

**POTTSVILLE PARKING AUTHORITY
POTTSVILLE, PENNSYLVANIA**

PUBLIC MEETING

Minutes

March 8, 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 Levkusic, & James Humphrey.

AGENDA ITEM #1 CALL TO ORDER

AGENDA ITEM #2 EXECUTIVE SESSION

The Board went into Executive Session from 8:00 AM to 8:07, to discuss personnel matters.

AGENDA ITEM #3 Review of minutes from February 9, 2024 meeting.

- Requires motion to approve minutes

MOTION to accept the minutes approved by Hoppe / Humphrey.

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

- Highlights of Operating Income and Expense YTD:
 - Decrease in Net Income from January - \$9,317.82
February 29, 2024 (\$9,362.82)
 - Budgeted YTD 2 Month \$5,132.92
Increase \$8,959.56 over projected income for 2 Month
 - Income from Park Mobile for the month of February 2024 included
 - 5631 transactions compared with January 2024
 - Net Income from Park Mobile for February \$11,062.00
 - Fees paid February 16.5% \$2,190.30
 - Meter Income February 2024 \$8,614.40 compared with January 2024 \$7,408.98
 - 2024 YTD Meter Income \$15,563.38 compared to 2023 YTD Total \$18,444.94 (down) \$2,881.56
 - Income from Enforcement February 19 days
 - 500 tickets issued; 266 tickets paid
 - Tickets issued for February 2024 \$8,85.00
Realized February income \$4,800.00
 - Collectively, enforcement officers issued on average 132 tickets per week during the month of February.
 - Ron Koscil | 29 % of tickets
 - Dale Blum | 42 % of tickets
 - Pat Mahoney | 29 % of tickets
 - Total hours of enforcement labor for February 162

- Magisterial income for February 2024 \$1,962.84.
 - 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 remains First IB with an APR of 5.22%. The two CDs were rolled over for an additional six months with interest income calculated at \$12,015.90
- Snow and Ice removal costs will exceed last years level and even with reimbursement from Alvernia and Union Station billed January 2024 expense is \$7,553.00, this will show on the February Income and Expense Report. For (12) months 2023 snow removal cost was \$4,666.00. Snow removal for February will be \$5,170.68 less \$845.21 Charged back to Alvernia and Union Station and will be expensed on the March P & L.

MOTION to accept the financial reports approved by Weres / Dermo.

AGENDA ITEM #5

Parking Areas

- Mahantongo Deck.
 - EV Charging income for December 2023 and January 2024 not received to date total, \$119.69 and \$153.09 net respectively.
 - The (2) parking Kiosks interface with Park Mobile and UP Safety/T2. The Credit card payments however were not registering with the Credit card processor in the amount of \$94.00. Upon discovering the problem, the distributor of the kiosks has resolved the problem and is remitting a check to cover the \$94.00
 - 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. We will determine if the heaters in the storage room are running continuously.
 - All regular enforcement and maintenance were performed in February 2024.
- Capitol Deck
 - Mar-Allan Concrete Products Inc. completed 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. 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. I wrote to John Knecht that he should review the work to be performed to determine if there was an item that could be completed later, perhaps in 2025 along with the coating of the steel.

A Board discussion took place regarding any delay of two action items until 2025, with the feedback received from John Knecht of Benesch. He advised that epoxy injection crack seal and retaining wall rehabilitation, at a cost of \$20,000 total, could be delayed until 2025. The increase in costs, associated with the additional one year delay, would be \$1387.63. I received additional feedback from John Levkolic, who is not the Engineer of record for this project. His response regarding the delay was that Capitol Deck repairs had been delayed ten years, and that additional work in the future would be required to modernize the elevator that was installed thirty years ago, and the roof over the elevator at the North stair tower. He also relayed his concerns about deterioration of the perimeter curbs, and sidewalks around the Deck, as well as the horizontal and vertical expansion joints between the precast T's, which always require maintenance. In addition, Levkolic reminded me that there are numerous upgrades for other facilities, i.e. resurfacing lots, restriping and replacing current lighting with LED lights. The Executive Director's concern is pipe joint replacement & pipe replacement at a cost of \$9,000, could escalate when work begins, because Knecht felt that those costs were not firm and could escalate by at least twenty five percent. Our expenses are now \$27,000 higher for 2024 and any additional costs associated with this project could present real challenges if the Authority income is less than projections.

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

- Union Station

- Union Station has been billed 40.62% for Snow removal, Frank Zukas has paid the first of multiple bills for their share of snow removal. We have submitted an invoice for February to SEDCO for their share of Snow removal completed February 13th.
- Reading Blue Mountain and Northern Railroad lease agreement awaiting acceptance by the railroad. Attorney Camion has not received a response as of the preparation of this March 2024 Agenda! **Campion will reach out to Ms. Busher for a response, prior to the April 12th Board Meeting.**
- All regular maintenance performed for February 2024.

- Arch Street

- The Produce truck begins providing Fruits and veg spring 2024. This will be in operation Wednesdays and Saturdays.
- All regular enforcement and maintenance were performed in February 2024.

- John Potts Lot

- All regular enforcement and maintenance were performed in February 2024.
- Pottsville Hotel Lot
 - Vehicles in that lot remain parked often for days making plowing difficult. Who is responsible regarding liability for their transient guests? I believe the Authority should have an agreement with the hotel. BOARD DECISION REQUESTED.
Counsel is reviewing the agreement between the Parking Authority and the hotel to determine if any additional language should be included, regarding the Parking Authority's liability in winter, due to the inability of our third-party plowing organization to plow the lot completely, without guest vehicles being moved.
 - All regular enforcement of the 50 municipal permit spaces was performed as well as regular maintenance for February 2024.
- Alvernia Lot
 - 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. The Authority has increased the request for reimbursement for snow removal due to the request the University made to provide (75) spaces for their students and Staff to 66.94% of invoice.
 - All regular enforcement and maintenance performed in February 2024.
- McGeever Pocket Park
 - All regular enforcement and maintenance performed February 2024.
- Garfield Lot
 - All regular enforcement and maintenance performed in February 2024.
 - The planned restoration of the diner, will be accepting bids to demolish the apartment building to provide for Restaurant parking. The Redevelopment Authority will advise when the demolition can be completed.
- Residential Permits
 - New permit count for July 1, 2023 thru June 30, 2024 currently sits at 152, income \$7,400.00.

- Municipal Permits
 - Second quarter permit invoices were mailed this week, this will be a test to determine how the Authority handles delinquent permit holders. Virtual permits have saved the Authority \$1,700.00, the cost of new physical permits.

AGENDA ITEM #6

Projects

- Enforcement
 - 500 tickets issued; 266 tickets paid
 - Tickets issued in February 2024 - \$8,850.00
 - Realized February Income - \$4,801.00
 - Unrealized February Income - \$4,049.00
 - Currently one vehicle is on the Scofflaw list to be towed and impounded.
 - MPS, the Technology platform for enforcement “Safety Stick units (9) have been installed, 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. MPS is speaking with Chief Morrow to resolve the use of the Department’s ORI. Speaking with Chief Morrow last week, he informed Mr. Lipton that the Mayor and he discussed the matter. Mr. Lipton discussed the issue with the Mayor and the Mayor said he would discuss the issue again with Chief Morrow.

Park Mobile

- 388 fewer parking sessions recorded in February compared with January.
- Average parking session based 180.5 hours during February two hour the same as months of November and December,
- The Authority had two less day compared to January 2024.

- Parking Meters

- Mike Botto continues to replace parts including door locks and batteries on in-service meters.
- Prior to the Logger Jogger on April 20th 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 February 2024 \$8,614.40 compared with January’s \$7,408.98

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. It appears no further action is required as of the March 8th Board meeting.

- A review of electric bills at the Mahantongo Deck:
 - We will continue to monitor and look for opportunities to reduce demand which remains persistently 24% higher than 2023. December 13, 2023 thru February 14th, 2024. I am analyzing the demand for the past six months.
- The Authority took title of the Ford F350 Model year 2011/ 60,000 miles, at a price \$10,000.00. Mike Botto is using the truck.
- The T2 Gettysburg one-day conference is June 6, 2024. 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.
- Residential Parking Permits issued in the vicinity LVHN, Problem. Discussion by Board and any changes to be determined at the April 12th Board Meeting. **Subsequent discussion took place and Board members requested that the City Administrator attend the April Board Meeting, to explain resident concerns and what additional actions home owning residents might find acceptable. The Board's concern voiced, was that any action taken there, would also require action in other locations requiring residents who purchase a residential parking permit.**

AGENDA ITEM #8

PUBLIC COMMENT

AGENDA ITEM #9

ADJOURNMENT

MOTION to adjourn passed by Hoppe / Humphrey, at 9:30 AM.