

PARKING AUTHORITY OF THE CITY OF WILKES-BARRE

MINUTES:
April 23rd 2024

The regular monthly meeting of the Parking Authority of the City of Wilkes-Barre was held on Tuesday April 23rd @ North Garage.

Present: Ed Katarsky, Jim Conahan, Andy Reno, Patricia Unvarsky, Robert Sliker, Mary Jo Kishel, Sara Hailstone, Andy Pasonick and Matt Price. Panzitta representative was at the bid opening:

Meeting began with bid opening for Central Garage 2nd Level Concrete Leak Repair:

D & M Construction \$156,412 Panzitta \$87,146 Krisha Construction \$113,540

Andy Reno made the motion to accept the lowest bid presented (Panzitta) upon review and acceptance by the engineer. Robert Sliker Seconded the motion all present concurred.

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 March's Report

Monthly parkers had a favorable variance of \$215.00

Transient had a favorable variance of \$12,353.90

Validations had an unfavorable variance of 15,235.10

(this difference was due to same period last year - Geisinger had purchased a lot of tickets.)

Comparison grid in place and shown with LAZ Financials

Monthly 9,905.96

YTD net income is \$96,449.76

After taking into account the expenses from Wilkes-Barre Parking Authority, the actually net profit is NEGATIVE \$39,124.21

Ongoing maintenance, sweeping, pressure cleaning

- ❖ Matt spoke about the variance differences. The call center was then discussed, he personally has taken over 388 calls and the call center 358. When reviewing the calls – North & East garage is minimal, Intermodal is basically the movie theater and Kirby shows. Most of the calls is for Lot #6. “How do I get a ticket” Our billed fee was \$1,074 and Matt’s time.
- ❖ Jim asked at what point is it just out of control. Andy R stated that this is only the 1st quarter numbers – perhaps the next one will look better. Matt is hoping it gets better!
- ❖ Matt also has stated that he has conducted 1 interview for the assistant manager with 2 more upcoming. After those, depending on the interview’s, may ask the 1st individual to come back for a 2nd interview. He stated he will let us know.

Meeting minutes:

Jim Conahan made the motion to accept last month’s minutes, seconded by Andy Reno.

Old Business:

- ❖ Andy Reno stated that General Liability and Property policies are now combined, and the policies are paid in full. The flood policy also has the new equipment on it now.
- ❖ Andy Pasonick has brought forth change orders: D & M construction Ceiling Bulkhead change order is cancelled due to a different work around was utilized. D& M Construction for Removal of Ductwork and Masonry repairs \$4,093.57; Brennan Electric for exit signs and electrical conduit on rear stairs \$3,782.80 Patricia Unvarsky made the motion to accept the change orders, seconded by Andy Reno. All were in favor.
- ❖ Andy Pasonick has stated that D & M, Troy Mechanical, and Brennan electric were requesting payment.
- ❖ Andy Pasonick shared his current spreadsheet of the budget -with all the change orders we will be ending approximately \$93k over budget. The major issue has been the tenant space.
- ❖ Sara stated that she would like the board to think about the tenant space and the amount of money going into it – we would only be charging \$300 mo. if the fine arts people move in at the previous quoted price. It doesn’t seem reasonable after spending as much as we are to complete. This discussion was tabled for later.
- ❖ Andy Pasonick stated the water meter went missing and has requested the water company to come replace, we will also need a back flow preventer (\$250) Andy has reached out to the Electric company to see if anyone would take responsibility – slim chance but he stated he had to try.
- ❖ Andy Pasonick stated that Pennsy will start mid may for paving Lot #6, Sara made the comment that PP& L previously wanted to dig – they have not returned her inquiry.
- ❖ Andy Pasonick has also provided paint colors to review with board members after the meeting.

- ❖ Andy Pasonick stated that Central Elevator should possibly be ready for inspection by the end of April. The only hold up was the 1st floor lobby ceiling, waiting for specialized order “tamper proof roof”
- ❖ The bids for the other garages: (Modification -East, Repairs- North) is still in the works and are not ready at this meeting. Jim asked if there is a time we can expect this to be finished and Andy stated it should be done prior to next meeting.

New Business:

- ❖ Sara started with saying the conference was very fulfilling for Rob, Matt and herself and there was a lot of take aways.,
 - *Cameras tied in with artificial intelligence is astonishing.*
 - *Stressed maintenance, maintenance, maintenance*
 - *EV stations and the number of details move it at the bottom of the list (must be done per your insurance dictation*
- ❖ Andy Reno stated that if we use the AI and cameras can go back to the insurance company for credits.
- ❖ Sara presented the Diamond City Proposal to the board:

Phase 1: Initial “blitz” to bring the Facilities up to daily maintenance service levels. •

Estimated 64 hrs. x \$35.00/hr. = \$2,440.00

Phase 2: Ongoing Maintenance/Hospitality Coverage. • 2 Ambassadors per day – each for 3 hours each day • 6 Hours a day 5 days a week = 30 weekly hours • Hours will be billed at the rate of \$35.00/hr. • Estimated weekly costs are 30 hours x \$35.00/hr. = \$1,050.00 per week.

• Services will be invoiced by DCP to the Wilkes-Barre Parking Authority month

Sara stated that she believes the cost to be high and is reaching back out to them. What is the difference in between what an assistant manager could do vs. Diamond City Partnerships. All believe they do a fantastic job – just seems pricy.

Larry Newman is the director of the Diamond City Partnerships; and following the city’s request for coverage we have sought them out – however the proposal doesn’t list the times (we are seeking evening/night) assistance. We have tabled further discussion of this proposal until further information is received.

- ❖ Sara presented the THS Consulting for Parking Structure Asset
 - Ed believes we need parkers – not more studies – stated isn’t that what the engineer for?
 - Robert Sliker asked how long it had been since the last study: 2015
 - A Question was asked about earthquake coverage since the disturbance recently, discussion also went on about the mine subsidence.
- ❖ Andy Pasonick stated he could investigate the garages – however it is agreed upon that we must establish the “MUST DO NOW” and “IT CAN WAIT” lists.

➤ *Ed has left the meeting due to a previous engagement – Jim Conahan, Vice Chairman has assumed the reins:*

- ❖ Jim Conahan asked if the previous study could be used- however it appeared to be a moot point due to the age of the study. It is a \$30k study – was there anyway we could pick and choose what we wanted done?
- ❖ The expense involved would help us determine a 5-year plan, perhaps we should reach out to other company's; compare apples to apples. Sara believes the THA is the better company that she knows of right now because they are independent of the work process – they find the problems and if needed will help you find the companies to fix. Andy Pasonick says Walker also will do the study.
- ❖ Jim says we need to do our due diligences – lets seek out an additional company (parking professional) Sara said she will see what we can do before the next meeting however its in 3 weeks – so perhaps by June.
- ❖ Sara stated she believes the authority should become members of the PA Parking Association; doesn't currently have a price on hand. She believes it will give the authority the utmost current new and connections we currently don't have. Perhaps join for 1 year and if it doesn't benefit us – drop it. However, since the price was unavailable – this discussion was tabled until next month.


Bills for payment:

Patricia Unvasky made the motion to pay the bills from the primary account, Robert Sliker seconded the motion, and all were in favor.

Patricia Unvasky made the motion to pay the bills from the ARP grant account, Robert Sliker seconded the motion, and all were in favor.

Andy Reno made the motion to adjourn, seconded by Robert Sliker

Next meeting scheduled for May 21st 2024


Secretary

4/24/2024