

AGENDA
BETHLEHEM PARKING AUTHORITY BOARD MEETING
August 28, 2019, AT 6:00 P.M.
85 W. NORTH STREET, BETHLEHEM, PA

- I. Call Meeting to Order
- II. Roll Call
- III. Minutes
- IV. Courtesy of the floor
- V. Reports
 - A. Director's Report
 - B. Solicitor's Report
 - C. Financial Report
- VI. Old Business
 - A. Maser Proposal
 - B. Mayor Memo- Meeting Time Change Request
- VII. New Business
 - A. BPA Resolution Authorizing the Issuance of the Parking System Revenue Bonds, Series 2019
 - B. Resolution Authorizing the Chairman to execute Construction and Consultant Contracts for Polk Street Garage
 - C. Approval of 61 W. Walnut Agreement of Sale
 - D. Payoff of QNB 600k Loan
 - E. Resolution to authorize borrowing of 2.5 Million from QNB.
 - F. Award of Polk Street Retail RFP
- VIII. Adjournment

Joseph Hoffmeier – Chairman
Dino Cantelmi – Vice Chairman
Lynn Cunningham – Treasurer
Diana Morganelli – Secretary
Billy Kounoupis – Member
Bryan Callahan – City Council Liaison
Kevin Livingston – Executive Director

Jim Broughal – BPA Solicitor

BETHLEHEM PARKING AUTHORITY BOARD OF DIRECTORS MINUTES

A regular meeting of the Bethlehem Parking Authority Board was held on July 24, 2019 at 4:00 p.m. at the offices of the Bethlehem Parking Authority, 85 W. North Street, Bethlehem, PA 18018.

The following were in attendance:

Joseph Hoffmeier – Chairman
Billy Kounoupis – Member
Lynn Cunningham – Treasurer
Eugene Gonzalez - Member
Jim Broughal - Solicitor
Kevin Livingston – Executive Director
Eliana Cruz – Finance Manager

Also, in attendance:

Steve Fernstrom – Operation Manager
Luz Vega – RPP/HP Coordinator
Eric Evans – City of Bethlehem Business Administrator

Mr. Hoffmeier, the Chairman of the Board called the July 24, 2019 meeting of the Bethlehem Parking Authority to order and welcomed Mr. Gonzalez on his first Board Meeting as a member.

MINUTES

Mr. Hoffmeier asked the Board for a motion to approve the Minutes for the April 24, 2019 meeting; Ms. Lynn Cunningham made a motion to approve the Minutes for April 24, 2019 and Mr. Billy Kounoupis seconds the motion. Motion passed unanimously.

COURTESY OF THE FLOOR

Mr. Miguel Gonzalez from 1108 Dover Lane, Bethlehem came to appeal the denial of the handicap application. Ms. Francesca Juncos, his Intensive Case Manager came to translate for him. She mentioned he struggles with parking due to leg surgeries and lack of parking. Mr. Eugene Gonzalez mentioned that Dover Lane is a single lane alley that is a one way and there's three courts that boarder. Mr. Hoffmeier explained they will review the circumstances and Mr. Miguel Gonzalez will be notified of the decision.

Mr. Ed Gallagher from 49 W. Greenwich Street mentioned the Bethlehem Press has not corrected the meeting time and still showing 4:30 p.m. Also, the Bethlehem Parking Authority updated the website to show the previous meeting was cancelled on the same day but knew about it the day before. Mr. Gallagher made a comment on an item that was on the agenda; discussion of the Mayor's request to have meeting times moved to a later time. He's hoping everyone would take consideration in moving the meetings to a later time and moving to Town Hall. Mr. Gallagher also mentioned the construction of the Polk Street Garage to begin later this year. He would like to know if the design of the garage will fit into other priorities and agendas in the City.

Mr. Artie Curatola from 813 Laufer Street, Bethlehem mentioned debris left in parking lots and streets in the City. He would like it to be strictly enforced. Mr. Hoffmeier asked Mr. Kevin Livingston to make sure Laufer Street Lot is cleaned.

DIRECTOR'S REPORT

Mr. Kevin Livingston is changing the signers in the bank accounts by removing the previous Finance Manager, Ivy Harding to the new Finance Manager, Eliana Cruz.

Mr. Kevin Livingston attended a City Council meeting on July 2, 2019 to give them an update on the Polk Street Garage advising them that public and private financing was looked at and determined that private financing is the better method. Mr. Kevin Livingston is looking at a 470 space garage with a 30 space parking lot with a bid alternate to build the garage 91 spaces larger. The max level of the garage will be 750 spaces. Construction will hopefully begin in December 2019 with a completion in 2020. Mr. Kevin Livingston anticipates having before the Board in the August 28, 2019 meeting, the Polk Street Garage private loan, consulting contracts and the retail RFP for the Board to vote on.

At the Council meeting, they asked about variable rates. They're currently two proposals, one from Desman and the other from Kimley-Horn. Mr. Kevin Livingston will be going back to Council and asking for a fine increase.

SOLICITOR'S REPORT

Mr. Jim Broughal gave a little history of the Walnut Street Garage. The garage was built in the early 1970's and the property was owned by Mr. Harold Campbell. When the City tried to buy the land, 60% of the garage was built on dirt and the other 40% was built on air rights, therefore, the Parking Authority does not own the dirt on 40% of the parking garage. Now there are three property owners who own space underneath the garage. The Bethlehem Parking Authority was able to acquire two of the parcels and have been in negotiations with the owner of 61 W. Walnut Street and in discussions with the condo association for their property.

Mr. Jim Broughal is asking to pass a resolution of condemnation for 61 W. Walnut Street. The resolution is good for one year. If we don't condemn or acquire the property within a year, we may need to redo the resolution, said Mr. Jim Broughal. Mr. Billy Kounoupis made a motion for the resolution of condemnation of 61 W. Walnut Street and Ms. Lynn Cunningham seconds the motion. Motion passed unanimously.

FINANCIAL REPORT

Mr. Kevin Livingston mentioned the financials from January 2019 through June 2019 are in the packet and is asking for approval for all the financials but will only be reviewing the month June at the meeting. All other months were sent for review previously.

Ms. Eliana Cruz reported for June 2019, the total current assets were \$4,462,744. The total long term assets were \$34,929,281 for total assets of \$39,392,025. The total current liabilities were \$723,606. The total long term, liabilities were \$23,754,757. The short term loan was \$2,543,625 for total liabilities of \$27,021,988. The total equity was \$12,370,037. The total liabilities and equity was \$39,392,025.

The total revenue for the month of June 2019 was \$785,379. The total expenses before transfer were \$229,047 for a net of \$556,332. Transfer to the City was \$240,765 for a total net income of \$315,567.

Looking at the cash flow there was a beginning balance of \$4,572,275 with a surplus of \$313,791 and an ending balance of \$5,054,415.

Mr. Hoffmeier asked for a motion to approve the financials from January 2019 through June 2019. Mr. Eugene Gonzalez made a motion to approve the financials and Mr. Billy Kounoupis seconds the motion. Motion passed unanimously.

Mr. Eric Evans has joined the meeting.

OLD BUSINESS

NONE

NEW BUSINESS

Mr. Kevin Livingston presented a proposal from Maser Consulting to retime the traffic lights at Guetter and W. Broad Streets and also Old York Road and Union Blvd. It will be easier to get in or out of our facilities by retiming the lights. This is an addition to the lights that have been done on North and Main Streets and Union Blvd. and Main Street.

Mr. Kevin Livingston asked for a motion to approve the retiming of the lights at Guetter and W. Broad Streets and Old York Road and Union Blvd. Mr. Billy Kounoupis made a motion and Ms. Lynn Cunningham seconds the motion. Motion passed unanimously.

The Mayor's memo is requesting to have all authorities move their meeting time to 6pm or 7pm and also either videotape or live stream for public access or move the meetings to Town Hall. Mr. Hoffmeier suggested if there is a hot topic to move the meeting to 6pm but otherwise, keeping the meetings at 4pm. Mr. Kevin Livingston suggested posting the audio online on the Bethlehem Parking Authority's website along with the minutes. Mr. Billy Kounoupis suggested he would not like to make a decision without the entire Board present.

Mr. Hoffmeier made a motion to keep the meetings at 4pm but if there is a special topic, to have the meeting changed to 6pm. Mr. Billy Kounoupis seconds the motion. Motion passed unanimously. Mr. Kevin Livingston suggested the August 28, 2019 meeting be changed to 6pm. The website will be updated with the new time for the August meeting and also be advertised in the Morning Call.

ADJOURNMENT

Mr. Hoffmeier asked the Board for a motion to adjourn. Ms. Lynn Cunningham made a motion to adjourn the meeting and Mr. Billy Kounoupis seconds the motion. Motion passed unanimously.