

**POTTSVILLE PARKING AUTHORITY
POTTSVILLE, PENNSYLVANIA**

PUBLIC MEETING

Minutes

July 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 were: Ian Lipton, William Messaros, Michael Weres, Robert Hoppe, John Levkulic, Thomas Champion, James Humphrey, and Stephen Macola.

AGENDA ITEM #1 CALL TO ORDER

AGENDA ITEM #2 EXECUTIVE SESSION

The Board went into Executive Session from 8:00 AM to 8:13, to discuss legal matters.

AGENDA ITEM #3 Review of minutes from June 14, 2024 meeting.

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

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

- Highlights of Operating Income and Expense YTD:
 - decrease in Net Income from May 31 \$10,417.42 to \$984.04 for June 30, 2024
 - Budgeted YTD 6 Month \$15,398.88
Increase \$26,274.36 over projected income for 6 Month
 - Income from Park Mobile for the month of June 2024 included
 - 5,972 transactions compared with May 2024
Net Income from Park Mobile for June \$11,552.25
 - Fees paid June 16.6 % \$2,292.
 - Meter Income June 2024 \$7,968.61 compared with May 2024 \$10,600.45
 - 2024 YTD Meter Income \$52,834.07 compared to 2023 YTD Total \$61,264.80
(down) \$8,430.73
 - Income from T2 Enforcement ONLY, June 19 days
 - 473 tickets issued; 260 tickets paid
 - Tickets issued for June 2024 \$8,175.00
\$15 tickets issued \$6,285.00 (77 %)
 - Realized June income \$4,127.32
 - Collectively, enforcement officers issued on average 124 tickets per week during the month of June
 - Ron Koscil | 38 % of tickets
 - Dale Blum | 37% of tickets
 - Pat Mahoney | 25 % of tickets
 - Magisterial income for May 2024 \$991.18

- Monday, February 12, 2024 Board Approval to move)2) CD's totaling \$460,379.45 to the BEST available FDIC insured bank. Income for June \$1,962.61
- Commercial Insurance premium for 12 Months and United Public Safety 12 Month software package and credit card reader expensed in June totaled \$19,053.04 In 2023 these amounts were expensed over 12 months
- Budgeting for 2025 will begin the first of August and will be completed by September 13,2024 Board meeting.
MOTION to accept the financial reports approved by Hoppe / Humphrey.

AGENDA ITEM #5

Parking Areas

- Mahantongo Deck.
 - EV Charging income for June 2024 Gross \$278.07 Net \$250.26 720Kwh \$86.40 Income after energy cost \$163.86 (39) charging session
 - EV \$5.00 charge for vehicles charging without a Municipal Permit (34) sessions = \$170.00.
 - The (2) parking Kiosks interface with Park Mobile and UP Safety/T2. The Kiosks are producing less than \$100.00 @ month We should expect expense to exceed revenue for the Kiosks this year by \$700.00.
 - The Authority's efforts are ongoing to control demand at the Deck Demand spiked again on June 2nd The additional hour of daylight may help if lighting reduction throughout the deck can be accomplished May through September along with no need for heat in the Utility room where maintenance and enforcement personnel work for the same months.
 - All regular enforcement and maintenance were performed in June 2024
- Capitol Deck
 - The Authority notified Mr. Knecht at Benesch to complete the following Phase 2 work; Fabricated structural Steel Repair, drainage system replacement, pipe joint replacement, and pipe replacement. The Authority approved delay of two Mar-Allan items until 2025 Epoxy Injection Crack Seal \$6,649.00 and Retaining Wall rehabilitation \$14,330.00 may safely be delayed until 2025.
Benesch Invoice # 286579 June 23, 2024 received \$1,476.00 placed in line for payment.
Monday June 10th work began on the drainage piping and sprinkler system, completion less than (3) weeks. The Steel work specifically (1) vertical span and (1) horizontal span was

reinforced with plates as specified by the engineer was completed the week of June 24th. Some additional contracted work will be completed following the Yuengling Event on July 13th.

- Phase 2. Additional Repairs (SCHEDULED)
Year 2024 to be completed after July 13th weekend
- The State Elevator Inspector notified the Authority of deficiencies including a pressure test due. Deficiencies have been addressed with Otis. The State inspector will be notified that the test was completed successfully and deficiencies have all been addressed.
- All regular enforcement and maintenance were performed in June 2024.
- Union Station
 - Reading Blue Mountain and Northern Railroad lease agreement awaiting acceptance by the railroad. Attorney Campion will report on the progress to complete a new lease agreement.
The Representative from Reading Blue Mountain informed our Solicitor, Thomas Campion, Reading Blue Mountain Railroad may, in the future, request to purchase several parking spaces. These will be priced at the current rate for the desired period requested. The lease was terminated June 30th.
 - A board decision regarding any and all Changes to the agreement with the Union Station tenants September 24 thru August 2025 should be drafted and approved by the PARKING AUTHORITY BOARD this month submitted to the City administrator and then mailed to Frank Zukas for approval.

All regular maintenance performed for June 2024.
- Arch Street
 - All regular enforcement and maintenance were performed in June 2024.
- John Potts Lot
 - All regular enforcement and maintenance was performed in June 2024
- Pottsville Hotel Lot
 - Attorney Campion has submitted the changes to the lease with the Hotel regarding new ownership including clearly defined responsibility for guest safety in the parking lot. Awaiting a fully executed agreement.

Solicitor Campion has been informed that there was an internal change of ownership, within the Patel family of Pottsville Hospitality, which does not change the current lease agreement at all. Solicitor Campion’s opinion is that no lease addendum is required.

- All regular enforcement of the 50 municipal permit spaces was performed as well as regular maintenance for June 2024.
- Alvernia Lot
 - The PPA has 35 total permits issued to date; The University now occupies (75) conventional spaces and (6) ADA accessible spaces as of the January 2024 semester.
 - The facility has two additional Outdoor Parking Lot events; July 20th, and August 31st.
 - All regular enforcement and maintenance performed in June 2024.
- McGeever Pocket Park
 - All regular enforcement and maintenance performed June 2024.
- Garfield Lot
 - All regular enforcement and maintenance performed in June 2024.
 - The transfer of the Diner to Jeff Chen, with planned restoration of the diner. Mr. Chen has tentatively agreed to taking possession and restore the apartments in the front section of the apartment building adjacent to the diner and the Redevelopment Authority will demolish the remainder for parking. This agreement requires approval by the courts.
- Residential Permits
 - The Authority will continue to provide PHYSICAL PERMITS for 2024-2025. As of Tuesday, July 9th (77) new 24/25 permits have been purchased @\$50.00 each.
 - Tom Palamar is requesting the Board to consider accommodating those HOME OWNING RESIDENTS adjacent to LVHN on East Arch and East Norwegian Streets by providing these home owners ONE residential permit without charge. Chairman Messaros will discuss with Tom Palamar the possibility of scheduling a meeting with John Brobst head of Security at LVHN to see if additional space in their facilities would be available for residents with homes adjacent to the hospital. They will also discuss dispute resolution between neighbors with Police Chief Morrow. This would be a police matter to be delt with as needed. Neither meeting has been scheduled awaiting a decision by Chairman Messaros and City

Administrator Palamar regarding how to move this process forward to effect a positive outcome.

- Municipal Permits
 - Third quarter permit invoices were mailed the week of June 3rd. Effective Monday, July 8th (15) third quarter permits are delinquent. Permit holders received a final notice that permits would be deactivated, effective July 11th, and the vehicle will be ticketed.

AGENDA ITEM #6

Projects

- Enforcement
 - 473 tickets issued; 260 tickets paid T2 program.
 - MPS Safety Stick violations June 2024- 36 violations.
 - \$35.00 tickets issued \$1,260.00, 12 tickets, \$385.00 paid
 - Total Enforcement Revenue Billed - \$9,435.00
 - Realized June Income - \$4,547.32
 - Unrealized June Income - \$4,922.68
 - Credit Card Terminal was deactivated Friday June 28, 2024 with the activation of the replacement card reader BBPOS WisePOS E. OMI was required because T2 could not bring the unit online. We will charge back T2 for additional technical support.
 - MPS, “Safety Stick units (9) have been installed 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.
 - These locations went live as of Tuesday April 30th ; MPS is working with the AOPC to facilitate citation filing electronically. The Authority will file manually until the second quarter of 2025. The Authority is having two outstanding issues; unpaid violations after 30 days being converted from violations to magisterial citations and the physical movement of two safety sticks to different locations.

Park Mobile

- 405 less parking sessions were recorded in June compared with May.
- \$1,012.75 less net income was received during the (19) days of June 2024 compared to the (22) days in May 2024. There were

only 289 transactions @day in May, compared with 314 transactions @day in June.

- Average parking session based 171 hours during June two hours and fifteen minutes, an increase of fifteen minutes for the first time in two years.

- Parking Meters

- Mike Botto has been waiting for McKay replacement door locks for in-service meters for more than two months.
- Meter income for June 2024 \$7,968.61 compared with May's \$10,600.45. Note ONLY (19) days of meter income in June compared with 22 days of meter income in May

AGENDA ITEM #7

OLD/NEW BUSINESS

- A review of electric bills at the Mahantongo Parking Deck, is ongoing We will continue to monitor bills for the Mahantongo Deck and look for opportunities to reduce the demand portion of the bill which remains persistently higher than 2023. It is our goal to determine a solution to the Demand issue. Usage was up 25% compared with same period in 2023, demand as previously noted continues to be higher compared with the same period in 2023 by 46% increased from a demand value of 17.83 to 28.45 on 6/2 2024 and remained at that level through June 14th. We have contacted G.R. Noto, the contractor that installed the electric in the Mahantongo Deck to determine if the lumen level can be reduced specifically May thru September.
- ALL Pottsville Parking Authority facilities for the Yuengling Stars and Stripes Summer Concert Saturday July 13, 2024. Parking Permit holders will not be affected with the exception of the Alvernia lot. The spaces leased to Sight MD on Friday, July 12th may be used. All other municipal permit holders with permits for Alvernia will be asked to park in the Capitol Deck Friday, July 12th and must depart the deck by 4:15 PM. All other facilities will be available for regular use through Friday, July 12th 5:00 PM.
- The Authority should participate in the City's Cyber attach exercise with CISA on July 17th 8:30 until 12:30. Mark Atkinson has arranged for this exercise scenario.

AGENDA ITEM #8

PUBLIC COMMENT

AGENDA ITEM #9

ADJOURNMENT

Motion to adjourn approved by Hoppe / Humphrey at 9:11 AM.