

AGENDA
BETHLEHEM PARKING AUTHORITY BOARD MEETING
SEPTEMBER 26, 2018 AT 4:00 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
 - i. Resolution - Sands Property - Condemnation
 - C. Financial Report
- VI. Old Business
 - A. Survey Results
 - B. Bus Station Boyle Proposal
 - C. COB/BPA/RDA Celtic Lease Agreement
 - D. Meter/Fine Increase
 - E. Chamber Memorandum of Understanding II
- VII. New Business
 - A. Audit
- VIII. Adjournment

Joseph Hoffmeier– Chairman
Dino Cantelmi– Vice Chairman
Lynn Cunningham– Treasurer
Diana Morganelli– Secretary
Billy Kounoupis – Member
Bryan Callahan– City Counsel 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 at 4:00 p.m. on July 25th, 2018 at the offices of the Bethlehem Parking Authority, 85 W North Street, Bethlehem PA 18018.

The following were in attendance:

Joseph Hoffmeier-Chairman
Dino Cantelmi-Vice Chairman
Lynn Cunningham-Treasurer/Assistant Secretary
Jim Broughal-BPA Solicitor
Kevin Livingston-Executive Director
Eric Evans-COB Business Administrator

Also, in attendance:

Jeremy Alleshouse-Operation Manager
Steve Fernstrom-Operation Manager
Jill Fessler-Finance Manager

Joseph Hoffmeier, the Chairman of the Board, called the July 25, 2018 meeting of the Bethlehem Parking Authority to order.

MINUTES

Dino Cantelmi is now in attendance.

Mr. Hoffmeier asked the Board for a motion to approve the Minutes from the previous meeting. A motion was made by Lynn Cunningham and seconded by Dino Cantelmi to approve the Minutes from the previous meeting. Motion passed unanimously.

Mr. Hoffmeier announced that we have no Courtesy of the Floor.

COURTESY OF THE FLOOR

None

Attorney Broughal stated to Mr. Chairman to let the record show that the Bethlehem Parking Authority Board had an Executive Session to discuss personnel issues and contract negotiations. The Executive Session lasted approximately ten minutes.

Mr. Hoffmeier announced that we will move onto Director's Report.

DIRECTOR'S REPORT

Mr. Livingston handed out the 2017 Audits for review. He explained that it would probably be on the September agenda for further discussion.

Mr. Livingston asked the Board to cancel the August Board meeting.

Mr. Hoffmeier asked the Board for a motion to approve the cancellation of the August Board meeting. Lynn Cunningham made a motion to cancel the meeting and Dino Cantelmi seconded. Motion passed unanimously.

Mr. Livingston announced that the next item on the Director's Report is the Boyle Bus Station Proposal. He explained that Boyle Construction has completed a proposal for the demolition of the Southside Bus Station. Mr. Livingston declared that he is proposing that we demolition at the existing facility, so we do not need to maintain the property. The Director declared that we will then allow Southside Arts District to use the lot for events. Mr. Livingston announced that the Boyle proposal is for \$5,000 and the budget for the demolition of the Southside Bus Station is \$50,000.

Mr. Hoffmeier asked the Board for a motion to approve the \$5,000 Boyle proposal and a \$50,000 budget to demo the Southside Bus Station. Lynn Cunningham made a motion to approve the Boyle Proposal and budget and Dino Cantelmi seconded. Motion passed unanimously.

Mr. Livingston explained that the last item under the Director's Report is the Desman Proposal for assisting the Bethlehem Parking Authority in the consulting for the Meter/Fine Increase that is under New Business. The Director explained that the amount of the proposal is \$24,500, and that this proposal will be paid through bond issuance for the Polk St Garage.

Mr. Hoffmeier announced that we will move to the Solicitor's Report.

SOLICITOR'S REPORT

Attorney Broughal announced that the first item to discuss is the Sands Casino Deal where the Bethlehem Parking Authority is trying to acquire the land to build the Polk St Garage. We need a motion to approve the agreement of sale with the Sands in the amount of \$1.8 million and to authorize the Chairman to sign the agreement of sale upon approval of the agreement by the

Chairman and the Executive Director.

Mr. Hoffmeier asked the Board to make a motion to authorize the Chairman to sign the agreement of sale upon approval of the agreement by the Chairman and the Executive Director. Lynn Cunningham made a motion and Dino Cantelmi seconded. Motion passed unanimously.

Attorney Broughal announced that the second item is the resolution for a possible opportunity for a Multimodal Transportation Grant. We would need to adopt this resolution authorizing the Executive Director and Chairman to sign all the necessary documents pertaining to the grant. He explained that this resolution allows us to submit a \$3.5 million Multimodal Transportation Grant for Polk St.

Mr. Hoffmeier asked the Board to adopt this resolution. Lynn Cunningham made a motion and Dino Cantelmi seconded. Motion passed unanimously.

Mr. Hoffmeier announced that we will move to the Financial Report.

FINANCIAL REPORT

Jill Fessler reported that as of June 30, 2018, our total operating revenue for the month was \$489,618 our total operating expenses were \$437,902, we had a transfer to the City of Bethlehem in the amount of \$250,000, we ended the month with a net loss in the amount of \$198,284.

Looking at the cash flow projection for June 2018, we began the month with \$2,458,690 and we ended the month of June 2018 with \$2,352,520.

Our current assets for the month of June 2018 were \$6,336,314 our restricted assets were \$841,000 our total long-term assets were \$32,930,425 ending the month with total assets of \$40,107,739. Our current liabilities were \$836,201 our long-term liabilities are \$24,556,597 our short-term loan \$3,314,456 our total equity is \$11,400,485 our total liabilities and equity equaled \$40,107,739.

Mr. Hoffmeier asked the Board for a motion to approve the Financial Reports. A motion was made by Dino Cantelmi and seconded by Lynn Cunningham. Motion passed unanimously.

Mr. Hoffmeier announced that we will move onto Old Business.

OLD BUSINESS

None

Mr. Hoffmeier announced that we will move onto New Business.

NEW BUSINESS

Survey Results

Mr. Livingston announced that this will be discussed at the September or October meeting under Old Business.

Bus Station Boyle Proposal

Mr. Livingston explained that this was discussed under the Director's report.

COB/BPA/RDA Celtic Lease Agreement

Mr. Livingston announced that the next item is the agreement between the City of Bethlehem, the Bethlehem Parking Authority, and the Redevelopment Authority. This agreement will allow the Bethlehem Parking Authority to sell Johnson Park during the festival. He explained that we will need to sign this lease agreement which is a 12-months auto renew lease. He also stated that there is a 60 days termination clause.

Mr. Hoffmeier asked the Board to adopt this lease. Dino Cantelmi made a motion and Lynn Cunningham seconded. Motion passed unanimously.

Chamber Memorandum of Understanding II

Mr. Livingston announced that the next item that we will discuss is the Economic Development Contribution Memorandum of Understanding II. Mr. Livingston explained that we are already providing a sponsorship to the Chamber, but we are charging them for parking. He explained that we would like to add parking to the sponsorship. This Memorandum of Understanding II would include parking for the Chamber at no cost.

Mr. Livingston asked the Board to adopt this Memorandum. Dino Cantelmi made a motion and Joseph Hoffmeier seconded. Motion passed unanimously.

Attorney Broughal stated to let the record show that Lynn Cunningham recused herself.

Meter/Fine Increase

Mr. Livingston announced that the last item to discuss is the Meter/Fine Increase and that Tim Tracey from Desman is here to discuss this Memorandum. Mr. Tracey explained that the Downtown Parking Study included several recommendations. He informed the Board that one of the recommendations was to increase on-street meter rates as well as the parking violation rates.

Mr. Tracey reported that Desman created a Memorandum which outlined the justification of why the meter rates should be increased. He explained that there are three reasons for the increase which include the following: 1. Market value, 2. To provide a better tool to manage parking infrastructure, 3. After working with the Authority's Financial Advisors, it was determined that the increases were necessary for the Authority to cover their costs through user fees. This is the justification for the .50 cents increase.

Mr. Livingston explained that the Board would then make the recommendation to the Mayor that the rate should be increased to \$1.50. Also, Mr. Livingston explained that we will need to revise our 2014 Memo for the parking rate increases and ask City Council to increase the fines. Prior to doing this, we need Board approval.

Mr. Hoffmeier asked the Board to approve the Memorandums. Dino Cantelmi made a motion and Lynn Cunningham seconded. Motion passed unanimously.

Mr. Hoffmeier asked the Board to approve the Desman Proposal. Dino Cantelmi made a motion and Lynn Cunningham seconded. Motion passed unanimously.

Adjournment

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

THE NEXT BOARD MEETING WILL BE HELD ON September 26th, 2018.