

Joseph Hoffmeier – Chairman
Dino Cantelmi – Vice Chairman
Lynn Cunningham – Treasurer
Eugene Gonzalez – Secretary
Billy Kounoupis – Assistant Secretary / Treasurer
Steve Fernstrom – Interim Executive Director
Karen 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 27, 2020 at 4:00 p.m.

The following were in attendance:

Joseph Hoffmeier – Chairman
Dino Cantelmi – Vice Chairman
Lynn Cunningham – Treasurer
Eugene Gonzalez - Secretary
Jim Broughal - Solicitor
Steve Fernstrom – Executive Director

Mr. Hoffmeier, the Chairman of the Board called the May 27, 2020 meeting of the Bethlehem Parking Authority to order.

MINUTES

Mr. Hoffmeier asked the Board for a motion to approve the Minutes for the February 26, 2020 meeting. Ms. Lynn Cunningham made a motion to approve the Minutes and Mr. Dino Cantelmi seconds the motion. Motion passed unanimously.

COURTESY OF THE FLOOR

NONE

DIRECTOR'S REPORT

Mr. Steve Fernstrom mentioned that changes have been made operationally. Customers can now purchase street permits, garage permits and pay for tickets online and over the phone. When the decision was made to open the office, we followed the CDC recommendations.

SOLICITOR'S REPORT

- An amendment to amended and restated license agreement with Artsquest. Changing the date from July 20, 2020 to August 14, 2020.

Mr. Dino Cantelmi made a motion to approve the date change from July 20, 2020 to August 14, 2020 and Ms. Lynn Cunningham seconds the motion. Motion passed unanimously.

- An amendment to an existing lease between Matador Holdings and the Bethlehem Parking Authority for the number of spaces being leased. They would like to reduce the number of spaces they are leasing in the Old York Road Lot from twenty-three to ten.

Mr. Hoffmeier asked if the City has approved ten spaces for their minimum need of parking and Mr. Steve Fernstrom stated he has the approval letter from the City.

Ms. Lynn Cunningham made a motion to approve the amendment with Matador Holdings to reduce the number of leased spaces from twenty-three to ten. Mr. Dino Cantelmi seconds the motion. Motion passed unanimously.

- A lease agreement between the Bethlehem Parking Authority and 810 Mill, LLC to lease fifteen spaces in the Old York Road Lot for \$50 a space for a term of five years.

Ms. Lynn Cunningham made a motion to approve the lease agreement between 810 Mill, LLC to lease fifteen spaces in the Old York Road Lot and Mr. Dino Cantelmi seconds the motion. Motion passed unanimously.

- Resolution authorizing records destruction for the items that are listed in Exhibit "A" under the Municipal Records Act.

Mr. Dino Cantelmi made a motion to approve the destruction of records that are listed in Exhibit "A". Ms. Lynn Cunningham seconds the motion. Motion passed unanimously.

FINANCIAL REPORT

Mr. Steve Fernstrom reported total revenue through April was \$1,966,941. Total expenses were \$1,901,193 for a total change in net position of \$51,038.

Ms. Lynn Cunningham made a motion to approve the financial report for April 2020 and Mr. Eugene Gonzalez seconds the motion. Motion passed unanimously.

OLD BUSINESS

Mr. Steve Fernstrom stated that MobileNOW! has shut down in the past few weeks. We were looking for a vendor that worked with all the surrounding cities and have secured one that is going to work with Reading, Allentown and Easton. We are still negotiating the contract, but the fees look like they will be the same as MobileNOW! Ms. Lynn Cunningham asked what happens to the customers that had balances on MobileNOW! and Mr. Steve Fernstrom said according to their website, they will be issuing refunds.

Ratification of prior actions

- Lay offs for one pay period which everyone is now back to work
- 25% off Promotion for off-street parking

Mr. Eugene Gonzalez made a motion to ratify the two actions and Ms. Lynn Cunningham seconds the motion. Motion passed unanimously.

NEW BUSINESS

Mr. Hoffmeier spoke with Mayor Donchez and would like to offer the Executive Director position to Mr. Steve Fernstrom for \$115,000 a year with three weeks vacation and to follow the collective bargaining agreement as far as benefits, pensions, etc.

Ms. Lynn Cunningham made a motion to approve Mr. Steve Fernstrom as the Executive Director of the Bethlehem Parking Authority and Mr. Eugene Gonzalez seconds the motion. Motion passed unanimously.

ADJOURNMENT

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