

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

BETHLEHEM PARKING AUTHORITY BOARD OF DIRECTORS MINUTES

A meeting of the Bethlehem Parking Authority Board was held on January 26, 2022 at 4:00 p.m.

The following were in attendance:

Dino Cantelmi – Chairman
Lynn Cunningham – Vice Chairman
Eugene Gonzalez – Secretary
Mark Jobes - Treasurer
Billy Kounoupis - Member
Jim Broughal - Solicitor
Steve Fernstrom – Executive Director
Luz Vega – Permit and Contract Parking Supervisor
Richard Lynn – Maintenance Manager
Ken Jones - Enforcement Manager

Mr. Dino Cantelmi, the Chairman of the Board called the January 26, 2022 meeting of the Bethlehem Parking Authority to order.

MINUTES

Mr. Dino Cantelmi asked the Board for a motion to approve the Minutes for the December 15, 2021 meeting. Ms. Lynn Cunningham pointed out that the positions for the Board Members were incorrect in the minutes. Mr. Eugene Gonzalez made a motion to approve the Minutes and Ms. Lynn Cunningham seconds the motion. Motion passed unanimously.

COURTESY OF THE FLOOR

None

DIRECTOR'S REPORT

Mr. Steve Fernstrom reported that all the bids for the Polk Street Garage came back under budget and will be moving forward with the signing of the contract. The site work should begin in April 2022.

Mr. Steve Fernstrom mentioned that we received \$24,500 in grant money from the Commonwealth to use towards the purchase of electric vehicles. The total in grant money received in 2021 was \$70,000 for EV Stations and electric vehicles.

This week we are releasing text to pay and scan to pay options for our garages to pay with their phones. Assistance calls for the garages will be a two way video conferencing.

SOLICITOR'S REPORT

Mr. Jim Broughal thanked the Board for his reappointment as Solicitor for the Bethlehem Parking Authority.

FINANCIAL REPORT

Mr. Chris Betley of Buckno Lisicky reported the year to date revenue was \$8.1 million. Expenses were \$5.9 million. After transfers of 1.6 million, the net income was \$542,000. Mr. Steve Fernstrom reported that we did not budget for capital expenses due to the unknown in 2020 and we were fortunate to be able to purchase and upgrade our revenue generating equipment in 2021.

Mr. Dino Cantelmi asked for a motion to approve the Financials. Mr. Billy Kounoupis made a motion and Mr. Mark Jobs seconds the motion. Motion passed unanimously.

OLD BUSINESS

None

NEW BUSINESS

The 2020 Audit went smoothly. Areas of improvements were credit card transactions with receipts. Mr. Dino made asked for a motion to approve the audit. Mr. Billy Kounoupis made a motion and Ms. Lynn Cunningham seconds the motion. Motion passed unanimously.

Walnut Street Garage site feasibility study. The study will tell us what the size of the garage will be and give recommendations of the footprint of the garage for the property. Mr. Dino Cantelmi asked for a motion to approve the Walnut Street Garage Feasibility Study and contract and to authorize the Chairman and Secretary to sign. Ms. Lynn Cunningham made a motion and Mr. Eugene Gonzalez seconds the motion. Motion passed unanimously.

Mr. Steve Fernstrom announced that Buckno Lisicky will be taking over all the accounting processes of the Bethlehem Parking Authority. They were contracted prior for \$5,000 per year for three years. The cost was \$10,000 over budget from what the Board approved for 2022 but we have changed accounting software saving us \$10,000 in subscription cost. Mr. Dino Cantelmi asked for a motion to approve Buckno Lisicky. Mr. Mark Jobes made a motion and Ms. Lynn Cunningham seconds the motion. Motion passed 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.