

**POTTSVILLE PARKING AUTHORITY  
POTTSVILLE, PENNSYLVANIA**

**PUBLIC MEETING**

**Minutes**

**January 12, 2024**

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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, 2<sup>nd</sup> Floor Conference Room

**In attendance was: Ian Lipton, Bill Messaros, James Humphrey, Mike Weres, Ron Dermo, Thomas Campion Jr, Steve Macola, Bob Hoppe (via phone call), Savas Logothetides.**

**AGENDA ITEM #1            CALL TO ORDER**

**AGENDA ITEM #2            EXECUTIVE SESSION**

**AGENDA ITEM #3            Review of minutes from December 8, 2023 meeting.**

- Requires motion to approve minutes

**MOTION to accept the minutes approved by Humphrey / Hoppe.**

**AGENDA ITEM #4            Reviews of monthly revenue / expenses for December 2023**

- Highlights of Operating Income and Expense YTD:
  - Increase in Net Income from November 30, 2023 (\$152,981.31 to December 31,2023 \$18,354.79 Ordinary expenses November 2023 \$45,964.47; ordinary income for November 2023 \$57,215.39 Positive cash flow for November \$11,250.92
  - Budgeted YTD (Created 6/13/23 Net 12 Mo. Income \$83,233.83 Actual 12 YTD Income \$86,560.64 Increase \$3,326.81 from projected income for 12 months
  - Income from Park Mobile for the month of December 2023 included
    - 6019 transactions
    - Net Income from Park Mobile for December \$10,784.25 Fees paid December 16.9% \$2,186.60
  - Meter Income December 2023 \$8,798.33 compared with November 2023 \$8,266.50
    - 2023 YTD Meter Income \$108,272.53 compared to 2022 YTD Total \$120,374.70 (down) \$10,677.67
  - Income from Enforcement December 20 days
    - 542 tickets issued; 236 tickets paid
    - Tickets issued for December 2023 \$9,435.00
    - Realized December income \$3,826.00
  - Collectively, enforcement officers issued on average 136 tickets per week during the month of December
    - Ron Koscil | 35 % of tickets
    - Dale Blum | 24 % of tickets
    - Pat Mahoney | 40 % of tickets
    - Total hours of enforcement labor for December 180.
    - Magisterial income for December \$301.84.

- **INCREASE IN COSTS FOR CITY HALL:**  
When compared to \$29,999.99 budgeted for PADCO, New City Hall cost estimated through December 31, 2024 is \$33,798.38. Additional Expense \$3,798.39.  
**MOTION to accept the Income and Expense Report approved by Dermo / Weres.**

## 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 interface with Park Mobile and UP Safety/T2., at a cost of \$23,375.00. Installation was completed week of Dec. 13<sup>th</sup>.the City will be able to close out the USDA Grant. The coin acceptor on both of the kiosks are defective. We have notified the supplier.
  - Expected electric invoices compared to 2022 for the same period are being investigated, increase amounts to 35% over 2022. Nov. 10 thru Dec. 13 usage was even with 2022 demand was 7% higher than 2022. We will monitor this for several more months. This is a significant improvement with the changes made.
  - PAY AT KIOSK sign 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 were performed in December 2023
- Capitol Deck
  - Mar-Allan Concrete Products Inc. complete 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 steel repairs must be completed by Mar-Allen 2<sup>nd</sup> and 3<sup>rd</sup> quarter of 2024 and all painting of steel will be placed for bid and completion in 2025. Balance of work to be completed in 2024 = \$121,004.50
    - Phase 3: Coating the steel. (RESCHEDULED)  
Year 2025
  - All regular enforcement and maintenance were performed in December 2023.
- Union Station

- Union Station will be billed 40.62% of Snow removal though that was 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 enforcement and maintenance performed for December 2023.
- Arch Street
  - Approved the use of a portion of the Lot off Progress Avenue for a Produce truck in spring 2024. This will be in operation Wednesday and Saturday.
  - All regular enforcement and maintenance were performed in December 2023.
- John Potts Lot
  - All regular enforcement and maintenance were performed in December 2023
- Ramada Lot
  - All regular enforcement of the 50 municipal permit spaces was performed as well as regular maintenance for December 2023.
- 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 (75) conventional spaces and (6) ADA accessible spaces beginning with the spring 2024 semester. Executive Director Lipton met with Vice President of facilities John McCoskey on Monday, January 8<sup>th</sup>.
  - All regular enforcement and maintenance performed in December 2023.
- McGeever Pocket Park
  - All regular enforcement and maintenance performed December 2023. The Authority has added (1) on street space to the (4) in the park.

- Garfield Lot
  - All regular enforcement and maintenance performed in December 2023. The Pottsville Redevelopment Authority’s conservatorship has ended with the transfer of the Diner to Jeff Chen. Restoration is estimated to be \$400,000.00.
  - The Redevelopment Authority, will be accepting bids to demolish the apartment building to provide for Restaurant parking.
- Residential Permits
  - New permit count for July 1, 2023 thru June 30, 2024 currently sits at 142, income \$7,050.00.
- Municipal Permits
  - PPA began issuing virtual Municipal permits Monday, December 4, 2023 for the Year beginning January 1, 2024.
  - With the addition LPR (license plate recognition) technology. There has been a learning curve for both the Authority and the permit holder.
  - Stephen Macola has worked through the changeover to virtual permits with the help of T2 and PPA bookkeeper Linda Moser with a limited number of issues and both deserve credit for working through the issues. Stephen has made the transition as problem free for permit holders as humanly possible.
  - Attorney Campion recommends to the Board regard the MAHANTONGO Parking rates for Clinical Outcome Group Inc. (COGI) for the Mahantongo Parking Deck remain at \$50.00 @ space through 2024 Now that the lease is with the City and not PADCO I do not believe the City will make up the difference as PADCO did in the past. **BOARD ACTION REQUIRED. MOTION to accept the current price accepted by Humphrey / Weres. Motion passed.**

**AGENDA ITEM #6**

**Projects**

- Enforcement
  - Tickets issued in December 2023 - \$9,435.00
    - Realized August Income - \$3,826.00
    - Unrealized August Income - \$5,609.00
  - Currently (5) 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 11<sup>th</sup> 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. The company covers ALL COSTS including the equipment, installation and connectivity. The

executive director approves a violation, We, not the supplier, determine if the vehicle deserves a notice of violation. MPS (Stafey Stick) is notified to generate a ticket and mails the vehicle owner the ticket. The (9) locations were chosen and approved by the Authority and the Pottsville Police Department. A press release has gone out to all Media outlets. A front-page article was printed in the Republican Herald and Fox Channel 69 did a segment on the Safety Sticks. Due to a delay by MPS activating the lookup of plate information for approval of violations, no violations have been forwarded to PPA for review. The PPA ORI is not applicable to this program, and MPS is requiring the Pottsville Police Department ORI to be approved for use. MPS is communicating with Chief Morrow to gain approval.

#### Park Mobile

- 556 more parking sessions recorded in December compared with November.
- \$194.25 less net income in December compared to November.
- The Authority had the same number of days and consequently hours in December as November.

#### ○ Parking Meters

- Mike Botto is replacing parts including door locks and batteries on in-service meters.
- 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 December 2023 \$8,798.33 compared with November's \$8,276.48 Income for 2023 (12) months is (\$10,677.67) less than the same period of 2022.

## 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 has submitted the survey to the county.
- At the December 8th Board Meeting, the Board denied Skookie Rides request to provide extended periods of Free parking beyond the 15 minutes currently permitted with hazard lights. A letter was sent to Mr. Jalbert denying the request and suggesting he consider the purchase of municipal permits for the Alvernia lot.
- The SEC-1 Statement of Financial Interest forms for all Board members for 2024 were distributed to Board Members present and mailed to Robert Hoppe, and should be returned no later than the March 8, 2024 Board meeting.
- A review of electric bills for the past 30 days shows significant improvement, the recent bill showed no increase in usage for the past 30 days compared to

the same period in 2022 and a 7% increase in demand. We will continue to monitor and look for opportunities to reduce demand.

- A truck is required for maintenance. The truck is needed now for a variety of tasks. Winter requires transporting the Snow-thrower. The City has a vehicle for purchase.

Ford F350 Model year 2011/ 60,000 miles, Vin 1FDRF3F67BE867105 Blue book price \$11,500.00, agreed upon price \$10,000.00. Payment option requested and approved by PPA Board, deposit \$4,000 and 2 additional payments of \$3,000 each. Board Approval Requested.

**MOTION to approve for payment for city truck passed by Weres / Humphrey.**

- Event application for Winterfest Scheduled for Saturday, January 20<sup>th</sup> received from Schuylkill Chamber of Commerce. Four facilities requested for use. Capitol Deck – Vendors, Arch Street Lot – Entertainment, Union Station Lot – Parking for public, Alvernia – Kid’s Corner. PPA has not yet received a copy of insurance naming the City of Pottsville and the Pottsville Parking Authority as additional insured. BOARD APPROVAL REQUESTED.

**MOTION to approve Winterfest accepted by Hoppe / Humphrey. Motion passed.**

#### **AGENDA ITEM #8**

#### **PUBLIC COMMENT**

Steve Macola brought to the Board’s attention that the Enforcement Officers were interested in Direct Deposit and asked for a vote.

**MOTION to approve Direct Deposit by Humphrey / Weres. Motion passed.**

#### **AGENDA ITEM #9**

#### **ADJOURNMENT**

**MOTION to adjourn passed by Humphrey / Weres.**