

Dino Cantelmi – Vice Chairman  
Lynn Cunningham – Treasurer  
Eugene Gonzalez – Secretary  
Billy Kounoupis – Assistant Secretary / Treasurer  
Mark Jobes - Member  
Steve Fernstrom – Executive Director  
Paige Van Wirt – City Liaison  
  
Jim Broughal – BPA Solicitor

## BETHLEHEM PARKING AUTHORITY BOARD OF DIRECTORS MINUTES

A virtual meeting of the Bethlehem Parking Authority Board was held on May 26, 2021 at 4:00 p.m.

The following were in attendance:

Dino Cantelmi – Vice Chairman  
Lynn Cunningham – Treasurer  
Eugene Gonzalez – Secretary  
Jim Broughal - Solicitor  
Steve Fernstrom – Executive Director  
Luz Vega – RPP/HP Coordinator

Mr. Dino Cantelmi, the Vice Chairman of the Board called the May 26, 2021, meeting of the Bethlehem Parking Authority to order.

### **MINUTES**

Mr. Dino Cantelmi asked the Board for a motion to approve the Minutes for the April 28, 2021 meeting. Ms. Lynn Cunningham made a motion to approve the Minutes and Mr. Dino Cantelmi seconds the motion. Motion passed unanimously. Minutes to reflect that Mr. Billy Kounoupis did not vote because he was not present at the April meeting.

### **COURTESY OF THE FLOOR**

None

### **DIRECTOR'S REPORT**

Executive Director Steven Fernstrom reported that the new North Street Garage gated equipment has been installed and the BPA has been receiving positive feedback. On the operational efficiency side, Mr. Fernstrom stated that daily, with the old equipment, the BPA Facilities Team was responding to 8-10 help calls per day from equipment failures. Now, they receive about one a day which is just a general question or users just needing assistance with the exit process. Ms. Lynn Cunningham asked about the app feature, Mr. Fernstrom stated that users can use an app for access control and in the next 6 weeks all account holders will be able to access their account through an online portal. New customers can also request a monthly parking account through the website.

Mr. Fernstrom also reported that the new permitting and enforcement platform will be going live in the next several weeks and will also add operational efficiencies and increased positive customer service.

### **SOLICITOR'S REPORT**

Attorney Jim Broughal brought forward an amended and restated license agreement with ArtsQuest for use of the Lehigh Street Lot during MusikFest. Ms. Lynn Cunningham made the motion for approval. Mr. Gene Gonzalez second, passed unanimously. Minutes to show that Mr. Gene Gonzalez is now in attendance.

Attorney Jim Broughal brought forward an amended and restated parking space lease agreement for Northampton Community College for the Polk Street Garage. The terms are 20 years, with two options to extend at 300 spaces at \$70 per space. Mr. Gene Gonzalez made the motion to approve, Ms. Lynn Cunningham second, motion approved unanimously.

### **FINANCIAL REPORT**

Mr. Chris Betley from Buckno & Lisicky reported the April 2021 financials. Through April, revenue was \$2,387,078, \$625,077 above budget. Expenses through April are \$1,028,757, \$348,328 under budget. Income through April is \$1,358,322, \$973,400 above budget. Mentioning that \$299,900 is due to PPP Loan forgiveness.

Vice Chair Lynn Cunningham made a motion to approve the financials for the period ending April 2021 and Mr. Gene Gonzalez seconded the motion. Motion passed unanimously.

### **OLD BUSINESS**

Executive Director Steven Fernstrom mentioned that the new gated equipment for the Walnut Street Garage will be installed on 6/4/2021 and the South New Street Garage will be installed on 6/21/2021

### **NEW BUSINESS**

### **ADJOURNMENT**

Chairman Dino Cantelmi asked the Board for a motion to adjourn. Vice Chair Lynn Cunningham made a motion to adjourn the meeting and Mr. Gene Gonzalez second the motion. No discussion, motion passed unanimously.