

Dino Cantelmi – Chairman
Lynn Cunningham – Vice Chairman
Eugene Gonzalez – Secretary
Mark Jobes – Treasurer
Bill 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 September 27, 2022 at 4:00 p.m.

The following were in attendance:

Dino Cantelmi – Chairman
Gene Gonzalez – Secretary
Billy Kounoupis - Member
Mark Jobes – Treasurer -Over Phone
Jim Broughal - Solicitor
Steve Fernstrom – Executive Director
Ken Jones - Enforcement Manager
Luz Vega- Office Supervisor
Carol Wladika – Office Manager
Dick Lynn – Maintenance Manager

Chairman Dino Cantelmi, the Chairman of the Board called the September 28, 2022, meeting of the Bethlehem Parking Authority to order.

MINUTES

Chairman Dino Cantelmi asked the Board for a motion to approve the Minutes for July 27, 2022, meeting. Gene Gonzalez made a motion for approval, Billy Kounoupis seconded the motion. Motion passed unanimously.

COURTESY OF THE FLOOR

None

DIRECTOR'S REPORT

Polk Street Garage

Items completed within the past 60 days:

- Existing power poles at North of site were removed and Wind Creek overhead service line was temporarily disconnected. PPL & Electrician completed removal/disconnection of mater base from transformer at North of site.
- Site exterior storm water installation was completed to reroute storm water connection from Polk St to 2nd St.
- All existing site storm water lines were removed and backfilled.
- All excavated concrete materials from the site were crushed for suitable Recycled Concrete Aggregate (RCA) to be utilized on site as backfill and subgrade materials.
- Existing 12" water main on site was capped and removed.
- Polk St fire hydrant was installed.
- Vibro Piers (Rammed Aggregate Piers) are approximately 60% complete at this time.

Upcoming project tasks to be completed/commence within the next 30 days:

- Vibro Piers (RAPs) to be completed.
- Site Grading to pad ready.
- Footing/Foundations installation to commence.
- Wind Creek u/g service to be reestablished by electrician.
- Installation of retention basin to commence.

Walnut Street Garage Site Study

Steve Fernstrom reported that the parking study portion is complete. The study is necessary to understand the total space count of a new garage by understanding the present and future parking needs of the city. Knowing that, it will give the BPA the understanding of the development land yield. The parking displacement plan is 95% complete. Gathering data on a city owned lot to potentially include. The RFP is still being worked on.

SOLICITOR'S REPORT

RPP Public Hearing

Solicitor Jim Broughal announced that per Ordinance, a special meeting is being held to hear public comments on the inclusion of a street and block that was petitioned for RPP that is currently not designated.

Mr. Fernstrom reported that it's the position of the BPA that if a resident chooses to be included in the RPP zone, the BPA will support the request.

Tina Duhigg stated that she started the petition, and that the majority signed the survey. She introduced her neighbor, Deb Shanosky, who asked several questions including how many permits per home and if the license and if the registration needs to match up to the home. Luz Vega, Contract Parking Supervisor stated there is no cap and that the license and registration need to match to the home in the block with the RPP. Ms. Shanosky disagreed with the policy of the license and registration needing to match the permits showing the resident resides in the block with the RPP due to her having two homes and one of her vehicles is registered to the other home. Ms. Duhigg stated the struggles of parking in her block from congestion and snow removal. Ms. Shanosky requested the times.

Mr. Billy Kounoupis motioned to recommend to City Council to include the S. 700 Block of Spring St to be included in the RPP Program. Mr. Gene Gonzalez seconded the motion. Motion passed.

Solicitor Jim Broughal introduced a Hold Harmless Agreement for the Lehigh Valley Chamber of Commerce for the HarvestFest Event. Billy Kounoupis motioned for approval, Gene Gonzalez seconded the motion. Motion passed unanimously.

FINANCIAL REPORT

Steve Fernstrom called Mr. Chris Betley of Buckno Lisicky who reported actual revenue to date is \$5,007,700.45, \$194,958.45 over budget. Expenses are \$2,546,554.31. \$52,308.69 under budget. After transfers, net profit of \$1,624,903.69. \$114,024.69 over budget. As a reminder, 1.6 million will be of expenses will be realized in October due to debt service payments. Mr. Mark Jobes asked about Special Event showing \$0 revenue. Mr. Betley informed him that they are still reconciling and will make adjustments. Eugene Gonzalez motioned to approve the September financials, Bill Kounoupis seconded the motion. Motion passed unanimously.

OLD BUSINESS

None

NEW BUSINESS

Automotus Agreement

Steve Fernstrom detailed an agreement with Automotus to begin a pilot project of paid loading zones. Mr. Fernstrom stated that the BPA received a grant of up to 100k by the group Automotus to be used towards a loading zone pilot. The loading zone pilot would consist of data collection of existing loading zones and implementing several paid loading zones throughout the city. The paid loading zones would be utilized to create turnover. Mr. Fernstrom suggested that loading zone abuse is the genesis behind a lot of the parking issues within the downtowns where the constant double parking, prohibited parking, and non-payment of parking meter violations can be attributed to loading zone abuse. The pilot would responsibly manage the loading zones. Mr. Billy Kounoupis stated his reservations would be where delivery companies would pass the costs off. Mr. Fernstrom stated that he would rather see a system where compliance is based off adding a small cost to a loading zone versus having to issue \$20 dollar parking tickets. The agreement is for three years, with a 30-day termination of convenience clause at any time. The BPA will incur \$0 upfront costs to implement the loading zones with the 100k grant. Once the loading zones are in place, the BPA will share all loading zone revenue 70% to the BPA, 30% to Automotus. Billy Kounoupis motioned to approve the agreement; Gene Gonzalez seconded the motion. Motion passed unanimously.

Ratifications of Prior Actions

Steve Fernstrom spoke about a request made to the board to transfer 1.1 million dollars to a PSDLAF investment account. The option requested was a 6 month CD at 3.9%. Billy Kounoupis motioned to approve the ratification; Gene Gonzalez seconded the motion. Motion passed unanimously.

Walnut Street Steel Repairs

Steve Fernstrom spoke about the Emergency Walnut Street Garage steel repairs based off a recent building assessment performed by THA. The proposal submitted to the BPA was for \$55,000, which the Engineer reviewed and recommended. Gene Gonzalez motioned to approve the agreement; Billy Kounoupis seconded the motion. Motion passed unanimously.

Lehigh Valley Chamber of Commerce Contribution

Steve Fernstrom requested the board approve a one time increase for 2022 of \$10,000 to the Lehigh Valley Chamber of Commerce. The agreement with the Chamber includes a clause of an up to amount of \$85,000 yearly. The BPA budgeted and paid \$65,000 so far in 2022. Mr. Fernstrom stated he felt the BPA was in a good financial position to provide \$10,000 more for this year to get closer to the \$85,000 amount. Gene Gonzalez motioned to approve, Billy Kounoupis seconded the motion. Motion approved unanimously.

ADJOURNMENT

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