

WILLIAMSPORT PARKING AUTHORITY MEETING
of
December 20, 2023

The regular meeting of the Williamsport Parking Authority (the “**Authority**”) was held on December 20, 2023, pursuant to legal notice. The meeting was held in the Authority's office at 270 West Third Street, Williamsport, PA. The meeting was brought to order by the Chairman at 5:00 P.M. Members of the Authority in attendance were Jared Kinley, Dr. Anthony Cipolla, Shawn Reams, and Tony Nardi. Others in attendance were Dave Kish (WPA), Scott T. Williams (Solicitor) and Zachary M. DuGan.

Minutes

The Chairman asked the Authority members if they had reviewed the Minutes of the meeting of November 15, 2023. Mr. Kinley made a motion to approve the Minutes as written. The motion was seconded by Dr. Cipolla and passed by unanimous vote.

Financial Report

Mr. Kish presented a brief financial update. He noted that accounting services for the Authority will be discussed in more detail in New Business. Mr. Kish had nothing further to report on at this time and the Authority did not take any action on the financial report.

Old Business

Lot Repair

Mr. Kish had nothing further to report at this time.

Lot E & Lot H

Mr. Kish had nothing further to report at this time.

Employee Handbook Revision

The Authority tabled this item in order to further review the handbook revision.

Accounting Services

Dr. Cipolla made a motion to authorize Mr. Kish to sign for Padget accounting services engagement and other matters moving forward. The motion was seconded by Mr. Nardi and passed by unanimous vote.

New Business

2024 Budget Draft

Mr. Kish presented a draft of the 2024 budget. The Authority engaged in a discussion on specific budget items. Mr. Kish explained that budgeted expenses for

utilities nearly doubled due to the assessment of stormwater fees. Mr. Kish noted that the budget accounted for a 5% increase in Health care, a 3% increase in salaries, the removal of the RVTA management fee, and approximately \$77,500 for lot repairs. Mr. Kish had nothing further to report at this time. The Authority did not take any action on the draft budget but should have more information at the next meeting from Padget.

Changing of Signing Authority

Mr. Kish explained a change in signing authority required at the bank. Dr. Cipolla made a motion to change and approve the Authority's authorized signatories for the bank to be the Treasurer (currently Mr. Nardi), Secretary (currently Dr. Cipolla), and Mr. Kish. The motion was seconded by Mr. Nardi and passed by unanimous vote.

For the Good of the Order

There being no further business to come before the Authority, the meeting was adjourned at 5:55 P.M.

APPROVED: