

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 December 22, 2021 at 4:00 p.m.

The following were in attendance:

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

Mr. Dino Cantelmi, the Chairman of the Board called the December 22, 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 September 29, 2021 meeting. Ms. Lynn Cunningham made a motion to approve the Minutes and Mr. Billy Kounoupis seconds the motion. Motion passed unanimously.

COURTESY OF THE FLOOR

None

DIRECTOR'S REPORT

A private loan for \$30,000,000 was closed on November 18th for the Polk Street Garage which included refinancing a portion of the 2015 bonds from the City.

On November 23, 2021 bids for trades were received. We received recommendations for award letters on 5 out of 6 trades. One of the trades was dismissed due to administrative details not being followed.

SOLICITOR'S REPORT

The parking authority received a site plan approval for the Polk Street Garage from the Planning Commission. The only remaining item before the plan can be recorded and the building permit issued is for the Bethlehem Parking Authority to enter into a Developer's Agreement with the City and post security in the form of a letter of credit. The cost of improvements is roughly \$281,000.

Mr. Jim Broughal asked for a motion to approve the Developer's Agreement and authorize the Chairman to sign. Mr. Mark Jobs asked who was going to issue the letter of credit? Mr. Jim Broughal replied, Uninvest Bank will issue the letter of credit.

Ms. Lynn Cunningham made a motion for approve the Developer's Agreement and authorize the Chairman to sign. Mr. Mark Jobs second the motion. Motion passed unanimously.

D'Huy Engineer Lease Agreement Addendum to have the five spaces reserved to be 24/7 with a monthly rate of \$120 per space. Mr. Jim Broughal asked for a motion to approve the Lease Agreement Addendum with D'Huy Engineer and authorize the Chairman to sign. Mr. Billy Kounoupis made a motion to approve Addendum and Ms. Lynn Cunningham seconds the motion. Motion passed unanimously.

FINANCIAL REPORT

Mr. Chris Betley of Buckno Lisicky reported \$3.7 million in the checking account, \$1.1 million in our money market for Capital reserve, \$1.2 million in debt service. Operating income for year to date is \$2.2 million. Change in net position after transfers \$616.054.00

Mr. Eugene Gonzalez made a motion to approve the financials and Mr. Billy Kounoupis seconds the motion. Motion passed unanimously.

OLD BUSINESS

None

NEW BUSINESS

2021 Highlights

Improvements in operations, equipment and technology.

2021 Goals

Update equipment and technology.

Implement Best Practices and policies in finance and administration

Increase sustainability practices

2022 Goals

Tap to pay for the garages and appointment-based parking

Perform solar feasibility studies on all garages

ParkSmart feasibility study on existing garages

Team member recognition program

Management Team professional development

Yearly goals program for the management team

Increase mobile use by 5%

Reduce tickets through increasing method of payments and marketing

Mr. Steve Fernstrom presented the 2022 Budget to the Board. Mr. Dino Cantelmi asked for a motion to approve the 2022 Budget. Mr. Mark Jobes made a motion to approve and Mr. Billy Kounoupis second the motion. Motion passed unanimously.

Walnut Street Garage repair plan to have quarterly assessments.

RFP Site Feasibility Study for the Walnut Street Garage.

Request \$150,000 for equipment purchases, meters and pay stations.

Ms. Lynn Cunningham made a motion to ratify the WSG repair plan, RFP Feasibility Study and \$150,000 for equipment purchases. Mr. Mark Jobes seconds the motion. Motion passes unanimously.

ADJOURNMENT

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