

**POTTSVILLE PARKING AUTHORITY
POTTSVILLE, PENNSYLVANIA**

PUBLIC MEETING

Minutes

January 9, 2026

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: Mayor Tom Smith, Joseph Drasdis III, John Knecht, Sean Reilly, Amber Grube, Bob Hoppe (via phone call), Ian Lipton, Josh Sophy, Tom Campion, and Steve Macola.

AGENDA ITEM #1

CALL TO ORDER

Reorganization of Board Members.

Joseph Drasdis nominated himself for Chairman. Vote by roll call, 5-0, passed unanimously.

James Humphrey nominated himself for Vice Chairman. Vote by roll call, 5-0, passed unanimously.

Amber Grube nominated herself for Secretary. Vote by roll call, 5-0, passed unanimously.

Robert Hoppe voted himself as Board Member, and voted for Sean Reilly to be Treasurer. Vote by roll call, 5-0, passed unanimously.

Assign Weekly Check Signers to be placed on the CAACL account.

Joe Drasdis nominated himself, James Humphrey and Sean Reilly as Check Signers. Vote by roll call, 5-0, passed unanimously.

Accept Mr. Lipton's Resignation letters.

MOTION by Hoppe / Humphrey to accept Ian Lipton's resignation, Vote by roll call, 5-0, motion passed.

AGENDA ITEM #2

PUBLIC COMMENT

Ian Lipton mentioned that Mayor Tom Smith had only given him two options: "Quit, or we'll fire you." He also mentioned his 40 years dedicated to working at City Hall, his annual salary, and how he helped invest so the Parking Authority has significant money now.

John Knecht, of Benesch Engineering, was present and explained the final invoice amount of \$50,845.09 was comprised of a retainage amount, a \$15,905.85 invoice that was not received by the Pottsville Parking Authority's email service, the expected \$22,028.75, and the Bond fees.

AGENDA ITEM #3

EXECUTIVE SESSION

The Board went into Executive Session from 8:19 – 8:36 for legal and personnel matters.

MOTION by Reilly / Humphrey to accept Stephen Macola's full time position, 9:00 AM to 4:00 PM, @ \$19.00 an hour, with a 30 minute lunch. Vote by roll call, 5-0, MOTION passed.

AGENDA ITEM #4

Review of minutes from December 12, 2025 meeting.

- Requires motion to approve minutes

MOTION by Reilly / Humphrey to accept the minutes. Vote by roll call, 5-0, MOTION passed.

AGENDA ITEM #5

Reviews of monthly revenue / expenses for December 2025

- Highlights of Operating Income and Expense YTD:
 - 2024 YTD Net Income 12 month – \$31,485.80
 - 2025 YTD Net Income for 12 month – \$

- Increase in Net Income from November 30 \$13,397.72 to December 31, 2025 \$
- Cash on hand increase from November 30 \$752,065.99 to December 31, 2025 \$
- Budgeted YTD net income 12 Month \$ 667,774.00
Actual income for 12 Months 2025 \$ 690,300.65
- Meter Income December 2025 \$4,812.53 compared with November 2025 \$7,263.84
 - Total MPS enforcement revenue billed in December 2025 \$0.00
Realized December 2025 income \$1,433.70
Unrealized December 2025 income \$1,516.30
 - Magisterial income for December 2025 \$1,430.20
 - Tuesday, August 12 with PPA Board Approval, the Authority's roll-over of (2) CD's totaling \$502,104.83 at CACL, for six months at 4.40% APY \$10,882.14. Income from CDs and MM accounts December 2025 \$ Interest income YTD \$

MOTION by Humphrey / Reilly to accept the financial records. Vote by roll call, 5-0, MOTION passed.

- August PPA income and expense report included a \$25,623.90 payment for Painting of the Capitol Deck for 2025 anticipated an additional final payment to Evans for Capitol Deck painting for \$20,362.60 paid October. A final payment of \$22,000.00 for Mar-Allen has not been received to date, payment will be made January of 2026 for the (2) elements delayed from the original contract of 2023.

AGENDA ITEM #6

Parking Areas

- Mahantongo Deck.
 - EV charging income for November 2025 received December 16th \$193.24 Chargepoint gross \$214.71 Fees \$21.47 Utility cost for November \$72.74 (711 kWh)
 - EV \$5.00 charging without a municipal permit (16) session \$80.00 income for parking. Net income from charging \$39.08
 - EV charging income for December was only \$223.08 Fees \$21.29 Utility cost for December \$68.13 (666kWh) Net income \$133.67
 - EV \$5.00 charging income without a permit 20 session. \$100.00 Net income from charging \$33.67
 - 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, 2023. The City's close-out amount of the USDA Grant. The Kiosks are producing less than \$75.00 @ month and only one of the two Kiosks is being used by the public. The internet service fees are \$140.00 @ month. December income from the kiosks was only \$31.00 Expenses for the Kiosks have exceeded income for the 12 month of 2025 by \$791.10 the Authority anticipated expense to exceed revenue for the Kiosks in 2025 by \$750.00. NOTE: The Kiosk manufacturer, a French company, was purchased by the Easy

Park Group, owners of Park Mobile. The Kiosks were purchased from the distributor Butts Tickets, not directly from Flowbird.

- All regular enforcement and maintenance were performed in December.

- Capitol Deck

- John Knecht, Benesch Project Manager and Mar-Allan Concrete Products Inc. has completed all three phases of work as of September 30, 2025.
- The Authority approved delay of two Mar-Allan repairs until 2025 Epoxy Injection Crack Seal \$6,649.00 and Retaining Wall rehabilitation \$14,330.00. Both were completed in September following Evans completing the Painting of all Steel the first week of September.

- Phase 1. Prepare and repair the concrete.
Year 2023 (COMPLETE)
- Phase 2. Steel repairs and drainage system replacement
Year 2024: (COMPLETE)
- Phase 3 Includes repair of retaining wall, epoxy crack seal -for concrete of \$22,000.00 as well as \$90,000.00 for Painting of all steel components completed Friday, September 19, 2025. The PPA Board invested \$415,000.00 to restore the Capitol Deck without any borrowing over a (3) year period through thoughtful management. No final invoice from Mar-Allen for work completed in September. John Knecht forwarded final invoices for Mar-Allen's final two repairs on December 30, 2025. After review the invoices will be paid in January 2026
- All regular enforcement and maintenance was performed in December 2025.

- Union Station

- NO regular maintenance was performed for December 2025.

- Arch Street

- All regular enforcement and maintenance was performed in December 2025.

- John Potts Lot

- All regular enforcement and maintenance were performed in December 2025.

- Pottsville/Rosalia Hotels Lot renamed Progress Avenue Parking Lot
 - Current Pottsville hotel permits have an expiration date of December 31, 2025 will be replaced with a permit with an expiration date of June 30 2026.
 - The Rosalia Hotel request for a five-year agreement for (25) spaces; and (3) Spaces on Centre Street for check-in was competed with Attorney Gretchen Sterns representing Mr. Metzinger hotel developer and PPA Solicitor Campion was submitted to the Board for approval and signatures by METZPROP3 LLC (Rosalia Hotel) and Chairman Messaros. It will be in effect 2026 thru December 31, 2030
 - All regular enforcement of the 50 municipal permit spaces and 50 hotel spaces was performed as well as regular maintenance for December 2025.

- Alvernia Lot
 - All regular enforcement and maintenance was performed in December 2025.

- McGeever Pocket Park
 - All regular enforcement and maintenance performed December 2025.

- Garfield Lot
 - All regular enforcement and maintenance performed in December 2025.
 - Jeff Chen advised PPA that the Diner will require the (9) spaces PPA is leasing to permit holders. The Authority notified current Garfield Diner permit holders in June and again last month that the spaces will be available for parking permits through the balance of 2025. Solicitor Campion will provide a sublease dated January 5, 2026. Mr. Chen will assume responsibility for lot and pay the Authority \$1,800.00. The restaurant's soft opening is estimated to be the week of January 19, 2026. All permit holders at Garfield must vacate those spaces by Sunday night January 4, 2026. **Steve Macola has requested our Solicitor, Tom Campion, to draw up an agreement for Mr. Chen to take over payments, starting February 1st, 2026 through the end of our contract, September, 2026. Afterwards, he can then decide to rent or purchase these spaces from Mr. Panchari.**

- Residential Permits
 - 2023/2024 permits sold 164, income \$7,700.00. Permit applications for 2025/26 have been posted on the Website along with requirements for a residential permit. Limit one per household. Nineteen residences were issued forty-four permits.
 - New July 2025 thru June 2026 permits have been available for sale since June 16th and are on the PPA website, no price increase in

four years for residential permits. Approval by PPA removing requirement for residential permit on the 600 and 700 blocks of East Norwegian Street will reduce yearly residential permit income by \$1,400.00

- PPA placed courtesy warnings on all vehicles with last year's permit; requesting they purchase the new permit. Vehicles without current permits have been ticketed since Monday July 14th. As of Monday January 5, 2026 (101) permits have been purchased income of \$5,050.00.

Discussion about reducing the price from January 1st through June 30th, 2026. The Board agreed to retain the current full price of \$50.00, which is valid July 1st, 2025 through June 30th, 2026. No vote required.

○ Municipal Permits

- The 2026 Budget was approved at the September 12th Board meeting with NO increases in Municipal permits projected for 2026, the first year since 2020 PPA has not requested any increase.
- Beginning January 5, 2026 - the Garfield lot will not be available. The Garfield Diner will open the week of January 19, 2026.

Available for purchase in 2026

Alvernia – 15 plus 24 additional permits committed to Sight MD, (5) available

Mahantongo – 225 total (86 municipal permits, 8 EV Charging Stations, 131 available for Park Mobile or additional permits

Capitol – 200 plus 27 for Park Mobile, (20) available

Garfield Diner lot – **NO LONGER AVAILABLE**

John Pott – 17 plus 13 committed to Jushi (Beyond Hello) (3) available

McGeever Park – 5 (No spaces available)

Progress Ave – 50 committed to the Pottsville Hotel (Clarvida, Sparks Orthodontics, Rosalia Hotel filled all remaining permitted spaces.)

AGENDA ITEM #7

Projects

○ Enforcement

- 138 tickets issued; 73 tickets paid T2 program.
- Total Enforcement Revenue Billed - \$\$2,950.00
 - Realized December income - \$1,433.70
 - Unrealized December Income - \$1,516.30
 - Total income from tickets issued prior to December 2025 = \$1,790.89
 - Magisterial income for December 2025 - \$1,430.20

Currently (0) vehicles are on the Scofflaw Report.

Park Mobile

- Average parking session based 90 hours during December averaged Three hours and fifteen minutes, compared to two hours and fifteen minutes for January, February, April, June, July, August and October. Two hours and thirty minute sessions in March 2025. May and September 2025 averaged the shortest time frame of two hours.
 - All prior month parking sessions for the previous two years have been an hour and forty-five minutes to two hours in length.
 - Gross Income December 2025 - \$7,868.25
Net Income December 2025 - \$6,286.25
- Parking Meters
 - Meter income for November 2025 \$7,263.84 compared with October's \$10,281.55 Note there were 17 days of transactions for November and 22 days in October.

AGENDA ITEM #8

OLD/NEW BUSINESS

- **Statements of Financial Interest Forms to be handed out, returned in a 60 day period.**
- Review of Winterfest Application, for the January 17th event. BOARD APPROVAL REQUIRED.
MOTION by Hoppe / Humphrey to accept and approve the Winterfest application, without the usual \$100 event cost, citing it's a community event. Vote by roll call, 5-0, MOTION passed.
- Board Approval to Transfer Required Signature for Magistrate Withdrawals from Mr. Lipton to Steve Macola.
MOTION by Reilly / Hoppe to transfer signature approval for Magistrate Withdrawals from Ian Lipton to Stephen Macola. Vote by roll call, 5-0, MOTION passed.
- Board Approval for Solicitor Campion to email Chelsea at CACL, informing them of the new Check Signers, as well as removing William Masseros & Michael Weres from the current signature list. New Check Signers will have to show their ID at CACL sometime afterwards.
MOTION by Humphrey / Reilly to approve Solicitor Campion to remove William Messaros & Michael Weres as check signers, and approve adding Joseph Drasdis III, Chairman, James Humphrey, Vice Chairman, and Sean Reilly, Treasurer as an alternate signer. Vote by roll call, 5-0, MOTION passed.
- Discussion about Union Station not having a current contract with us, regarding snow removal payments. Current bills sent remain unpaid.
Discussion by Mayor Tom Smith, citing that he, our Solicitor Tom Campion, and Joe Drasdis III will meet with Frank Zucas to come to an agreement about future shoveling and the current bills.

MOTION by Humphrey / Reilly to table this decision until after their meeting. Vote by roll call, 5-0, MOTION passed.

- Requesting Solicitor Campion draw up an agreement for Jeff Chen to take over our monthly Garfield Parking Lot payments that remain in our current contract, expiring September 30th, 2026. Mr. Chen then has the option to purchase or continue renting directly from Mr. Panchari, without the Parking Authority involvement.

MOTION by Reilly / Humphrey to have Solicitor Campion write up an agreement for the 8 month period, February 1st, 2026 through September 30th, 2026 @ \$150.00 month, to finish out the current Parking Authority's contract, which expires this year, with Robert & Pamela Panchari. Vote by roll call, 5-0, MOTION passed.

- Discussion and Approval of the City charging \$8,000 monthly to rent Capitol Deck from them, for a total of \$96,000 a year.

Solicitor Campion read the contract he has drawn up, stating the Parking Authority will be paying the City of Pottsville \$8,000 a month, for 12 months of 2026, a total of \$96,000. The contract expires December 31st, 2026.

MOTION by Hoppe / Reilly to accept. Vote by roll call, 5-0, MOTION passed.

- Exploring viable options to offer 62+ citizens free parking downtown.

Discussion about viable options to serve 62+ year old city residents the opportunity to park for free, for a 2 hour limited window, downtown, on weekly basis. Mayor Tom Smith and Chairman Joe Drasdis III requested Steve Macola, as Programmer, look into possible solutions to offer 2 hours weekly free parking to our city residents.

MOTION by Humphrey / Reilly tabled until next month for Mr. Macola to look into possible options. Vote by roll call, 5-0, MOTION passed.

- Discussion about a new login system for the Enforcement Officers and our Maintenance Man, Kevin Kline, for the Mahantongo Deck. The current system is outdated, over 5 years old, and was not working correctly.

Tabled for this month, without a motion.

- The Authority had previously been awaiting the Capitol Deck costs and a final invoice from Benesch, invoice we received to be discussed, as it is more than double the expected final cost we were quoted.

MOTION by Reilly / Humphrey to accept the invoice as is and approve payment. Vote by roll call, 5-0, MOTION passed.

- We received our 2024 Audit from Jones & Co. BOARD APPROVAL REQUIRED.

MOTION by Humphrey / Hoppe to table until next month, as the audit had just arrived January 8th. Vote by roll call, 5-0, MOTION passed.

- Chairman Drasdis brought up looking into refinancing the Parking Authority's 2 current loans, for a lower payment.

MOTION by Humphrey / Reilly to accept re-evaluation. Vote by roll call, 5-0, MOTION passed.

Steve Macola informed the Board that Enforcement Officer Pat Mahoney's wife just passed away and inquired about a donation.

MOTION by Humphrey / Reilly to donate, in the Parking Authority's name, \$100 to the cause listed in the obituary. Vote by roll call, 5-0, MOTION passed.

Mr. Mahanoy will put in writing, a request to donate to the SPCA, as there was nothing in Saturday's, January 10th's, obituary concerning donations.

- **Tom Whittaker, Streets Supervisor, has been given approval to authorize snow removal by Mike Kramer when there is 2 inches or more.**
- **Savas Logothetides has been given approval to review financial records for this upcoming year.**

AGENDA ITEM #9

ADJOURNMENT

MOTION to adjourn by Humphrey / Reilly. Vote by roll call, 5-0, MOTION passed at 9:11 AM.