

# PARKING AUTHORITY OF THE CITY OF WILKES-BARRE

MINUTES:  
March 19<sup>th</sup> 2024

The regular monthly meeting of the Parking Authority of the City of Wilkes-Barre was held on Tuesday March 19<sup>th</sup> @ North Garage.

Present: Ed Katarsky, Jim Conahan, Andy Reno, Patricia Unvasky, Robert Sliker, Mary Jo Kishel, Sara Hailstone and Matt Price

Absent: Andy Pasonick

## Treasurer's Report:

The treasurer's report reflected balance as per the attached sheet after all rents have been collected and all payments have been made.

## Laz's Report:

Matt reviewed February's Report

Monthly parkers had an unfavorable variance of \$11,520.00

Transient had a favorable variance of \$5,480.75

Validations had a favorable variance of \$77.05

Comparison grid in place and shown with LAZ Financials

Monthly 9,265.01

YTD net income is \$86,543.84

After taking into account the expenses from Wilkes-Barre Parking Authority, the actually net profit is NEGATIVE \$26,397.38

Ongoing maintenance, sweeping, snow & ice removal.

This month to date the new garage equipment has captured \$18,769.95, therefore it is doing what we want. There is some hiccups with human errors. Customers are using the Laz App and pay by phone. The Kirby shows are even doing good with the modification for Event parking. Discussed how to deal with the patron who is looking for a ticket when they originally insert their credit card. The audible message may need to be modified.

### Meeting minutes:

Jim Conahan made the motion to accept last month's minutes, seconded by Patricia Unvasky.

### Old Business:

- ❖ Matt has brought to the table the costs involved with hiring an assistant as it's been only him since we removed all other employees. The city will continue to pay 29% of the salary since he will also be working with Intermodal. Matt stressed he knew going forward that it would be very time consuming however believes that even with an assistant manager, the Authority will be saving compared to when we had employees. Jim Conahan made the motion to authorize Laz to search for an assistant manager, Andy Reno seconded the motion. All were in favor. Laz can search and when Matt has reviewed the individuals, he will share the information with the board members.
- ❖ Andy Pasonick had sent 3 requests to the board due to his being absent. Flash Parking is seeking payment in full (grant funds), D & M construction change request for insulation in the tenant place and D&M construction change request to repair the roof deck due to leakage. Flash Parking and Insulation will be covered with the GRANT – however the roof deck would place the cost higher than originally bid, therefore the Parking Authorities expense. Andy Reno made the motion to pay all 3 requests; noting that the roof deck needs to get done so the new tenant space doesn't get ruined. Robert Sliker seconded the motion. All members were in favor.
- ❖ The city grant was discussed, and it is to be used for Elevator repair only. Andy Pasonick stated at a prior meeting that he is working on getting the other location elevators out to bid.
- ❖ Church & Lot 6 parking was discussed; validation parking will be the best option for them. They will then be billed monthly for those that park in the Lot. Andy Reno made the motion for Matt to follow up with the church and our results. Robert Sliker seconded the motion. All board members were in favor.
- ❖ YMCA; Central parking Employees; they were informed of the price increase but have asked us to increase only to \$2.00/hr. for 2024 and increase to \$3.00/hr. for 2025. Robert Sliker made the motion to increase as requested, Jim Conahan seconded the motion all were in favor.

### New Business:

- ❖ Andy Reno has reviewed all our insurance policies and modifications were needed: 1) combining General Liability date to coincide with Property Insurance; 2) new equipment; 3) sweeper added; 4) correcting addresses.
  - Both policies will now expire/renew April 22<sup>nd</sup>
  - Flash equipment was placed on all policies.
  - Sweeper covered in all our locations.
  - Address modification was necessary.

- ❖ Flood Policy: Hartford Insurance was listing an incorrect address, so with the change to the correct address a check was generated with cancelation of incorrect, however a new check will be required to cover the correct address. \$675 will be added to bills for payment.
- ❖ The board discussed the need for Terrorism and believe that it is for the good of the organization to maintain. Robert Sliker made the motion to keep the terrorism on the policies, seconded by Patricia Unvasky.
- ❖ Curry donuts lease is to expire and after meeting with Sara, have agreed to renew the lease. The board was asked if they would like to continue with the current financial arrangement and insurance. \$450 year (2024) and a \$10 increase yearly. Patrician Unvasky made the motion to renew the Curry Lease with the discussed finances, Seconded by Andy Reno. All board members were in favor.
- ❖ Geisinger pharmacy has requested a 7<sup>th</sup> amendment to their lease and the only modification is that it's for a 3-month time frame. Patricia Unvasky made the motion to accept amendment, Seconded by Jim Conahan. All were in favor.
- ❖ Sara discussed what the City personnel and herself covered;
  - Reverter clause is coming due with the Sphere property - the city will follow up
  - PPL wants an easement for the hotel, concern regarding the lot's new asphalt project. Sara reaching out to them to determine timeline so, if necessary, we could postpone Pennsy.
  - City will not pay for parking at East until further notice (monthly decrease)
- ❖ Robert Sliker made the motion to cover the expenses for Matt Price to attend the PA Parking Convention in April; (Conference/hotel/meals/travel) Jim Conahan seconded the motion. All board members were in favor.
- ❖ Sara stated that since Matt, Robert and herself will be at the conference in April, to change the date of the meeting. Jim Conahan made the motion to change April's meeting to April 23<sup>rd</sup>, Seconded by Robert Sliker. All were in favor

**Bills for payment:**

Jim Conahan made the motion to pay the bills, Patricia Unvasky seconded the motion, and all were in favor.

Andy Reno made the motion to adjourn, seconded by Jim Conahan

Next meeting scheduled for April 23<sup>rd</sup> 2024

  
 Secretary

3/20/2024