

Lynn Cunningham – Chairwoman
Mark Jobes – Vice Chairman
Eugene Gonzalez – Secretary
Mark Jobes - Treasurer
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 March 22, 2023, at 4:00 p.m.

The following were in attendance:

Lynn Cunningham – Chairwoman
Mark Jobes – Vice Chairman & Treasurer
Eugene Gonzalez – Secretary
Leo DeVito - Solicitor
Steve Fernstrom – Executive Director
Luz Vega – Office Supervisor
Richard Lynn – Maintenance Manager
Ken Jones - Enforcement Manager
Carol Wladika – Office Manager

Ms. Lynn Cunningham, the Chairman of the Board, called the March 22, 2023, meeting of the Bethlehem Parking Authority to order.

MINUTES

Ms. Lynn Cunningham asked the Board for a motion to approve the Minutes for February 22, 2023, 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

Mr. Leo DeVito announced that there will be an Executive Session and that there will be no official actions needed.

DIRECTOR'S REPORT

Polk Street Garage

Mr. Steve Fernstrom reported the precast is 75% complete and in the next 30 days, precast and detailing will be complete.

Wayfinding Signage

Mr. Steve Fernstrom informed us that through the recommendations from the City, the signage will be similar to the ones on city streets. An occupancy space system will be installed to make parkers aware of availability. We are in the permit stage and look forward to installation in June 2023.

Pickup/Delivery/Smart Loading Zones

In January 2023, Mr. Steve Fernstrom announced the partnership with Automotus and received \$100,000.00 to install a smart loading zone pilot. Progressive payment for loading zones in about 15 to 20 locations in the City. The anticipated roll out is sometime in June 2023.

Short-term parking spaces are 'being designated in denser areas for quick pickups so the loading zone spaces are not utilize and leaving those spaces available for deliveries.

Community Outreach Update

We partnered with Spring Garden Elementary School in the Bethlehem Area School District. They have a six-week after-school program. The Bethlehem Parking Authority will be there for 3 weeks of the program to speak about sustainability and how impactful it can be on their day to day life.

Electric Vehicles

The entire enforcement fleet is not electrical. We received another \$35,000 grant for the charging stations for the Polk Street Garage.

SOLICITOR'S REPORT

NONE

FINANCIAL REPORT

Mr. Steve Fernstrom reported for February 2023, the total income was \$578,668.01. The total expenses were \$204,250.22. Total income year to date was \$1,190,215.76. Total expenses year to date was \$509,844.16. Total net income year to date was \$65,583.05.

Ms. Lynn Cunningham asked for a motion to approve the February 2023 financials. Mr. Eugene Gonzalez made a motion to approve the financials, and Mr. Mark Jobs seconded the motion. A motion was passed unanimously.

OLD BUSINESS

None

NEW BUSINESS

The Bethlehem Parking Authority hired Lehigh Valley Center for Independent Living to revise our Persons with Disability policy. The BPA and the Solicitor's office reviewed the policy as drafted by LVCIL, requested no changes and accepted it as presented.

Ms. Lynn Cunningham asked for a motion to approve the updated policy for Persons with Disability. Mr. Eugene Gonzalez made a motion to approve the new policy and Mr. Mark Jobs seconded the motion. A motion was passed unanimously.

ADJOURNMENT