

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 REORGANIZATIONAL MEETING MINUTES

A Reorganizational Meeting of the Bethlehem Parking Authority was held on March 27, 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  
Diana Morganelli - Secretary  
Lynn Cunningham – Treasurer  
Jim Broughal – Solicitor  
Kevin Livingston – Executive Director  
Eliana Cruz – Finance Manager

Also, in attendance:

Steve Fernstrom – Operation Manager  
Luz Vega – RPP/HP Coordinator

Mr. Joseph Hoffmeier, the Chairman of the Board called the March 27, 2019 Reorganizational Meeting of the Bethlehem Parking Authority to order.

### **COURTESY OF THE FLOOR**

None

Mr. Hoffmeier asked for a motion to approve Jim Broughal as temporary Chairman. A motion was made by Ms. Diana Morganelli and Ms. Lynn Cunningham second the motion. Motion passed unanimously.

The first order of business is for the approval of The Chairman for 2019/2020. Mr. Jim Broughal asked for a motion of nomination. Ms. Lynn Cunningham made a motion for Mr. Joseph Hoffmeier as Chairman of the Board, Mr. Billy Kounoupis second the motion. Motion passed unanimously.

Mr. Jim Broughal turned the meeting back over to Mr. Hoffmeier.

Mr. Hoffmeier asked for a motion to approve Mr. Dino Cantelmi as Vice Chairman. Ms. Diana Morganelli made motion to approve Mr. Dino Cantelmi as Vice Chairman, Mr. Billy Kounoupis second the motion. Motion passed unanimously.

Mr. Hoffmeier asked for a motion to approve Ms. Lynn Cunningham as Treasurer. Ms. Diana Morganelli made motion to approve Ms. Lynn Cunningham as Treasurer, Mr. Billy Kounoupis second the motion. Motion passed unanimously.

Mr. Hoffmeier asked for motion to approve Ms. Diana Morganelli as Secretary. Mr. Billy Kounoupis made motion to approve Ms. Diana Morganelli as Secretary, Ms. Lynn Cunningham second the motion. Motion passed unanimously.

Mr. Hoffmeier asked for a motion to approve Mr. Jim Broughal as the Solicitor. Ms. Lynn Cunningham made motion to approve Mr. Jim Broughal as the Solicitor and Mr. Billy Kounoupis second the motion. Motion passed unanimously.

Mr. Hoffmeier asked for a motion to approve Mr. Kevin Livingston as Executive Director. Mr. Billy Kounoupis made motion to approve Mr. Kevin Livingston as Executive Director and Ms. Lynn Cunningham second the motion. Motion passed unanimously.

#### **ADJOURNMENT**

Mr. Hoffmeier asked the Board for a motion to adjourn the meeting. Ms. Lynn Cunningham made a motion to adjourn and Ms. Diana Morganelli second the motion. Motion passed unanimously.

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 March 27, 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  
Diana Morganelli - Secretary  
Lynn Cunningham – Treasurer  
Jim Broughal – Solicitor  
Kevin Livingston – Executive Director  
Eliana Cruz – Finance Manager

Also, in attendance:

Steve Fernstrom – Operation Manager  
Luz Vega – RPP/HP Coordinator  
Jeremy Alleshouse – Operation Manager

Mr. Hoffmeier, the Chairman of the Board called the March 27, 2019 meeting of the Bethlehem Parking Authority to order.

### MINUTES

Mr. Hoffmeier asked the Board for a motion to approve the Minutes for the December 12, 2018 meeting, Lynn Cunningham made a motion to approve the Minutes for December 12, 2018 and Billy Kounoupis second the motions. Motion passed unanimously.

## COURTESY OF THE FLOOR

Ms. Margie Correa of 657 Hayes Street is requesting a handicap sign for her mother that lives at 655 Hayes Street. Her mother does not drive but is asking for a handicap space, so she can drop her off in front of her home when needed. Mr. Hoffmeier asked Ms. Luz Vega if they have applied for a sign, she stated, they have not. Mr. Hoffmeier stated, that there is a process and certain guidelines that need to be followed to obtain a handicap sign.

Mr. Fred Rooney, a family friend of the Correa family stated, that the family came into the Bethlehem Parking Authority's Office asking for a designated handicap space for their mother. They were told it wasn't possible because the mother lives at 655 Hayes Street and the daughter lives at 657 Hayes Street.

Mr. Jim Broughal asked the Correa family to complete the application and once completed, the application will come back in front of the Board for review.

Mr. Ed Gallagher of 49 W. Greenwich Street thanked Mr. Livingston for posting on the website that the previous meeting was postponed. He suggested the agenda for the Board Meeting be also posted on the website. He stated, The Bethlehem Press is still showing the meetings to begin at 4:30 p.m. Also, no votes were indicated in the Minutes for the Bethlehem Parking Authority apart from the adjournment, which is unanimous. He stated, "There were a couple of things in the Mayor's October 1<sup>st</sup> memo like approving the meter rates and considering variable parking rates. There was always a question as to why the Mayor approves the meter rates and why City Council approves the parking fines? He stated, there never seemed to be an answer for those questions so he did some research and found that it was a Councilman, Paul Calvo in the 1980's who suggested the split be made for the approval of rates."

Mr. Dino Cantelmi is now in attendance.

Mr. Hoffmeier made a comment on the update of the Polk Street Garage, "We are still trying to figure out the size of the garage and that will have an impact on cost. We had a number of 470 spaces, it may stay the same or increase. We are trying to get the stakeholders involved to come to the table and make a commitment. Also, looking at any ancillary development that may take place down the road that may require parking that if we can build it now it may be a more cost affordable way of doing it. We are at a good time with interest rates where we can take some time and price it out. We've had a few good offers from private banks. We can do a city guarantee and do a full-blown bond but all those will be looked at depending on the actual cost. We also have an RFP for a construction manager that is due this Friday. Sometime next week we will have a construction manager and once we have that, we can use the manager to narrow down what the cost will be. It's still up in the air but within 90 days we hope to go in front of City Council. There will also be about 10,000 square feet facing E. Third Street which includes an RFP for retail and/or residential development. Not to be owned by the Bethlehem Parking Authority."

Ms. Lynn Cunningham made a comment, "If we build a garage at 470 spaces with the current projects that are on the books right now, that's pretty much going to fill the garage. There's much more open

space that is going to be eventually developed, so to build a garage with 470 spaces where it's going to be filled immediately, I think it's not thinking ahead. It's my opinion that it will be foolish to build a garage that's going to be filled immediately and that we should think in a larger scale."

### **DIRECTOR'S REPORT**

Mr. Livingston gave an update on the "Pay by Plate" pilot instead of "Pay by Space" in the Broad Street Lot. He stated, "It went really well. There were some hiccups internally, but we worked through them. There were some initial complaints that were associated with the hiccups that we had. We are going to roll out "Pay by Plate" on all our off-street lots. We already have the capability with the LPR and the pay stations. We should be good to move forward."

Last year Mr. Livingston was authorized to put out the bid for the demolition of the bus depot that's located on Mechanic Street. Trans-Bridge has moved to the North Street Garage. He stated, "Last year we didn't get favorable bids, so we decided to pull it back and rebid it. We rebid it recently with Boyle Construction and we received an excellent low bid of \$36,000. We awarded it to them and it's currently being demolished. It will have a full sidewalk and a grassy area that will look like an extension of the greenway."

Mr. Livingston introduced Ms. Eliana Cruz as the new Finance Manager.

### **SOLICITOR'S REPORT**

Mr. Broughal stated, "The Bethlehem Parking Authority entered into a lease agreement on March 20th with Matador Holding for the property on Union Blvd. called The Bungalow. They are going through their construction financing and their lender; East Stroudsburg ESSA Bank wanted a collateral assignment of that lease as part of the lending." Mr. Broughal is asking for a motion to authorize the Chairman to sign a consent to the collateral assignment. If Matador does not pay the rent, before we default them, we need to notify the bank and the bank has the right to pay the rent to stop the default. Mr. Broughal asked for a motion to authorize the Chairman to sign a consent of lessor collateral assignment of leases. Mr. Billy Kounoupis made a motion and Ms. Diana Morganelli second. Motion was passed unanimously.

### **FINANCIAL REPORT**

No financials will be reported in this meeting.

### **OLD BUSINESS**

No issues with the online Residential Permit Parking renewals.

## **NEW BUSINESS**

### **ADAMS OUTDOOR**

A renegotiated Adams Outdoor Advertising lease agreement to do advertising in the Walnut Street and North Street Garages. Mr. Livingston stated, "The first year of revenue guarantees the Bethlehem Parking Authority \$4, 179.50 or 25% of the annual net revenue received by Contractor, thereafter, \$8,359.00 or 50% of the annual net revenue received by Contractor. The first year is not at as high because they have agreed to install new LED signs in both garages. It is a three-year lease agreement, thereafter, either party can terminate with a 30-day notice." A motion was made by Ms. Lynn Cunningham and second by Mr. Dino Cantelmi. Ms. Lynn Cunningham asked how much they were currently paying? Mr. Livingston stated, the previous agreement was \$8,359.00 or 50% of the annual revenue. Ms. Lois Arciszewski from Adams Advertising stated, the total revenue for 2018 was \$21,168.00. Mr. Hoffmeier asked, "Why a three-year lease?" Mr. Livingston stated, it was the minimum they would agree to. Motion was passed unanimously.

### **MSG TOWING**

Mr. Livingston stated, the Bethlehem Parking Authority had previously entered into a lease agreement with MSG Towing and have agreed to a response time. He stated, "We have had no issues with response time, but I prefer to have everything in writing, so we are adding to the addendum that there will be a 45-minute respond time when the Bethlehem Parking Authority calls them for a tow with the exception that is stated in section 2(e) of the agreement." Mr. Hoffmeier asked for a motion to approve the addendum to MSG Towing. A motion was made by Mr. Billy Kounoupis and Ms. Diana Morganelli second. Motion was passed unanimously.

### **Capital Repairs / Desman Proposal**

Mr. Tim Tracy from Desman Design Management went over what he's been working on with Mr. Livingston since 2014, which is advising the authority in terms of the state of repair of all the structure parking facilities. He stated, "Initially Walnut Street Garage was addressed through condition survey. It was determined at that time that there was a significant repair needed at that facility. Given the age of the facility, some other opportunities have been discussed. We've been working with the Bethlehem Parking Authority on emergency repairs over the last several years and for the next several years. North Street Garage was surveyed as well as Commons Lot and Riverport Garage for capital repairs. There aren't any expected repairs for S. New Street Garage since it is new. Based on those surveys, we have mapped out over a 10-year period what the Bethlehem Parking Authority should be budgeting in terms of an ongoing maintenance program. We started in 2017 and continued in 2018. This year, due to several circumstances, we haven't prepared the bid so what we are suggesting is the budgeted repairs for 2019/2020 be combined. We'll combine the allocated repairs that were originally scheduled for 2019 and 2020 go out to bid so we can presumably start this calendar year in the fall". Mr. Livingston suggested after the ten-year plan gets solidified, to go to a three-year bid.

Mr. Livingston asked for approval of the Desman Proposal to assist the Bethlehem Parking Authority in bidding out the repairs and the oversight of the repairs for 2019/2020 which includes an updated Walnut Street Garage Inspection for \$6,500, design and bidding services for \$51,500 and construction administration fees of \$32,250. He stated, "In the next two years the Bethlehem Parking Authority is roughly going to have \$1.8 million in capital repairs. I proposed a line of credit that is going to be interest only on what we draw upon but will have a year and a half period of renovations, so the monies will not get drawn out all at once. As we accumulate the cash throughout the years we will pay for the line of credit." Mr. Broughal stated, "To go out to the market sooner rather than later due to interest rates being so low." Mr. Livingston also asked for approval, so he can go out for an RFP for the line of credit for the capital affairs cost for 2018/2019.

Mr. Hoffmeier asked for a motion to approve the Desman study and to approve the financing. Ms. Lynn Cunningham made a motion and Mr. Dino Cantelmi second.

Mr. Hoffmeier asked Mr. Tim Tracy to explain the difference between normal repairs and emergency repairs? Mr. Tracy stated, he took the North Street Garage as an example and said the garage roughly needs \$2,000,000 in total repairs. Desman came up with a phasing plan and how it was to be accomplished. The phasing plan was in the areas that were more deteriorate than others and that resulted in a three to four-year plan. Mr. Hoffmeier asked what did the repairs consist of? Mr. Tracy stated, it was for concrete and steel repairs.

Ms. Morganelli asked if 2024 was a firm date for the demolition of the Walnut Street Garage? Mr. Tracy stated, it was just a placeholder. Ms. Morganelli also asked if we would get five years out of the S. New Street Garage without repairs? Mr. Tracy stated, there might be some minor repairs but after year five there might be some items that need to be addressed like the caulking.

Motion was passed unanimously.

#### **AUDIT**

Mr. Livingston asked if there were any questions regarding the audit? Ms. Morganelli asked about the recording retainage payment payable and grant receivable, was this something new? Mr. Livingston stated, it was invoices that came from the S. New Street Garage and it wasn't being booked as retainage owed. She also asked about the recommendation of putting procedures in place and if it has been done? Mr. Livingston stated, going forward it will be corrected for all capital projects. Ms. Morganelli asked about segregating of duties for special events? Mr. Livingston stated, with an organization this small, we don't have the staffing to segregate duties.

Mr. Hoffmeier asked for a motion to approve the audit. Motion was made by Ms. Lynn Cunningham and second by Ms. Diana Morganelli. Motion was passed unanimously.

**ADJOURNMENT**

Mr. Hoffmeier asked the Board for a motion to adjourn, Dino Cantelmi made a motion to adjourn the meeting and Mr. Billy Kounoupis second. Motion passed unanimously.