

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 November 16, 2022, at 4:00 p.m.

The following were in attendance:

Dino Cantelmi – Chairman  
Lynn Cunningham – Vice Chairman  
Mark Jobes – Treasurer  
Eugene Gonzalez - Secretary  
Jim Broughal - Solicitor  
Steve Fernstrom – Executive Director  
Luz Vega – Office Supervisor  
Richard Lynn – Maintenance Manager  
Ken Jones - Enforcement Manager  
Carol Wladika – Office Manager

Mr. Dino Cantelmi, the Chairman of the Board called the November 16, 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 September 28, 2022, meeting. Mr. Eugene Gonzalez made a motion to approve the Minutes and Mr. Mark Jobes seconded the motion. A motion was passed unanimously.

### **COURTESY OF THE FLOOR**

None

## **DIRECTOR'S REPORT**

### **Polk Street Garage**

Mr. Steve Fernstrom reported that the rammed aggregate piers have been completed. The foundation is 65% complete and the cast and plate walls are 15% complete. Mr. Mark Jobes asked when was the expected completion date and Mr. Steve Fernstrom replied, the end of June.

## **SOLICITOR'S REPORT**

### **810 Mill, LLC**

Termination of parking space lease agreement dated June 6, 2020, between the Bethlehem Parking Authority and 810 Mill, LLC.

Mr. Jim Broughal asked for a motion to terminate the parking space lease agreement with 810 Mill, LLC. Ms. Lynn Cunningham made a motion and Mr. Eugene Gonzalez seconded the motion. The motion passed unanimously.

### **Document Destruction**

Authorization of the destruction of records that are listed in Exhibit A of the resolution. Mr. Dino Cantelmi asked for a motion to approve the destruction of records as listed in Exhibit A of the resolution. Ms. Lynn Cunningham made a motion and Mr. Mark Jobes seconded the motion. The motion was passed unanimously.

## **FINANCIAL REPORT**

Mr. Chris Betley reported for September 2022, the year-to-date revenue was \$5,716,601.13, overbudgeted by \$290,622.13. Expenses were \$2,894,828.25, overbudgeted by \$227,076.25. Net profit of \$1,979,410.95. This is before the October Debt service payment.

In the month of November, there will also be a \$300,000 debt payment to QNB and an additional \$300,000 debt payment to the pension.

Mr. Dino Cantelmi asked for a motion to approve the financials for the month of October 2023, Mr. Mark Jobes made a motion, and Mr. Eugene Gonzalez second. A motion was passed unanimously.

### **Audit 2021**

Mr. Dino Cantelmi asked for a motion to accept the 2021 Audit. Mr. Mark Jobes made a motion to accept the 2021 Audit and Ms. Lynn Cunningham seconded the motion. A motion was passed unanimously.

## **OLD BUSINESS**

Mr. Steve Fernstrom reported that the steel repairs are 65% complete in the Walnut Street Garage with a target date of the end of the year.

## **NEW BUSINESS**

### WSG Site Feasibility Study

The first draft of the study was conducted with three components.

- A high-level occupancy study of our current and future parking occupancy to determine the size of the new garage.
- Develop an interim parking plan to relocate current parkers in the garage.
- Work with the City, THA, and Bethlehem Parking Authority to put out an RFP for bid.

Mr. Jim Zullo from THA Consulting provided an overview of the site study.

Ms. Lynn Cunningham asked about accommodation for parking during special events. Mr. Jim Zullo stated that this study did not include special event times. Mr. Steve Fernstrom stated that other assets are available during most events, but we would present a more robust plan in the displacement plan.

The potential relocation facilities could be the North Street Garage, Broad Street Lot, Spring Street Lot and Lehigh Street Lot.

### **RFP**

Prepare a draft RFP with the City, BPA, and THA Consulting that will go out to the development community to solicit proposals for the remaining properties that would be developed to include retail, market analysts, concept design, concept plan, and financial projection.

Mr. Mark Jobes asked for data during special event parking so we can provide the public with information and a plan for parking during these times.

Mr. Jim Broughal explained that a motion is for the feasibility study. It does not lock us in the size of the garage.

Mr. Dino Cantelmi asked for a motion to accept the feasibility study. Ms. Lynn Cunningham made a motion to accept the feasibility study and Mr. Eugene Gonzalez seconded the motion. A motion was passed unanimously.

Mr. Dino Cantelmi asked for a motion to authorize the RFP to go out to developers. Ms. Lynn Cunningham made a motion for the RFP and Mr. Eugene Gonzalez seconded the motion. A motion was passed unanimously.

### **Person with Disability Policy**

In 2022, 95% of appeals were overturned by Lehigh Valley Center for Independent Living, which reviews the appeals. Mr. Steve Fernstrom would like to partner with LVCIL to create an updated policy.

Mr. Steve Fernstrom asked for a motion to pause our current policy and approve the proposal from LVCIL to help us create an updated policy. Mr. Mark Jobes made a motion to pause our current policy

and have LVCIL create an updated policy. Ms. Lynn Cunningham seconded the motion. A motion was passed unanimously.

### **No Parking Signs / Meter Bagging**

Mr. Steve Fernstrom presented a new program for no parking signs and meter bag requests. They are not intended to be used for personal parking. For construction projects that are six months or longer will have a discount when reserved concurrently. Mr. Steve Fernstrom asked for a motion to approve the No Parking Sign and Meter Bag Policy. Ms. Lynn Cunningham made a motion to approve the new policy and Mr. Mark Jobs seconded the motion. A motion was passed unanimously.

Ms. Lynn Cunningham exited the meeting.

### **Budget 2023**

#### Capital items

- Multi-space pay stations to replace single-space meters. \$265,000
- Wayfinding Signage-installation at the North Street Garage, Commons and Riverport Garage. \$30,000
- Office renovations – updating the customer window and increasing the North Street Garage maintenance area due to Walnut Street Garage move. \$40,000
- Southside Garage Sweeper - will serve the S. New Street Garage and the new Polk Street Garage. \$50,000
- Enforcement electric vehicles - enforcement fleet will be 100% electric. State grants (\$15,000) have been applied for. \$30,000
- IT Server - Current server is seven years old. Severe deficiencies that would be corrected. \$30,000

### **Revenue**

#### Off-Street Parking

##### Increases due to:

- More gated equipment uptime.
- Added user experience conveniences.
- Added payment methods and customer portals.

#### On-Street Parking

##### Increases due to:

- More uptime because of new and efficient equipment.
- Increased easy-to-use payment methods. Mobile Pay Text to Extend @ Pay Stations
- Adding clearer more robust signage.

Violations - Decreased - Adding new efficient equipment, more payment methods, increased social media & communications, and refreshed signage.

Advertisement - Increased - Offering rate board advertisements.

## Expenses

- Salaries - Increased - Higher COL and starting rates.
- Healthcare- Increased - Higher 2023 renewal.
- Pension - Decreased – Market-driven.
- Repair and Maintenance & Maintenance Supplies - Increased - Higher prices for labor, equipment, and product.
- Walnut Street Consultants - Increased due to potential garage design costs.

Mr. Dino Cantelmi asked for a motion to approve the 2023 Budget. Mr. Eugene Gonzalez made a motion to approve the 2023 Budget and Mr. Mark Jobes seconded the motion. A motion was passed unanimously.

Mr. Dino Cantelmi asked for a motion to authorize the increase in the 2022 Budget from \$400,000 to \$1,000,000 from the capital reserve. Mr. Eugene Gonzalez made a motion to amend the 2022 budget's capital reserve from \$400,000 to \$1,000,000. Mr. Mark Jobes seconded the motion. A motion was passed unanimously.

## **ADJOURNMENT**

Mr. Dino Cantelmi asked for a motion to adjourn the meeting. Mr. Eugene Gonzalez made a motion to adjourn the meeting and Mr. Mark Jobes seconded the motion. A motion was passed unanimously.