

**POTTSVILLE PARKING AUTHORITY
POTTSVILLE, PENNSYLVANIA**

PUBLIC MEETING

Minutes

November 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 were: Ian Lipton, William Messaros, Robert Hoppe, John Levkulic, Ronald Dermo, Thomas Campion, Michael Weres, Stephen Macola, Bobby Weaver, Laurel Young, Maya Sites-Kagenski, Faith Young, and Adalie Zanis.

AGENDA ITEM #1 CALL TO ORDER

AGENDA ITEM #2 EXECUTIVE SESSION

The Board went into Executive Session from 8:01 AM to 8:08 AM, to discuss personnel matters.

AGENDA ITEM #3 Review of minutes from October 11, 2024 meeting.

- Requires motion to approve minutes

MOTION to approve October 2024 Minutes by Weres / Dermo. MOTION passed.

AGENDA ITEM #3A

MOTION to approve Michael Botto's paid personal time off and vacation time approved by Dermo / Weres. MOTION passed.

MOTION to approve Linda Moser's rate increase approved by Dermo / Weres. MOTION passed.

MOTION to accept Michael Hart's resignation by Dermo / Hoppes.

MOTION passed.

MOTION to accept 2025 Board Meeting dates as printed by Dermo / Weres.

MOTION passed.

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

- Highlights of Operating Income and Expense YTD:
 - Decrease in Net Income from September 30 \$15,253.99 to (\$14,040.09) for October 31, 2024 a decrease of (\$29,294.08)
 - Budgeted YTD net income 10 Month \$25,664.96
Increase \$59,413.31 over projected income for 10 Month
 - Income from Park Mobile for the month of October 2024 included
 - 6,503 transactions
 - Net Income from Park Mobile for October \$12,111.25
 - Net Park Mobile 2024 YTD \$116,066.85, 2023 YTD \$112,889.20 increase YTD - \$3,177.65
Fees paid October 17.3 % \$2,530.60
 - Meter Income October 2024 \$8,855.33 compared with September 2024 \$7,553.30
 - 2024 YTD Meter Income \$87,110.69 compared to 2023 YTD Total \$95,026.43

- Income from T2 Enforcement ONLY, October 22 days
 - 455 tickets issued; 222 tickets paid
 - Total T2 enforcement revenue billed in October \$8,280.00
 - Total MPS enforcement revenue billed in October \$945.00
 - Realized October income \$4,143.65
 - Collectively, enforcement officers issued on average 103 tickets per week during the month of October
 - Larry Newswanger | 29 % of tickets
 - Dale Blum | 34 % of tickets
 - Pat Mahoney | 37 % of tickets
 - Total hours of enforcement labor for October 193.5
 - Magisterial income for October 2024 \$1,185.82
 - (2) CD's @ CACL are currently collecting 5.25% APY. (6) month maturity date Thursday, February 13, 2025. Income from CDs and MM accounts October 2024 \$2,672.14.
 - Budget for 2025 was adopted at the September Board meeting. Finally, the small Municipal Permit increase of 2% to 2.5% for 2025 will mitigate some of the reduction in revenue due to permits not renewed at the Mahantongo Deck.
 - Linda Moser's pay raise increase gross weekly bookkeeping expense from \$150.00 to \$155.25. Effective date of increase week ending October 20, 2024 BOARD APPROVAL required.
- MOTION to approve the financial records approved by Dermo / Hoppe.**
MOTION passed.

AGENDA ITEM #5

Parking Areas

- Mahantongo Deck.
 - EV charging income for October not received \$168.88. Utility cost for October \$57.00 (569 kWh) Net income \$111.88
 - EV \$5.00 charging without a municipal permit (18) session \$90.00 income for parking, net income from charging \$21.88
 - The (2) parking Kiosks: Income for October was only \$71.25, a net loss of \$58.75. We should expect expense to exceed revenue for the Kiosks this year by \$600.00.
 - The Authority's efforts are ongoing to control demand at the Deck, July 16 usage increased over 2023 by 22% and demand by 33%. August's increase for energy at Mahantongo Deck over the same period was 2023 is 11.6%. September's energy usage increased by 8% and demand increased by 17% for the first month in 2024 Sept. 13 thru Oct. 14 showed a significant DECREASE in usage of -16% and demand -29%. We have made some improvement, but have not been able to contain costs completely. The \$1.50@ month increase in permit cost for the Mahantongo Deck in 2025 will help.
 - All regular enforcement and maintenance were performed in October 2024

- Capitol Deck
 - Phase 2. Additional Repairs (COMPLETE).
Year 2024 was completed by September 30th.with the exception of the complete replacement of pipe on levels two and three was completed prior to the Board meeting October 11th. A Fire Dept. pressure test completed on October 22nd exposed one small leak. It has been corrected. Payment for the new piping was mailed this week accounting for the expenses exceeding income for the month of October.
 - Phase 3. Repair of retaining wall, epoxy crack seal and painting the steel. (RESCHEDULED)Year 2025.
The investment for painting and the two delayed items from Mar-Allen's original approved bid will be between \$115,000.00 and \$120,000.00 to complete the final phase of the deck project.
 - DEP EV Program PA Driving Forward Grant funds are exhausted. PPA is looking for current grant funds for EV hardware for the Deck.
 - All regular enforcement and maintenance were performed in October 2024.
- Union Station
 - The lot should be sealed and any cracks repaired in the next 12 to 18 months, this work estimated at a cost of \$40,00.00 to \$60,000.00. The Pottsville Parking Authority should not accept financial responsibility for this project.
 - All regular maintenance performed for October 2024.
- Arch Street
 - All regular enforcement and maintenance were performed in October 2024.
- John Potts Lot
 - All regular enforcement and maintenance were performed in October 2024.
- Pottsville Hotel.
 - 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. PPA will provide several designated spaces on Centre Street when the wall way is closed for additional repair.

- All regular enforcement of the 50 municipal permit spaces was performed as well as regular maintenance for October 2024.
- Alvernia Lot
 - The PPA has 35 total permits issued to date; The University provides (75) spaces for their students and Staff, 66.94% of the parking spaces in the lot.
 - All regular enforcement and maintenance performed in October 2024.
- McGeever Pocket Park
 - All regular enforcement and maintenance performed October 2024.
- Garfield Lot
 - All regular enforcement and maintenance performed in October 2024.
 - The Redevelopment Authority, with planned restoration of the diner, accepted bids to demolish the apartment building to provide for Restaurant parking. The Redevelopment Authority of the City has hired Kitsock to demolish the remainder of the building for parking. This demolition work will be completed no later than the end of November.
- Residential Permits
 - As of November 1, 2024 (135) new 24/25 permits have been purchased @\$50.00 each producing an income of \$6,800.00.
 - 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 Palamar. They will also discuss dispute resolution between neighbors with Police Chief Morrow, to be delt with. 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

- Fourth quarter permit invoices mailed the week of September 2nd. All permits for the fourth quarter are paid or have been deactivated.
- Municipal Permit Pricing for all facilities for 2025 was approved at the September 13, 2024 Board Meeting. All current permit holders have been notified in writing and pricing is displayed on the Parking Authority website effective November 1, 2024.

AGENDA ITEM #6

Projects

○ Enforcement

- 455 tickets issued; 222 tickets paid T2 program.
 - MPS Safety Stick violations October 2024- 27 violations.
 - \$35.00 tickets issued \$945.00, 2 tickets, \$175.00 paid
 - Realized October Income - \$4,143.65
Unrealized October Income - \$5,081.35
Magisterial income for October 2024 - \$1,185.82
- MPS, the Technology platform for enforcement “Safety Stick units (9) have been installed the week of December 11, 2023. 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, most likely, the second quarter of 2025.

The Authority’s solicitor has written language addressing two outstanding issues; unpaid violations after 30 days unable to be converted from violations to magisterial citations because names and addresses of vehicle owner are unavailable no payment to MPS is due. 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. No payment to MPS for any violation the magistrate rules in favor of the defendant.

Counsel is reviewing the addendum for approval. A Zoom meeting was held with four members of the MPS team to discuss the contract based on the addendum changes requested by PPA. Mr. Lipton to provide details and the result and actions to be taken. IMPORTANT.

DISCUSSION: MPS requirements and their contract.

Currently (2) Vehicles are on the Scofflaw Report. Both vehicle owners have been sent registered notification that their vehicles if found will be towed and impounded if the tickets are not paid after 10 days of mailing.

Park Mobile

- 1235 more parking sessions were recorded in October compared with September.
 - \$1,866.00 more net income was received during the (22) days of October 2024 compared to 20 days in September 2024. There were only 296 transactions @day in October, compared with 263 transactions @day in September.
 - Average parking session based 198 hours during October two hours, an increase of 15 minutes when compared with September the three months of June, July and August sessions were two hours and fifteen minutes.
- Parking Meters
 - Mike Hart has assumed all responsibility for repairs; however, he has resigned as of November 8th.

AGENDA ITEM #7

OLD/NEW BUSINESS

- A review of electric bills at the Mahantongo Parking Deck, is ongoing. Improvements in usage and demand Sept. 13 thru Oct. 14, 2024 produced a -16% in usage and -29% in demand. We will continue toward the goal to determine a solution to the Demand and Usage increases compared with same period in 2023.
- The most recent enforcement officer hired, Larry Newswanger, and the addition of Mike Hart for maintenance would have completed PPA staff requirements. Mr. Hart is resigning his position effective Friday, November 8, 2024. PPA started a search Thursday, October 31st. Mike Botto left to assume his new responsibilities at the GPASA. Newswanger has performed well these past several weeks alone, thanks in part for the assistance of the entire PPA team. We are interviewing to replace Mike Hart. We will request help from Tommy Whitaker and the Street Dept. in the interim.

AGENDA ITEM #8

PUBLIC COMMENT

DISCUSSION by Faith Young, Laurel Young, Maya Sites-Kagenski, Adalie Zanis and Bobby Weaver about residing downtown in the business district of Mahantongo and Centre Streets, and not having an affordable alternative to parking, while residents 2 blocks away in the 300 block of Mahantongo Street are able to pay \$50 a year for a Residential Permit. Possible alternatives.

AGENDA ITEM #9

ADJOURNMENT

MOTION to adjourn by Hoppe / Weres at 9:05 AM. MOTION passed.