



BETHLEHEM PARKING AUTHORITY

85 W. North Street
Bethlehem, Pennsylvania 18018
Phone: 610-865-7123 – Fax: 610-865-7124
Email: info@bethpark.org - Website: www.bethpark.org

Board Meeting Minutes

Date: 2/26/2025

Time: 4:00PM

Location: Bethlehem Parking Authority Offices

I. Call Meeting to Order at The Bethlehem Parking Authority Office on Wednesday, February 26, 2025 at 4:00pm.

II. Roll Call

A. Present: Mr. Mark Jobes, Chairperson; Mr. Eugene Gonzalez, Vice Chairman; Mr. Jim Broughal, Solicitor; Mr. Dan Sobrinski, Treasurer; Ms. Karen Widrick, Secretary; Mr. Steve Fernstrom, Executive Director; Ms. Tiffany Wells, Deputy Director; BPA Staff

III. Minutes

A. Mr. Mark Jobes asked for a few changes to be made to the Minutes of January 22, 2025. He asked to remove Mr. Jim Broughal from the Roll Call and add Mr. Anthony Giovannini, Jr. as being present. In the Financial Report, move the second sentence after the fourth sentence. In the net income, RCAP and sale proceeds were included in the total. Mr. Mark Jobes asked for a motion to approve the amended Minutes. Mr. Eugene Gonzalez made a motion and Ms. Karen Widrick seconded the motion. A motion was passed unanimously.

Mr. Mark Jobes asked for a motion to approve the Reorganization Minutes. Mr. Eugene Gonzalez made a motion, and Mr. Dan Sobrinski seconded the motion. A motion was passed unanimously.

IV. Courtesy of the Floor

A. None

V. Director's Report

A. Walnut Street Garage Project



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1. Mr. Steve Fernstrom presented on the status of the construction.
 - i. Caissons: Sequence 7 to commence after small garage underpinning. Final sequence, one remaining. Complete by the first week of march after shoring Sequence 2.
 - ii. Shoring: 2 Sequences remain, Sequence 1 along the east property line still continuing. Robust system to preserve the Verizon non-retaining wall. Complete by EOM. Sequence 2 long south property line, continuing, need to remove several sections of the old foundation before underpinning of the small garage starts. Complete by first week of March.
 - iii. Grade Beams: 4 sections remain. Shoring needed to be completed first on the east and south property line. All remaining grade beams on track to be completed mid to late March.
2. Project remains on schedule with Pre Cast arriving the week of April 7.

B. Pay by Phone

1. Pay by Phone will be our second mobile app to pay for parking. Signage will replace the ParkMobile signs to show both mobile apps. Both apps are similar in what they have to offer. It will give parkers another option to choose from when paying. The press release was sent out today and at the beginning of March, the signage will be replaced.

VI. Solicitor's Report

- A. Mr. Jim Broughal presented a lease agreement between the Bethlehem Parking Authority and the Bethlehem Area School District. The Bethlehem Area School District purchased the property where The Factory was located and requested to have the same lease agreement as The Factory. Mr. Jim Broughal asked for a motion to approve the lease agreement with the Bethlehem Area School District. Ms. Karen Widrick made a motion, and Mr. Dan Sobrinski seconded the motion. A motion was passed unanimously.

VII. Financial Report

- A. Mr. Chris Bentley reported via phone for January 2025 the total unrestricted cash and revenue was \$7,218,679.65. Total revenue for January 2025 was \$824,353.65. Proceeds of \$25,000.00 came from the sale of the initial deposit of the Walnut Street Lot. Total expenses were



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\$374,193.65. Mr. Mark Jobes asked for a motion to approve the financials for January 2025. Mr. Dan Sobrinski made a motion and Mr. Eugene Gonzalez seconded the motion. A motion was passed unanimously.

VIII. Old Business

A. None

IX. New Business

A. None

X. Adjournment

A. Mr. Mark Jobes asked for a motion to adjourn the meeting and go into an Executive Session. Ms. Karen Widrick made a motion to adjourn, and Mr. Dan Sobrinski seconded the motion. A motion was passed unanimously.