

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 July 6, 2023, at 4:00 p.m.
The following were in attendance:

Lynn Cunningham – Chairwoman
Mark Jobes – Vice Chairman & Treasurer
Eugene Gonzalez – Secretary
Leo Devito (for Jim Broughal) - Solicitor
Steve Fernstrom – Executive Director
Tiffany Wells – Deputy Director
Richard Lynn – Maintenance Manager
Ken Jones - Enforcement Manager
Carol Wladika – Office Manager
Judy Lapos – Resident
Artie Curatola – Resident
Matthew Lapos - Resident

Ms. Lynn Cunningham, the Chairman of the Board, called the July 6, 2023, meeting of the Bethlehem Parking Authority to order.

EXECUTIVE SESSION CALLED

MINUTES

Ms. Lynn Cunningham asked the Board for a motion to approve the Minutes for April 11, 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

Ms. Judy Lapos,

78 W Market Street - Asked why she is not eligible for a persons with disability space. She has multiple health issues and needs a spot. Also questioned why her Walnut Street lot spot was removed, but she still has a spot in the garage. Her son, Matthew, spoke up and didn't understand why her spot in the lot was removed. He acknowledged she does have a spot in the garage, but that she needs the lot space as well. Lynn was questioning the process for lot / garage permits. Steve said we will look into this (the persons with disability space due to the revised policy with LVCIL which held up the process) and also will look at the list for Walnut Street, which may have been bumped due to inactivity or lack of response on their part. Steve and Tiffany will look into the list and see if there is a spot available. Lynn said she will go to the top of the list.

Mr. Artie Curatola

813 Laufer Street - He has 3 ideas for BPA:

1. Violators make it hard on citizens with multiple tickets and boots on the vehicle for a week. They should be towed 2 days after and should pay to park. He would like to see stricter boot / tow policies.
2. Parking Permits – should only be allowed 1 per person, not multiple vehicles. Corrected, only 1 per household. Others should have parking on their lots or pay to park in garage.
3. Spaces should be marked with paint.

Mr. Matthew Lapos

Pine Top Trail – Would like street sweeping to be more lenient. Especially in zone areas where they cannot park across street. Also street sweeping shall go into November.

Lynn offered the public to leave or remain for the remainder of the meeting.

DIRECTOR'S REPORT

Polk Street Garage

Mr. Steve Fernstrom reported that the following needs to be completed: Elevator installs, sidewalk installation, paving, landscaping, line striping, ped bridge glass and lighting. Potential opening date of Aug 1. Goal is to open for Musikfest.

Walnut Street Garage

Currently negotiating with landowners on the easements that are needed. The demo documents have been completed and are ready to go out to bid. HARB submission is complete, and we are on the next agenda. THA is working on a new design. We continue to work with PFM on funding performance and we are still in good shape. There is a 3.5 million increase of the cost of the garage due to the design of the garage per code. The garage must be enclosed. Therefore, sprinklers and ventilation are required, adding to costs. As well as the historical components required. The displacement plan for Walnut Street is wrapping up, and a public meeting will be held in the next few months.

SOLICITOR'S REPORT

Attorney DeVito introduced the License and Hold Harmless Agreement for the demolition of the pedestrian walkway at Walnut Street. Attorney DeVito is requesting the Board approval, subject to final approval by Solicitor.

The landowner is asking to be held harmless for demolishing the bridge and reconstructing the façade of their building. Steve noted that there is no future bridge. The reconstruction is to close and fix the façade. The demo and reconstruction will be two separate contracts. Spillman Farmer is the Architect for the reconstruction. There is asbestos in the bridge, which will need to be remediated, and that cost was figured into our demo contract. This is also covered in the agreement.

Mark requested to Cap the permanent fix at \$5,000 or have an agreed-upon limit. Mr. DeVito said he would pass the suggestion along.

Ms. Lynn Cunningham asked the Board for a motion to approve the license and hold harmless agreement. Mr. Eugene Gonzalez made a motion to approve the agreement, and Mr. Mark Jobes seconded the motion. A motion was passed unanimously.

FINANCIAL REPORT

Mr. Steve Fernstrom reported in place of Chris Betley that in the month of May 2023, BPA had \$719,640 in revenue (\$104,000 over budget), Expenses of \$308,329 (\$31,000 under budget), \$411,113 income (\$135,000 over budget). Revenue for the year was \$3,286,849 (\$208,000 over budget). Total expenses for the year \$1,964,918 (\$177,000 under budget). After transfers, income for the year is \$388,944, \$198,000 over budget.

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

OLD BUSINESS

None

NEW BUSINESS

Buckno & Lisicky – Requesting a \$1,000 per month increase for review of payment applications and earmarking the correct bond funding transfers for the Polk Street project, the Walnut Street project, attaching all invoices in QuickBooks and managing the investment funds, which is above and beyond their current contract. The contract with them expires in 2024.

Mr. Mark Jobes made a motion to approve, and Mr. Eugene Gonzalez seconded the motion. A motion was passed unanimously.

Commons Lot / Garage Project

Mr. Steve Fernstrom presented the Capital Repairs project for the Commons Lot / Garage.

Ms. Tiffany Wells reported that bids were received from Quinn Construction, Inc. and South Shore Construction LLC. Quinn's bid was \$1,409,817.60 and South Shore's bid was \$1,504,863.60. BPA's engineer, THA, reviewed the bids and has recommended awarding the bid to Quinn Construction. The Base Bid and Alternate were awarded to complete all phases in one shot. The work will span through 2023 and into 2024.

Work will begin after Musikfest and the amount of spaces taken during construction will be capped at 50 or less. A displacement plan for permit holders has been discussed.

Ms. Lynn Cunningham asked for a motion to approve the contract with Quinn Contracting. Mr. Eugene Gonzalez made a motion to approve the proposal and Mr. Mark Jobes seconded the motion. A motion was made unanimously.

Walnut Street Garage Construction Manager

Steve Fernstrom presented that RFPs went out in the middle of June to procure a Construction Manager for the Walnut Street Garage. 5 companies were short-listed, and BPA received four proposals: Whiting-Turner, Butz, Boyle, and Quandel. THA reviewed all of the proposals and conducted brief interviews with the contractors. Whiting-Turner was the lowest bidder at \$722,000, and THA and BPA recommend awarding the project to Whiting-Turner.

The budget has increased by 2.5 million dollars. Now we must put in the sprinkler systems and ventilation in it will now be an enclosed garage, so, going with the low bidder is essential.

Whiting-Turner has worked on many other garage projects, as well as local projects, and THA has had a positive work history with them. Over ten years, the firm has completed over 300 parking garages.

Mr. Mark Jobes asked if BPA should go back to the lowest 3 since they were relatively close, Attorney DeVito suggested against it, as this was their chance to give the best price. Mr. Jobes questioned the good relationship with Boyle since they are close in price and local. Attorney DeVito again suggested against going back out to bid since all parties had an opportunity to provide their best price. Attorney DeVito asked Mr. Fernstrom if he felt comfortable with moving forward with Whiting-Turner. Mr. Fernstrom responded that he feels comfortable working with them from the lessons the BPA has learned on Polk Street and with Whiting Turner's experience.

Ms. Lynn Cunningham asked for a motion to approve. Mr. Eugene Gonzalez made a motion to approve the proposal, and Mr. Mark Jobes seconded the motion. A motion was made unanimously.

Persons With Disability Parking Appeals Committee

Mr. Steve Fernstrom – BPA worked with LVIL to create the Policy, and now BPA is prepared to create a committee to review appeals. Ms. Tiffany Wells presented that BPA has found a city resident (Cheryl Duggan) to serve on the Committee and 2 BPA employees. The committee would likely meet once a month to review any denial appeals and decide. The term would be for one year, and the same person can serve multiple years. Mr. Jobs asked for a summary or report of appeals.

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

Investment Policy

Mr. Steve Fernstrom – Working with Mark Jobs on investing. Prior to 2023, BPA has never invested funds. This policy will memorialize BPA’s ability to invest. Mr. Jobs – Short policy, but it hits the points to allow BPA to invest funds.

Mr. Mark Jobs made a motion to approve the proposal, and Mr. Eugene Gonzalez seconded the motion. A motion was made unanimously.

ADJOURNMENT

Ms. Lynn Cunningham asked for a motion to adjourn the meeting. Mr. Mark Jobs made a motion and Mr. Eugene Gonzalez seconded the motion. A motion was passed unanimously.