

**POTTSVILLE PARKING AUTHORITY
POTTSVILLE, PENNSYLVANIA**

PUBLIC MEETING

Minutes

September 13, 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, John Levkulic, Thomas Campion, Stephen Macola, Ronald Dermo, and Robert Hoppe (via phone call).

AGENDA ITEM #1 CALL TO ORDER

AGENDA ITEM #2 EXECUTIVE SESSION

The Board went into Executive Session from 8:00 AM to 8:02, to discuss personnel matters.

AGENDA ITEM #3 Review of minutes from August 9, 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 August 2024

- Highlights of Operating Income and Expense YTD:
 - decrease in Net Income from July 31 \$20,990.58 to \$11,255.10 for August 31, 2024 decrease of \$9,735.48
 - Budgeted YTD 8 Month \$20,531.92
Increase \$60,919.77 over projected income for 8 Month
 - Income from Park Mobile for the month of August 2024 included
 - 6,468 transactions compared with July 2024
 - Net Income from Park Mobile for August \$12,361.25
 - Net Park Mobile 2024 YTD \$94,230.50 2023 YTD \$91,085.95
increase YTD - \$3,144.55
 - Fees paid August 16.8 % \$2,491.90
 - Meter Income August 2024 \$8,888.59 compared with July 2024 \$8,979.40.
 - 2024 YTD Meter Income \$73,702.81 compared to 2023 YTD Total \$77,038.71
 - Income from T2 Enforcement ONLY, August 22 days
 - 420 tickets issued; 244 tickets paid
 - Total T2 enforcement revenue billed in August \$8,120.00
 - Total MPS enforcement revenue billed in August \$1,015.00
Realized August income \$4,801.38
 - Collectively, enforcement officers issued on average 95 tickets per week during the month of August

- Dale Blum | 63 % of tickets
 - Pat Mahoney | 37 % of tickets
- Total hours of enforcement labor for August 150
- Magisterial income for August 2024 \$1,310.25
- Friday, August 9, 2024 Board Approval to move (2) CDs totaling \$472,910.64 to the BEST available FDIC insured bank. CACL is currently 5.25% APY. (6) month maturity date Thursday, February 13, 2025. Interest August 12, 2024 \$2,045.24.
- Budgeting for 2025 began the first of August and was completed and emailed on August 20, it includes 2023 (12) month actual, 2024 (12) month projected, and 2025 (12) month proposed as well as a narrative supporting the proposed budget to all Board members for approval at the September 13,2024 Board meeting. August 29th and September 4th additional information in support of the 2025 budget was submitted to all voting Board, Solicitor and Engineer of Record. BOARD 2025 BUDGET ADOPTION VOTE REQUIRED.
DISCUSSION about the 2025 Proposed Budget.
MOTION to accept the 2025 Budget by Dermo / Weres. Hoppe voted Nay.
MOTION to accept the increase in employee wages accepted by Weres / Dermo. MOTION passed.
BOARD went into Executive Session from 8:44 AM to 8:53 AM to discuss personnel matters.
MOTION to accept Ian Lipton’s Performance Bonus of \$2,500.00 by Weres / Hoppe. MOTION passed.

AGENDA ITEM #5

Parking Areas

- Mahantongo Deck.
 - EV Charging income not received for August 2024 Net \$210.29 (32) charging sessions.
 - EV \$5.00 charge for vehicles charging without a Municipal Permit produced (25) sessions = \$125.00 additional revenue
 - As mentioned in July and August, the Authority Board should consider investing in Charging Stations for the Capitol Deck in 2025 providing funds are available from the state for the purchase as they were in 2020. We would request \$18,000.00 that would cover the hardware costs.
 - The (2) parking Kiosks are producing less than \$100.00 @ month and the internet service fees are \$130.00 @ month. Income from the kiosks for August was only \$53.00.
 - The Authority’s efforts are ongoing to control demand at the Deck due to higher-than-expected electric invoices compared to 2022 - 2023. July 16 usage increased over 2023 by 22% and demand by33%. August’s increase for energy at Mahantongo Deck over the

same period in 2023 is 11.6%. We have made some improvement, but have not been able to contain costs completely.

- The following repairs have not yet been completed: replacement glass in South East stair tower \$1,123.00 Replace a fire extinguisher vandalized \$77.99
- All regular enforcement and maintenance were performed in August 2024

○ Capitol Deck

- Benesch Invoice 292529 within the Consultation fees previously approved by the BOARD has been submitted for Payment \$384.00.
- The additional contracted work will be completed approved by the BOARD does NOT include a change order requiring the complete replacement of the pressurized piping on the 2nd and 3rd levels of the deck. The subcontractor tells our engineer the labor to repair the pipes and joints is greater than the cost of replacing the pipes. I have requested and received (2) additional bid for replacement of piping. The contract called for \$6,000 for the original contracted repair plus savings for steel repair under budget \$8,800.00 and concrete repair savings \$6,600.00, a total \$21,400.00 available from current contracted amount. The Axiom quote \$22,400.00 #196144 is recommended for approval by Benesch. The additional out lay not originally budgeted for this year work will be \$1,000.00. Board APPROVAL Requested.
- **MOTION to accept Axiom's construction bid by Hoppe / Weres. MOTION passed.**
- All regular enforcement and maintenance were performed in August 2024.

○ Union Station

- Following the August 9th Board meeting an income and expense report was sent for the year ending August 31, 2024 along with a narrative describing the reasons for the additional loss of income and the concerns the Board expressed regarding the need that the lot should be sealed and any cracks repaired in the next 12 to 18 months. The Authority could not assume the responsibility for the cost of this work estimated at a cost of \$40,00.00 to \$60,000.00. City Administrator, Mr. Palamar and Mayor Clews were then to present the information to City Council. The Authority received a check and email was received by Tom Palamar from Frank Zukas for \$2,000.00, delivered to the Parking Authority office. See Email.

- All regular maintenance performed for August 2024.
- Arch Street
 - The Trash behind Crimson House in the alley continues to be a problem.
 - Mr. Challenger requested the use of Arch Street Lot for a SPECIAL EVENT Saturday, September 14th. He was sent all requirements for use of the lot the week of July 15th, having received no response, Lipton spoke with Mr. Challenger on Friday September 6th. He indicated will be forwarded insurance certificate adding the City/Parking Authority and all documentation regarding the event since liquor will be sold.
 - Right-of Way request for anchor Arch Street Parking Lot by PPL sent to counsel for response regarding any liability issues September 6, 2024.
MOTION to accept PPL's Right-of-Way guideline by Dermo / Weres. MOTION passed.
 - All regular enforcement and maintenance were performed in August 2024.
- John Potts Lot
 - All regular enforcement and maintenance were performed in August 2024.
- Pottsville Hotel Lot
 - At the request of hotel manager, a painted cross walk at the Progress Entrance of Hotel to Parking lot was completed.
 - The (2) 15minute parking spaces between the Pottville Hotel and Dr Akbar's office are unavailable due to the collapse of the arch between the two building. Patients and Hotel guest may not use the walk way between the two buildings and a request was made by Tom Palamar that we provide (7) dedicated parking spaces on Centre St. for Akbar patients during the reconstruction. The Authority has complied with the request.
 - All regular enforcement of the 50 municipal permit spaces was performed as well as regular maintenance for August 2024.
- Alvernia Lot
 - The PPA has 35 total permits issued to date; with space for up to an additional (10) municipal permits. The University provides (75) spaces for their students and Staff, 66.94% of the parking spaces in the lot.

- The drive through between Terry Riley Way and Progress Avenue has been striped in yellow next to Sight MD's facility to avoid any vehicle parking in the roadway. Problem solved.
- All regular enforcement and maintenance were performed in August 2024.
- McGeever Pocket Park
 - All regular enforcement and maintenance performed August 2024. A portion of the fence was removed following the accident. All repairs complete.
- Garfield Lot
 - All regular enforcement and maintenance performed in August 2024.
 - The Authority has entered into an additional (3) year lease begun October 1, 2023, with the possible extension of the lease to (10) years. The Pottsville Redevelopment Authority's conservatorship ended with the transfer of the Diner to Jeff Chen. Restoration: \$400,000.00. Mr. Chen has tentatively agreed to taking possession and restore the apartments. The Redevelopment Authority has hired Kitsock to demolish the remainder of the building for parking. This work will be completed by mid-October.
- Residential Permits
 - As of September 9, 2024 (129) new 24/25 permits have been purchased @\$50.00 each producing an income of \$6,450.00.
 - 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 regarding how to move this process forward to effect a positive outcome. No additional action taken as of September Board meeting.
- Municipal Permits
 - Fourth quarter permit invoices mailed the week of September 2nd. The Authority has lost 23 municipal permits this year at the Mahantongo Deck. Twenty are due to space available in the Republican Hearld lot, 100 block of Mahantongo Street

- Municipal Permit Pricing for all facilities require BOARD APPROVAL at September 13, 2024 Board Meeting to allow Companies and individual permit holders to plan for 2025 (Review attachment with new suggested rates. Rate increases are 2% to 2.4%. BOARD APPROVAL REQUIRED. **MOTION to accept Municipal Permit 2025 increase by Weres / Dermo. Hoppe voted Nay. MOTION passed.**

AGENDA ITEM #6

Projects

○ Enforcement

- 420 tickets issued; 244 tickets paid T2 program.
 - MPS Safety Stick violations August 2024- 29 violations.
 - \$35.00 tickets issued \$1,015.00, 10 tickets, \$350.00 paid
- Total Enforcement Revenue Billed - \$9,135.00
 - Realized August Income - \$4,801.38
 - Unrealized August Income - \$4,333.62
- Currently NO PA registered vehicle is on the Scofflaw list to be towed and impounded.
- MPS, the Technology platform for enforcement “Safety Stick units (9) have been installed.

The Authority will file manually until the second quarter of 2025. The Authority is having ongoing discussions regarding two outstanding issues; unpaid violations after 30 days being converted from violations to magisterial citations without names and addresses of vehicle owner and payment to the Authority and to MPS for violations paid prior to 30 days and violations successfully converted to Citations after 30 days. No payment to MPS for unpaid out of state registered vehicles or vehicles that PenDot is unable to provide a current name and address of vehicle owner.

Park Mobile

- 284 fewer parking sessions were recorded in August compared with July.
- \$688.50 less net income was received during the (22) days of August 2024 compared to the same 22 days in July 2024. There were only 294 transactions @day in August, compared with 306 transactions @day in July.
- Average parking session based 187.5 hours during August two hours and fifteen minutes, an increase of fifteen minutes for past three months of June, July and August.

○ Parking Meters

- Mike Botto is replacing door locks for in-service meters as well as batteries.

AGENDA ITEM #7

OLD/NEW BUSINESS

- The approved Spaces for Skookie Rides have been posted in the 500 block of N. Centre St. and the invoice for \$378.00 covering 24 months was paid to the Authority.
- Police matter at the Capitol Deck was addressed with Sight MD to their satisfaction.
- The City has requested that the Parking Authority vehicles not only pay for parts to repair both the car and truck but in addition the authority will be billed monthly for gas when vehicles are filling up at the garage. All personnel have been notified and will be reminded at the monthly staff meetings.
- A new enforcement officer Larry Newswanger will be sworn in following the meeting with Board approval and will begin training with another officer on Monday September 16, 2024.
MOTION to accept Larry Newswanger as the Authority's newest employee by Dermo / Weres. MOTION passed.
- An ongoing Office copier problem may at some point necessitate the purchase of a replacement copier/scanner at a cost of \$500.00 to \$700.00.

AGENDA ITEM #8

PUBLIC COMMENT

AGENDA ITEM #9

ADJOURNMENT

MOTION to adjourn at 9:19 AM, by Weres / Dermo. MOTION passed.