor for January: 189
- Magisterial income for January 2024: \$1,749.10.
- Monday, February 12, 2024 Board Approval to move)2) CD's totaling \$460,379.45 to the BEST available FDIC insured bank. First I B is currently 5.22%, Best current rate Bank 5 Connect with an APR of 5.50%. Chairman Messaros and Executive Director Lipton will complete before February 22, 2024.

MOTION to move CDs to the current highest interest rate approved by Dermo / Hoppe. MOTION passed unanimously.

- Snow and Ice removal costs will exceed last years level and even with reimbursement from Alvernia and Union Station billed January 2024 expense is \$5,000.00, this will show on the February Income and Expense Report. For (12) months 2023 snow removal cost was \$4,666.00.

MOTION to approve the monthly financials approved by Weres / Ron. MOTION passed unanimously.

AGENDA ITEM #5

Parking Areas

- Mahantongo Deck.
 - EV Charging income for December 2023, not received to date. \$132.92 Utility 684 KwH, expense \$82.00. (17) unique drivers, (62) sessions
 - The (2) parking Kiosks installation was completed the week of Dec. 13th. The City's close-out amount of the USDA Grant is \$20,451.36. The coin acceptor on both of the kiosks have been replaced and kiosks are fully operational.
 - Higher than expected electric invoices the September 15th thru November 15th 2023 compared to 2022 for the same period. The period December 14th thru January 13th is within \$30.00 of the previous year. We will monitor the Mahantongo Deck for another two months.
 - PAY AT KIOSK signs have been installed "Pay at Kiosk, park on street or in any municipal lot listed, Alvernia, Arch Street, Ramada, Capitol Deck & Mahantongo Deck.
 - All regular enforcement and maintenance was performed in January 2024
- Capitol Deck
 - Mar-Allan Concrete Products Inc. completed the first phase of work as of 10/13/2023. Actual work paid November 29, 2023 \$107,016.84 retainage to be held 5% = \$5,632.47.
 - 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. Balance of work to be completed in 2024 = \$121,004.50.

- All regular enforcement and maintenance was performed in January 2023.
- Union Station
 - Union Station will be billed 40.62% of Snow removal, paid by them in previous years.
 - Reading Blue Mountain and Northern Railroad lease agreement: The rate agreed to by the PPA Board will be \$3,600.00 @ year for two years increasing by the yearly inflation rate as determined by the FED. Attorney Campion sent a new agreement for approval by the railroad to Jolene Busher Assistant VP of Real Estate.
 - All regular maintenance performed for January 2024.
- Arch Street
 - The Produce truck will begin providing fruits and vegetables in Spring 2024. This will be in operation Wednesday and Saturday.
 - All regular enforcement and maintenance was performed in January 2024.
- John Potts Lot
 - All regular enforcement and maintenance was performed in January 2024
- Pottsville Hotel Lot
 - We are going to add ParkMobile option to Pottsville Hotel lot.
 - All regular enforcement of the 50 municipal permit spaces was performed as well as regular maintenance for January 2024.
- Alvernia Lot
 - The PPA has 43 total permits issued to date; (24) to Progressive Vision and (11) to Municipal Permit holders. The University will occupy an additional (25) bringing the total to (75) conventional spaces and (6) ADA accessible spaces beginning with the 2024 semester in January.
 - All regular enforcement and maintenance performed in January 2024.
- McGeever Pocket Park

- All regular enforcement and maintenance performed January 2024.
- Garfield Lot
 - All regular enforcement and maintenance performed in January 2024.

The Redevelopment Authority, will be accepting bids to demolish the apartment building to provide for Restaurant parking. Final approval and demolition should be completed by April 1, 2024.
- Residential Permits
 - New permit count for July 1, 2023 thru June 30, 2024 currently sits at 146, income \$7,200.00.
- Municipal Permits
 - PPA began issuing virtual Municipal permits Monday, December 4, 2023 for the Year beginning January 1, 2024. Virtual permits have saved the Authority \$1,700.00, the cost of new physical permits.

AGENDA ITEM #6

Projects

- Enforcement
 - Tickets issued in January 2024 - \$8,600.00
 - Total Enforcement Revenue Billed - \$8,600.00
 - Realized January Income - \$3,862.00
 - Unrealized January Income - \$4,738.00
 - Currently (2) vehicles are on the Scofflaw list to be towed and impounded.
 - MPS, the Technology platform for enforcement “Safety Stick units (9) have been installed the week of December 11th along with corresponding signage cautioning motorists at each of these locations that failure to park where prohibited any time will result in a violation and a fine of \$35.00. They have not gone live, Chief Morrow has not given permission to MPS to use the Police Department’s ORI to process lookup for plate numbers. 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. MPS is speaking with Chief Morrow to resolve the use of the Department’s ORI.

- Park Mobile
 - 711 fewer parking sessions recorded in January compared with December.
 - \$176.50 more net income in January 2024 compared to December 2023.
 - Average parking session based 189 hours during January one hour and 45 minutes.
 - The Authority had one additional day compared to December and November.
 - January 26, 2024 Park Mobile experienced technical issues with Google Pay which resulted in those App users had their charges fail. The result is the user was required to use another method of payment. The Authority received several calls from frustrated parkers unable to complete the transaction.

- Parking Meters
 - Mike Botto continues to replace parts including door locks and batteries on in-service meters.
 - The Authority purchased an additional 300 batteries.
 - In April of 2024 Mike Botto will replace the cloudy glass in 150 meters at a cost of \$3.30 each total of \$495.00.
 - Meter income for January 2024 \$7,408.98 compared with December's \$8,798.33 The Authority is reviewing the timing of deposits for each of the primary meter areas because of the significant difference between the amounts recorded for January and December 2023 in the amount of \$1,389.35.

AGENDA ITEM #7

OLD/NEW BUSINESS

- Board Member Weres will update the Board on progress as needed regarding the Authority's participation. We have assisted Board member Weres in preparing the Capability Assessment Survey requested. Board member Weres submitted the survey to the county.
 - The SEC-1 Statement of Financial Interest forms for all Board members for 2024 must be filled out and returned no later than March 8, 2024 Board meeting.
 - A review of electric bills of a 49% increase in usage for Sept/Oct. and a 35% increase for Oct./Nov. The most recent bill showed no increase in demand for the past 30 days compared to the same period in 2023 and a 7% increase in usage.
 - The City has agreed to the 90-day terms on the purchase of the vehicle below Ford F350 Model year 2011/ 60,000 miles. We are still waiting to transfer the title, however Mike Botto continues to use the truck.
 - Winterfest Scheduled for Saturday, January 20th a Schuylkill Chamber of Commerce event using four facilities requested; Union Station Lot – Parking for the public (by the way the Chamber/committee for Winterfest charged \$5.00 to the public for PARKING.

The BOARD had a discussion whether organizations holding future FOR PROFIT events held on Parking Authority facilities, should have the ability to charge the public for parking, after 5 PM, and on weekends.

- T2 MOBILE PAY is an app program competing with Park Mobile, we will present advantages and disadvantages to both the public and the Authority offering it to our parkers as an alternative or addition to Park Mobile. A decision would be required to consider it's use at the March meeting following research.
- The Borough of Gettysburg is hosting a one-day conference on June 6, 2024. It provided networking opportunities and useful metrics to evaluate Pottsville's performance. We encourage the attendance of a Board member. We will depart at 6:15 AM and return to City Hall by 4:45 PM. Distance 1 hr. and 40 min.

Mr. Lipton requested, by the March Board Meeting, the names of Board Members that wished to attend the T2 conference.

Mike Weres committed to attending the February 15th Pottsville Parking Authority's Staff Meeting, and suggested fellow Board Members commit to attending in a rotation for the future.

AGENDA ITEM #8

PUBLIC COMMENT

AGENDA ITEM #9

ADJOURNMENT

MOTION to adjourn passed by Hoppe / Dermo at 9:27 AM.