



Board Meeting Minutes

Date: 8/23/2023

Time: 4:00PM

Location: Bethlehem Parking Authority Offices

- I. **Call Meeting to Order at:** The Bethlehem Parking Authority Office on Wednesday, August 23, 2023, at 4:00 p.m.
- II. **Roll Call**
 - A. **Present:** Ms. Lynn Cunningham, Chairperson, Eugene Gonzalez, Secretary, Mr. Mark Jobes, Treasurer, Ms. Karen Widrick, Board Member, Mr. Jim Broughal, Solicitor, Mr. Steve Fernstrom, Executive Director, Ms. Tiffany Wells, Deputy Director, Mr. Chris Betley, Consultant Buckno Lisicky and BPA Staff
 - B. **Absent:** None
- III. **Approval of Minutes:**
 - A. Ms. Lynn Cunningham asked for a motion to approve the Minutes from July 6, 2023. Mr. Eugene Gonzalez made a motion to approve the Minutes, and Mark Jobes seconded the motion. A motion was passed unanimously.
- IV. **Courtesy of the floor**
 - A. None
- V. **Reports**
 - A. Director's Report
 - i. Polk Street Garage – Everything is complete and running well.
 - ii. Walnut Street Garage – Mr. Steve Fernstrom stated that negotiations are currently being made with the adjacent property owners regarding temporary construction easement apart from 26 W. Market Street. Certified letter and emails have been sent but have received no replies.
 - On August 2, 2023, a HARB Meeting was held. A presentation was given on the demolition of the Walnut Street Garage and the protective measures. Ms. Lynn Cunningham asked if any feedback was given. Mr. Steve Fernstrom said they were concerned with what is going to happen with the current parkers in the garage but the presentation and decision before them was



for the demolition of the property. He said they are looking forward to the next meeting. Mr. Fernstrom stated he thinks that members of the public have accepted that the garage will be demolished and are looking forward to the future. Mr. Mark Jobs asked when the next HARB meeting will be taking place and Mr. Steve Fernstrom said it would be on September 6, 2023.

- Demolition bids have been received. Boyle Construction has done an analysis and they have drafted a letter of intent. Language has been included in the demolition piece that protects the adjacent property owners. Once the demolition contract is approved, the plan is to set up meetings with the adjacent property owners.

B. Solicitor's Report

- i. Mr. Jim Broughal said he was hoping to have an agreement with the Condominium Association, but an agreement has not been made. He said that Mr. Steve Fernstrom has worked very hard for the past two years with them and has produced a very favorable agreement for the Condo Association. Attorney Broughal stated due to the timing of the project, and the condition of the garage, we could be bringing a resolution of condemnation to a future meeting to stay on target. Mr. Mark Jobs asked if this could delay the project. Mr. Jim Broughal said not only can it delay it, but it will also change the project.

C. Financial Report

- i. Mr. Chris Betley reported for the month of July 2023, we had \$1,370,718.45 in cash, \$8,837,091.21 in investments and \$6,606,892.16 in restricted cash. Year-to-date revenues were \$4,576,273.11 as of July 31, 2023. Total expenses were \$2,877,900.39 before transfers. There's also a net pension asset of \$600,000. Mr. Steve Fernstrom said that \$275,000 was paid towards the Commons repairs.
- ii. Audit Reports were received. There was an increase in the fund balance of \$1.8 million. All operating leases are considered capital leases. We also have a net pension asset. Ms. Lynn Cunningham asked for a motion to accept the audit report. Mr. Eugene Gonzalez made a motion and Mr. Mark Jobs seconded the motion. A motion was passed unanimously.

VI. Old Business

- A. none

VII. New Business

- A. Installation of license plate recognition in the North Street Garage. It is being brought up to the Board because it was not budgeted for Capital and needs approval from the Board to make the transfer. Mr. Steve Fernstrom said it would help us improve customer and team experience and pull accurate data.



Having LPR technology will give us a better understanding of occupancy count and help us manage the garage better. Mr. Steve Fernstrom asked the Board for a motion to approve the cost of the LPR in the North Street Garage for a total of \$59,461.44. Ms. Lynn Cunningham asked for a motion to approve the cost for the LPR. Mr. Mark Jobes made a motion and Mr. Eugene Gonzalez second the motion. A motion was passed unanimously.

B. Demolition Contractor for the Walnut Street Garage. Boyle Construction recommended Vollers Excavating and Construction for a total of \$1,199,000.00. Ms. Lynn Cunningham asked for a motion to approve the contract for the demolition of the Walnut Street Garage to Vollers Excavating and Construction, Inc. Mr. Eugene Gonzalez made a motion to approve and Mr. Mark Jobes second the motion. A motion was approved unanimously.

C. Community Outreach – Bethlehem is hosting the Pennsylvania Municipal League. We feel it's a great opportunity for the Bethlehem Parking Authority to be involved in building a playground. For the contribution to BEDCO, we budgeted \$75,000, but they only took in \$55,000. Mr. Steve Fernstrom wants to take the \$20,000 unbudgeted towards the Playground Build Sponsorship. Ms. Lynn Cunningham asked for a motion to approve the sponsorship of Fairview Park. Mr. Mark Jobes made a motion and Mr. Eugene Gonzalez second the motion. A motion was made unanimously.

VIII. **Adjournment at:** Ms. Lynn Cunningham asked for a motion to adjourn the meeting. Mr. Mark Jobes made a motion to adjourn the meeting and Mr. Eugene Gonzalez seconded the motion. A motion was passed unanimously.