

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 June 22, 2022 at 4:00 p.m.

The following were in attendance:

Dino Cantelmi – Chairman  
Lynn Cunningham – Vice Chairman  
Mark Jobes – Treasurer  
Billy Kounoupis - Member  
Jim Broughal - Solicitor  
Steve Fernstrom – Executive Director  
Richard Lynn – Maintenance Manager  
Ken Jones - Enforcement Manager  
Carol Wladika – Office Manager

Mr. Dino Cantelmi, the Chairman of the Board called the June 22, 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 April 27, 2022 meeting. Mr. Mark Jobes asked about the follow up with Ms. Galvin, Mr. Steve Fernstrom replied that Ms. Galvin was provided with information to submit a petition and we have increased enforcement in that area. Ms. Lynn Cunningham made a motion to approve the Minutes and Mr. Mark Jobes seconds the motion. Motion passed unanimously.

## **COURTESY OF THE FLOOR**

**None**

## **DIRECTOR'S REPORT**

### **Polk Street Garage**

Mr. Steve Fernstrom reported that the Polk Street Garage is going well. They are working on the micropiles for the pedestrian bridge. There will also be some utility work being done. Ms. Lynn Cunningham asked if the bridge will be an open or enclosed bridge? Mr. Steve Fernstrom said it would be an enclosed bridge.

### **Walnut Street Garage Feasibility Study**

Mr. Steve Fernstrom reported it's moving along very well. Draft documents of displacement parking plan and a parking study were received. Feedback and comments were given to the consultant in preparation for the next draft.

### **Walnut Street Garage Repairs**

Mr. Kevin Carrigan from THA gave everyone an overview on repairs. The original contract for emergency repairs project in July 2021 was for a sum of more than \$900,000.00 and during that project we survey the garage and reprioritized and did work that was critical and in dangerous conditions. The final contract sum was \$324,000.00. Steel repairs were separated out and are currently being worked on.

### **Accredited Parking Organization**

The last submission has been completed. A total of 2,268 documents were submitted to meet the expectation set by the accreditation.

### **Community Outreach and Training**

Ms. Carol Wladika stated that the Bethlehem Parking Authority Managers and Supervisors attended a training class for managing the performance of others. The second training was held with the office staff regarding customer service. A food drive was held for the Hispanic Center and in August we will be volunteering for Musikfest.

## **SOLICITOR'S REPORT**

The Bethlehem Parking Authority was awarded an RACP grant in the sum of \$2,500,000 from the Commonwealth of Pennsylvania. The Commonwealth requires that the Bethlehem Parking Authority puts the sum of \$600,000.00 in a restricted account to be used solely for the Polk Street Garage. Mr. Jim Broughal asked for a motion to approve the resolution to put the sum of \$600,000.00 in restricted fund solely for the RACP. Mr. Mark Jobes made a motion to approve the resolution and Ms. Lynn Cunningham second the motion. Motion passed unanimously.

### **Municipal Records Act**

Authorization for destruction of records according to the Municipal Records Act. Mr. Jim Broughal asked for a motion for the resolution permitting the destruction of records. Mr. Mark Jobes made a motion to approve the resolution and Ms. Lynn Cunningham second the motion. Motion passed unanimously.

## **FINANCIAL REPORT**

Mr. Chris Betley of Buckno Lisicky reported total income for the month of May 2022 was \$3,008,043.08 and budgeted \$2,875,105.00. Total Net Income was \$594,408.83 and budgeted \$407,099.00. Mr. Dino Cantelmi asked for a motion to approve the May 2022 financials. Mr. Mark Jobes made a motion to approve the financials and Mr. Billy Kounoupis second the motion. Motion passed unanimously.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

### **Polk Street Garage Solar Study**

The BPA received the study results and solar is extremely costly in the Polk Street Garage. Mr. Steve Fernstrom asked for a couple of options. The first was to take up the entire space of the top floor and the second is to right size it to the amount of electricity the garage consumes. The first option is \$2,200,000.00 and the second option is \$750,000.00. Both options have a payback of 19 years. There are no federal incentives nor state. Mr. Dino Cantelmi asked if incentives could be offered in the near future? Mr. Steve Fernstrom said yes, there's always possibilities and the foundation and the structure of the garage would be able to support it. Mr. Mark Jobes asked how many charging stations would be at the Polk Street Garage? Mr. Steve Fernstrom said it's programmed for 8 electric charging stations. Mr. Billy Kounoupis asked if there was an ongoing cost on maintenance? Mr. Steve Fernstrom said he did not ask that question. Mr. Mark Jobes asked if the State may have some funds become available on one of the programs and there were ARP funding available? Mr. Steve Fernstrom said from the email from the Commonwealth, it might become available but the last time that it was available was in 2017, he also stated he would inquire on ARP funding. The board agreed to not act until further information is obtained.

### **THA Addendum to the Site Feasibility Study Market Analysis**

Mr. Steve Fernstrom reviewed an addendum detailing a market study and a Broad St Lot study to the original. The City contributed \$35,000 towards the study and minimal amount was used due to the pandemic. Most of the funding is still available which will roll over to the new study. The Broad Street Lot Study was added to the cost. The added cost is \$30,000 with \$7,500 hourly not to exceed. The hourly fee for the consultant is \$180.00. The Broad Street Lot was \$8,500. Mr. Mark Jobes asked why wouldn't have the developers do this on their own? Mr. Steve Fernstrom said we will be performing the study to have an idea if the project is viable before going to RFP for developers. Ms. Lynn Cunningham made a motion to approve the Study and Mr. Billy Kounoupis second the motion. Motion passed unanimously.

Mr. Dino Cantelmi recommended a pay raise for the Director, Mr. Steve Fernstrom. Comparing other cities salaries, Reading at \$124,957.63, Lancaster at \$186,000 and Allentown at \$157,000, Mr. Dino Cantelmi recommended an increase of 12%, making his total annual salary \$134,000.00. Mr. Dino Cantelmi made a motion for the Director's salary increase to \$134,000. Mr. Billy Kounoupis second the motion. Motion passed unanimously.

**ADJOURNMENT**

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